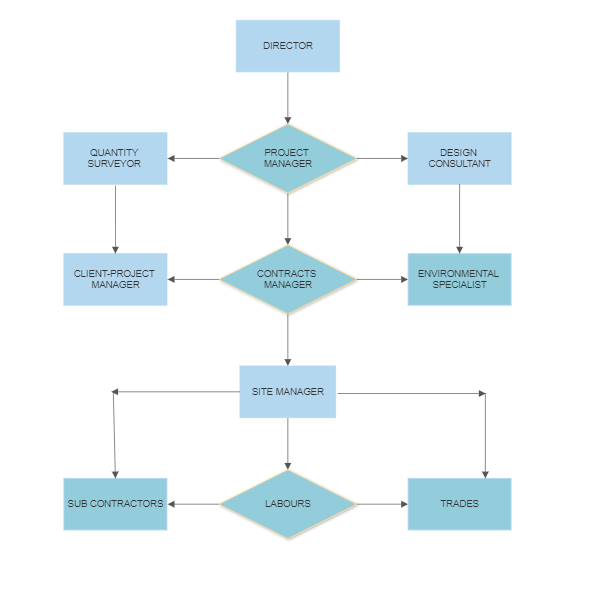
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**Company Information:**

|  |
| --- |
| Name |
| Postal Address |
| Email Address |
| Website |

**Organizational structure:**

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1. **Introduction**

This interim report includes information about the Industrial Placement Year that I’m undergoing as part of my Heriot Watt University Master's programme. The report includes an introduction to the company I worked for, classified descriptions of the works that I carried throughout the work period, my own views on the work experience, and a list of the skills I developed over the time.

1. **INTERNSHIP DESCRIPTION –**

I am pursuing my job as a construction intern in which I have learnt a lot and currently achieving a good professional skill as well as personal betterment. Essentially, my job is working on projects, supervising workers and subcontractors, performing administrative tasks, and collaborating with colleagues across all departments. Observing how each department operates in which that has already provided me with a foundational understanding of the sector. I've also found the role to be really satisfying because I can see the results of my efforts after they have been put in place. Don't get me wrong, transforming the way people feel and function is not easy. However, if we understand how to do it, we can proceed with caution. There are two projects undergoing from the company in which one project has been finished up to 80% only remaining fixtures and snagging lists works have to be done, so my senior project manager trained me with the materials needed and how the works should be carried out and now I'm in charge of the completing the remaining project to finish off with my ideas.

Admin works: I have got registered mail id, in which I will be handling the admin works like managing the bills, updating the director when receiving the delivery and ordering the materials needed, I'm also reporting a monthly report in excel sheet of the works done in the site and remaining works to be done.

1. **OVERVIEW OF INTERNSHIP EXPERIENCE –**

During my time in the company, I have worked on a various project management pathway activity as mentioned in a RICS assessment and achieved good level of each activity. As I have managed and assigned the skilled worker and unskilled workers for the respective jobs and also provided the time management like which works to be carried out first, external or internal works, according to BCC weather forecast hence I have achieved the managing projects competency with level-3. For the ongoing project, I have ordered materials needed and scheduled it for the remaining works and achieved the procurement and tendering competency with level-2 as well as communication and negotiations with 1st level. Moreover, for keeping the track of subcontractors as well as creating the excel sheet for managing the project works like which of the task is done and pending, I have achieved the data management competency on a 1st level. Furthermore, i have called meeting with the team very often in discussing about the materials or works which is undergoing and by leading this I have achieved the Leading projects, people and teams with a 1st level. This month i got an opportunity to interact with clients two times as my senior project manager had important meetings, he introduced me to the clients and i had to discuss with them about the completion of the projects, works to be done and how is the works progressing any addition to the projects and regarding warranty of roofing certificates, Issuing of EPC certificates in which i gained confidence how to tackle clients. The best part during the job is while held meeting with clients, it was a boost in my confidence and I attained Consultancy services competency on a 1st level. I have also learned the time management for a project for which my project management competency on a 1st level is attained. mostly learning process was conducted in which I remained under my manager to observe and learn different tasks and professional environment. However, in the month of May, the learning was different and new tasks were assigned to me.

I also attribute that to the fact that I quickly realised that collaboration is the single most crucial skill to have in this industry. At first, I attempted to complete every task on my own. I assume that is the way that I should be working, but I observed the rest of the team working together around me, so I altered my actions. I'm happy to report that it did not take long after that for me to integrate into the team and become a productive component of the work force. The most joyful moment was Our Company won the Hillingdon council project, and I had the opportunity to work with the company's director on the new Hillingdon council project, and also attended the pre-construction phase meeting of the Hillingdon council project for which the Communication and negotiations competency was achieved in a 1st level. I was tasked with creating a CPP (construction phase plan) for a new project involving the conversion of the former Asha day-care centre into the Asha community centre. During working on the creation of a site logistics plan, comprehensive project planning as well as on a health and safety management plan; the managing project competency was achieved with initial level. Similarly, I was taught a vast array of unique and varied construction materials and techniques as well as I also learned how to create a health and safety management plan and what information I should include in it, as well as how to create a project programming plan in excel and gantter. By performing the certain tasks I have achieved the competencies Construction technology and environmental services as well as Programming and planning in an initial level. Again I started working on organizing and analysing the gathered data which is the data management initial competency. Another task related to toolbox talks with contractor labourers was handed over to me so that i gain an experience of leading project, people and teams with initial level. Moreover, the presentation was given by me to the contractor which describes current safety issues and emphasise the necessary steps to maintain health and safety work environment and attained the consultancy services experience with 2nd level.

During the month of June, a difficult task were given to me by the company which are to supervise a 25-day renovation project(2BHK flat), obtaining the necessary supplies, calculating the resources needed, and providing a work schedule and time management for each stage of the project (removing old wallpaper, plaster boards, tiles, etc.). One of my primary responsibilities this month was working with a consultant and quantity surveyor who was appointed by the council to revise the Health and Safety Document which was prepared by me for the council project which is the Asha Community centre. I had been involved in lots of revised work in changing the project directory, program planning of works and schedules I, therefore, collaborated with various management staff, project managers and director to make sure all the documentation is perfect. One major work was to create a risk assessment and program planning for the new project. Once I had completed it, I had to Discuss with the health and safety advisor and the project manager how to prevent and reduce the risks in their contexts. By following the work, the achieved competency is Managing Project with 2nd level.

The courses we have studied helped me a lot during my placement especially the following courses i.e. Project Management: Theory and Practice, Construction Practice and Information Technology, people and Organisational Management in the Built Environment, Contracts and Procurement as well as value and risk management which helped me in creating a risk assessment for the new project. (to be continued)

1. **ONGOING CONSIDERATION / REFLECTIONS -**

During my job, I have gained a lot of skills related to management of projects, procurement and tendering, leading projects, people and teams as well as Data management. Moreover, the skills related to communication and a negotiation with client is the most important learning skill I have developed during my placement. The competency related to Construction technology and environmental services, consultancy services as well as Programming and planning are also developed in me with the help of this placement. I am now more comfortable asking questions and making suggestions. Team meetings were anticipated events. A chance to share ideas and learn about the other work, as opposed to a stressful circumstance. Working with individuals that possessed a variety of skills and experiences was also quite interesting. They provided me with extensive counsel and information. This is beneficial for developing a deeper comprehension of the task and considering potential career routes. The main skills I currently lack till now in my placement are Accounting principles and procedures, Conflict avoidance, management and dispute resolution procedures, Project finance, BIM management, BIM implementation, Development appraisals, Performance management, supplier management and Works progress and quality management (to be continued)

**Appendices:**

**March Diaries:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st March to 4th March, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Getting to know the team and projects | 4 Days | Inclusive environments | 1 |

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| **7th March to 11th March, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Getting to know the tools and materials | 5 Days | Inclusive environments | 1 |

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| **14th March to 18th March, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Under training with project manager for knowing how the management runs | 5 Days | Inclusive environments | 1 |

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| **21st March to 25th March, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Under training with project manager for knowing how the management runs | 5 Days | Inclusive environments | 1 |

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| **28th March to 1st April, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Under training with project manager for knowing how the management runs | 5 Days | Inclusive environments | 1 |

**April Diaries:**

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| **4th April to 8th April, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Managed and assigned the skilled worker and unskilled workers for the respective jobs, time management | 1 Day | Managing projects | 3 |
| Ordering of materials needed for the remaining works. | 2 Days | Procurement and tendering | 2 |
| Keeping track of subcontractors and Creating excel sheets for each flat making columns for the work done and not done and updating it regularly once the work is done. | 1.5 Days | Data management | 1 |
| Ordering the materials and schedule the works accordingly. | 0.5 Day | Communication and negotiations | 1 |

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| **11th April to 15th April, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Meeting with the team very often in discussing about the materials or works which is undergoing. | 1 Day | Leading projects, people and teams | 1 |
| Training of myself for improvement in work efficiency | 0.5 Day | Sustainability | 1 |
| Ordering of materials needed for the remaining works. | 1.5 Days | Procurement and tendering | 2 |
| Keeping track of subcontractors and Creating excel sheets for each flat making columns for the work done and not done and updating it regularly once the work is done. | 1.5 Days | Data management | 1 |
| Interaction with clients two times in a week | 0.5 Day | Consultancy services | 1 |

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| **18th April to 22nd April, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Ordering of materials needed for the remaining works. | 1.5 Days | Procurement and tendering | 2 |
| Keeping track of subcontractors and creating excel sheets for each flat making columns for the work done and not done and updating it regularly once the work is done. | 2 Days | Data management | 1 |
| Interaction with clients | 1 Day | Consultancy services | 1 |
| Time management in different types of works | 0.5 Day | Managing projects | 1 |

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| **25th April to 29th April, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Interaction with clients three times | 2 Days | Consultancy services | 1 |
| Any new installation or addition to the project | 0.5 Day | Communication and negotiations | 1 |
| Ordering of materials needed for the remaining works. | 1 Day | Procurement and tendering | 2 |
| Keeping track of subcontractors and creating excel sheets for each flat making column for the work done and not done and updating it regularly once the work is done. | 1 Day | Data management | 1 |
| Time management in different types of works like while carrying out multiple tasks at the same time. | 0.5 Day | Managing projects | 1 |

**May Diaries:**

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| **2nd May to 6th May, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Attended the pre-construction phase meeting of the Hillingdon council project. | 1 Day | Communication and negotiations | 1 |
| The creation of a site logistics plan and comprehensive project planning. | 2 Days | Managing Projects | 1 |
| A health and safety management plan, a risk assessment, | 2 Days | Managing Projects | 1 |

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| **9th May to 13th May, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| I was taught a vast array of unique and varied construction materials and techniques. | 2 Days | Construction technology and environmental services | 1 |
| I also learned how to create a health and safety management plan and what information I should include in it, as well as how to create a project programming plan in excel and gantter. | 3 Days | Programming and planning | 1 |

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| **16th May to 20th May, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Organizing gathered data. | 2 Days | Data Management | 1 |
| The analysis of the gathered data. | 3 Days | Data Management | 2 |

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| **23rd May to 27th May, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Conduct toolbox talks with subcontractors and labourers. | 2.5 Days | Leading projects, people and teams | 1 |
| The presentations to the contractor which describe current safety issues and emphasise the necessary steps to maintain health and safety work environment. | 2.5 Days | Consultancy Services | 2 |

**June Diaries:**

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| **30th May to 3rd June, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Obtaining the necessary supplies. | 3 Days | Procurement and tendering | 2 |
| Calculating the resources needed. | 2 Days | Sustainability | 2 |

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| **6th June to 10th June, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Providing a work schedule and time management for each stage of the project. | 3 Days | Managing Projects | 2 |
| The analysis of the gathered data. | 2 Days | Data Management | 2 |

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| **13th June to 17th June, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Revise the Health & Safety Document for the project | 2 Days | Consultancy Services | 2 |
| Revised work in changing the project directory, program planning of works and schedules | 3 Days | Managing Projects | 2 |

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| **20th June to 24th June, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| Create a risk assessment and program planning for the new project | 4 Days | Managing Projects | 2 |
| Meetings with the health and safety advisor and the project manager how to prevent and reduce the risks in their contexts | 1 Day | Managing Projects | 2 |

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| **27th June to 30th June, 2022** | | | |
| **Tasks Undertaken** | **Duration** | **Competency** | **Level 1/2/3** |
| The analysis of the gathered data. | 3 Days | Managing Projects | 2 |
| Revised work in changing the project directory, program planning of works and schedules | 2 Days | Managing Projects | 2 |
|  |  |  |  |