



UNIVERSITY  
*of*  
ABERTAY DUNDEE

SKD/A

27 January 2014

Mr R J Smith  
Head of Training  
GEC Electromotors Ltd  
Cakemore Road  
Warley  
West Midlands  
B65 0QT

Header1 optional text  
Header2 optional text  
Header3 optional text

Dear Bob,

***Professional Training***

The main text of a letter is entered into the memo field region of the Examine/Edit letter option. There is no limit to the length of a letter.

The address and salutation are inserted automatically to match the record or group of records that you have selected.

The powerful mail report options make it easy to merge any letter to the main Company contact, supervisor, student at home, term address or c/o supervisor. The thank you output options automatically insert the placement students "mailname field" at the top of each letter making it easy to send a "thank you" letter to the main company contact or supervisor at the company. You have the option to automatically update the "letter field" in appropriate company/student records as a record of the last letter sent.

To give as much flexibility as possible when matching different headed letter paper the Windows version includes three fields : Ref1, Ref2 & Date which print above the address and three fields : Header1, Header2 & Header3 which print on the right hand side of the page below the address. It is likely that you will decide to use only one or two of these six fields to suit your own preferences. For example, use Header1, 2 or 3 for the date if you prefer to see it on the right hand side of the letter heading. Additionally when previewing a report you may use the Print Setup options to change the margin settings of the report. For example, if the top margin is presently set at 1.5 inches and is printing over your headed paper, simply change it to 2.5 inches to move the whole letter down one inch. With a little experimentation you will quickly decide on suitable settings - make a note of them for future use.

If you have any queries please do not hesitate to contact me.

Dr Stuart K Donald

**SCHOOL OF COMPUTING & ADVANCED TECHNOLOGIES**

## *Preparation for Professional Training*

- Week 1 : Introduction to the Professional Training option.
- Week 2 : Employers' expectations.
- Week 3 : Preparing a C.V.
- Week 4 : Report writing.
- Week 5 : Self presentation and interview techniques.
- Week 6 : Mock interviews recorded on video followed by discussion.
- Week 7 : Further mock interviews.
- Week 8 : The employers viewpoint - lecture by Mr Bob Smith of GEC.
- Week 9 : Concluding seminar.

Dr Stuart K Donald

25 September 2013



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Mr Bob Smith of GEC will hold interviews at the University in room 4528. Details are shown below - please sign against your name to confirm your availability.

**Company Details for Placement Notice**

This division of GEC has about 1000 employees, they manufacture ac & dc equipment. They have an active research division and an IT division which provides support for users throughout the company.

Please see the attached GEC leaflets for further information about the company and collect an application form if interested.

DEADLINE FOR RETURN OF APPLICATIONS : END OF MARCH

NOTE : Once company details have been entered they are instantly available for future reference giving continuity should there be changes in Placement Personnel! There is no limit to the amount of information that you may enter in this memo field and generally once entered only limited editing changes need to be made from year to year to maintain accurate and informative details.

When details arrive electronically via E-mail it is a simple matter to copy and paste the information directly into the PineSoft application with no re-typing required!

**Further Information**

Use this Scrolling Further Details memo field to maintain any company information that you require. For example :

15JAN2011: arrange interviews for early in February.

1DEC2010: returned application forms of nominated students.

3NOV2010: letter and details of vacancies received. Apply before January.

TIP : Consider always entering new details in the top row of the memo field, with a date prompt as above, so that the most recent details will be visible with no need to scroll!

The text automatically wraps at the end of each line, and you may use the cut and paste facilities to move blocks of text within or between records, via the Windows clipboard.

**Status : Action Required Details**

Please contact Bob Smith to discuss changes to placement arrangements

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**Historical Student Placements**

Smart, Susan                                      **Session : 2012      Year : 2      Placement : 1      Course : MATHS**  
**Visiting Tutor :** Dr S K Donald                                      **Supervisor :** Dr Mike Drysdale                                      **Flag :** Yes  
**Salary :** £15,200.00                                      **Start :** 19/03/2012                                      **Finish :** 21/09/2012

Excellent placement in Marketing Section, involving some statistical analysis using GENSTAT. Student Report A. Company Report B+. {Use this Details region for factual information about the placement - listed in ALL PineSoft Placement Report Options}

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Donald, Louise                                      **Session : 2011      Year : 2      Placement : 1      Course : MATHS**  
**Visiting Tutor :** Dr S K Donald                                      **Supervisor :** Dr Mike Drysdale                                      **Flag :** Yes  
**Salary :** £10,062.00                                      **Start :** 13/03/2011                                      **Finish :** 31/08/2011

Excellent placement in Marketing Section, involving some statistical analysis. Student Report A. Company Report A+.

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Welsh, Alison                                      **Session : 2011      Year : 2      Placement : 1      Course : MATHS**  
**Visiting Tutor :** Dr S K Donald                                      **Supervisor :** Dr Andrew Field                                      **Flag :** Yes  
**Salary :** £12,300.00                                      **Start :** 20/03/2011                                      **Finish :** 06/09/2011

Attached to Engineering Design section.

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**Angus District Council**

District Buildings  
Forfar  
Angus  
DD4 3SA

**Employer :** LOCAL GOV.  
**Userlook1 :** TESTCOMP1  
**Userlook2 :** TESTCOMP2  
**Userlook3 :** COMPUTING  
**Userlook4 :** STATISTICS  
**Userlook5 :** ENGINEERING

**Location :** TAYSIDE

**Website :** www.pinesoft.net

**Further Company Information**

Interviews will take place at Forfar. Please ask for Mr McDonald on arrival. The usual duration of interviews has in the past been about twenty minutes per student.

Angus District Council is a medium sized local government employer with a long history of taking 'Abertay' students on placement. There are two possible placements available in the Management Information Division. An interest in databases would be an advantage.

**Previous Placement Students**

**Job 1 Title : Database Development**

**Session : 2012**

**Target Duration :**

**Full / Part time :** 1

(1=5 days / 0.8=4 days / 0.6=3 days / 0.4=2 days / 0.2= 1 day per week)

**Payment :** £12,145.00

**Student :** Davis, Steve

**Placement Email :** steve.davis@angusd

**Job Details**

This memo region may contain extended job details - auto pasted from the Jobs Table when a student is allocated a placement- only listed in FULL Placement reports designed for issue to Visiting Tutors.

**Job 2 Title : IT Analyst**

**Session : 2012**

**Target Duration :**

**Full / Part time :** 1

(1=5 days / 0.8=4 days / 0.6=3 days / 0.4=2 days / 0.2= 1 day per week)

**Payment :** £14,260.00

**Student :** Davis, Joe

**Placement Email :** joe.davis@angusdc.c

**Job Details**

This memo region may contain extended job details - auto pasted from the Jobs Table when a student is allocated a placement- only listed in FULL Placement reports designed for issue to Visiting Tutors.

**Job 3 Title : IT Support Officer**

**Session : 2012**

**Target Duration :**

**Full / Part time :** 1

(1=5 days / 0.8=4 days / 0.6=3 days / 0.4=2 days / 0.2= 1 day per week)

**Payment :** £13,370.00

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**Student :** Ingram, Brian

**Placement Email :** brian.ingram@angus

**Job Details**

This memo region may contain extended job details - auto pasted from the Jobs Table when a student is allocated a placement- only listed in FULL Placement reports designed for issue to Visiting Tutors.

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**Job 4 Title : IT Support Student**

**Session : 2012**

**Target Duration :**

**Full / Part time :** 1

(1=5 days / 0.8=4 days / 0.6=3 days / 0.4=2 days / 0.2= 1 day per week)

**Payment :** £13,130.00

**Student :** Keith, Andy

**Placement Email :** andy.keith@angusdc.

**Job Details**

This memo region may contain extended job details - auto pasted from the Jobs Table when a student is allocated a placement- only listed in FULL Placement reports designed for issue to Visiting Tutors.

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**Job 5 Title : IT Analyst**

**Session : 2011**

**Target Duration :**

**Full / Part time :** 1

(1=5 days / 0.8=4 days / 0.6=3 days / 0.4=2 days / 0.2= 1 day per week)

**Payment :** £12,135.00

**Student :** Davis, Joe

**Placement Email :** joe.davis@angusdc.c

**Job Details**

This memo region may contain extended job details - auto pasted from the Jobs Table when a student is allocated a placement- only listed in FULL Placement reports designed for issue to Visiting Tutors.

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**Job Reference :** FRS/13/2

**Status :** ACTION REQUIRED

**Job Title :** Student Assistant : Data Analysis

Building Research Establishment

**Location :** ENGLAND

Fire Research Station

Borehamwood

**Vacancies :** 2

Hertfordshire

**Date Posted :** 06/12/2012

WD6 2BL

**Applications Closed :**

**Application Requirements**

Online	CV	App Letter	Close Date	Start Date	Finish Date	Salary	Duration
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25/04/2013	13/06/2013	£16,500.00	12 month

**Job Classification Criteria**

**Job Sector :** Research Establishment

**Job Type** Research Assistant

**JobFlag1**

**JobFlag2**

**JobFlag3**

**JobFlag4**

**JobFlag5**

**JobFlag6**

**Job Summary**

Analysis of spread of fire in enclosed spaces using a model of a London Underground escalator. Further analysis of previous studies of the Kings Cross disaster.

**Job Details**

Analysis of spread of fire in enclosed spaces using a model of a London Underground escalator. Further analysis of previous studies of the Kings Cross disaster.

**Job Status : Action Required Details**

Need to confirm start date



Post-graduate Diploma in Information Technology

1 Daly, Louise

**Year : 2    Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer</u>	<u>Acc</u>	<u>Pl</u>	<u>Job Ref</u>	<u>Comment</u>
1 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	Yes	ADC/13/2	
2 GEC Electromotors Ltd, Cakemore Road	16/12/2012			No	No	Yes	GEC/13/3	
3 Building Research Establishment, Fire Research Station	25/11/2012	24/03/2013		No	No	Yes	FRS/13/2	

**Application summary for student (Max possible 3) :    3    2    0    0**

2 Davis, Steve

**Year : 2    Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer</u>	<u>Acc</u>	<u>Pl</u>	<u>Job Ref</u>	<u>Comment</u>
1 GEC Electromotors Ltd, Cakemore Road	16/12/2012	28/02/2013	10:00	No	No	Yes	GEC/13/2	

**Application summary for student (Max possible 1) :    1    1    0    0**

3 Donald, Stephen

**Year : 2    Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer</u>	<u>Acc</u>	<u>Pl</u>	<u>Job Ref</u>	<u>Comment</u>
1 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	Yes	ADC/13/2	

**Application summary for student (Max possible 1) :    1    1    0    0**

4 Fraser, Joanna

**Year : 2 Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer Acc</u>	<u>PI</u>	<u>Job Ref</u>	<u>Comment</u>
1 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	ADC/13/1	
2 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	ADC/13/2	
3 Building Research Establishment, Fire Research Station	25/11/2012	24/03/2013		No	No	FRS/13/2	

**Application summary for student (Max possible 3) : 3 3 0 0**

5 Murray, John

**Year : 2 Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer Acc</u>	<u>PI</u>	<u>Job Ref</u>	<u>Comment</u>
1 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	ADC/13/1	

**Application summary for student (Max possible 1) : 1 1 0 0**

6 Smith, Mark

**Year : 2 Placement : 2**

<u>Company</u>	<u>App Date</u>	<u>Int Date</u>	<u>Time</u>	<u>Offer Acc</u>	<u>PI</u>	<u>Job Ref</u>	<u>Comment</u>
1 Angus District Council, District Buildings	24/12/2012	28/02/2013		No	No	ADC/13/2	

**Application summary for student (Max possible 1) : 1 1 0 0**

**Totals for course (Max possible 10) : 10 9 0 0**

Summary of Applications for All Courses

Total number of applications : 10

Total number of offers made : 0

Total number of offers accepted : 0

**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**  
**List of Student Interviews**

27/01/2014

Page 1 of 1

<u>Int Date</u>	<u>Time</u>	<u>Student</u>	<u>Course</u>	<u>Y</u>	<u>P</u>	<u>Company</u>	<u>Job Ref</u>	<u>Comment</u>
24/03/2013		Daly, Louise	COMP	2	2	Building Research Establishment	FRS/13/2	
24/03/2013		Fraser, Joanna	COMP	2	2	Building Research Establishment	FRS/13/2	
28/02/2013		Daly, Louise	COMP	2	2	Angus District Council	ADC/13/2	
28/02/2013		Donald, Stephen	COMP	2	2	Angus District Council	ADC/13/2	
28/02/2013		Fraser, Joanna	COMP	2	2	Angus District Council	ADC/13/1	
28/02/2013		Fraser, Joanna	COMP	2	2	Angus District Council	ADC/13/2	
28/02/2013		Murray, John	COMP	2	2	Angus District Council	ADC/13/1	
28/02/2013		Smith, Mark	COMP	2	2	Angus District Council	ADC/13/2	
28/02/2013	10:00	Davis, Steve	COMP	2	2	GEC Electromotors Ltd	GEC/13/2	

**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**  
**Placement Details : Summary : Ordered by Location**

27/01/2014

Page 1 of 1

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**B.Sc. in Applicable Mathematics**

**Session : 2012      Year : 2      Placement : 1**

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<u>Student</u>	<u>Company</u>	<u>Location</u>	<u>Visiting Tutor</u>
1 Clark, Stewart	Building Research Establishment	ENGLAND	Dr S K Donald
2 Smart, Susan	GEC Electromotors Ltd	ENGLAND	Dr S K Donald
3 Thompson, Heather	Highland Regional Council	HIGHLAND	Dr S K Donald
4 Darwin, John	British Geological Survey	LOTHIAN	Mr I Fraser
5 Ingram, Brian	Angus District Council	TAYSIDE	Dr S K Donald

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**Session : 2012      Year : 3      Placement : 2**

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<u>Student</u>	<u>Company</u>	<u>Location</u>	<u>Visiting Tutor</u>
6 Donald, Louise	Building Research Establishment	ENGLAND	Dr G Smith
7 Fagan, Joe	Home Office	ENGLAND	Dr G Smith
8 Glen, Susan	Building Research Establishment	ENGLAND	Dr S K Donald
9 Hammond, Alex	MOD Defence Operational Est.	ENGLAND	Mr A Holt
10 Jordan, Lisa	Building Research Establishment	ENGLAND	Dr S K Donald
11 Patel, Joe	DHSS	ENGLAND	Mr A Holt
12 Welsh, Alison	Transport & Road Research Lab.	ENGLAND	Mr A Holt
13 Donald, James	Conoco UK Ltd	GRAMPIAN	Dr D Porter
14 Fraser, Fred	Conoco UK Ltd	GRAMPIAN	Dr S K Donald
15 Milne, Adam	Shell UK	GRAMPIAN	Mr I Fraser
16 Jones, Ronald	Highland Regional Council	HIGHLAND	Dr S K Donald
17 Smith, Andy	Scottish Office	LOTHIAN	Dr S K Donald
18 Davis, Joe	Angus District Council	TAYSIDE	Dr S K Donald
19 Keith, Andy	Angus District Council	TAYSIDE	Dr S K Donald
20 Smith, Joe	Ferranti Ltd	TAYSIDE	Mr I Fraser
21 Soutar, Colin	Bett Brothers Plc	TAYSIDE	Mr A Holt

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**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**  
**Placement Summary : All Courses (Landscape)**

27/01/2014

Page 1 of 2

<u>Student</u>	<u>Student ID</u>	<u>Company</u>	<u>Location</u>	<u>Visiting Tutor</u>	<u>Course</u>	<u>Sess</u>	<u>Yr</u>	<u>Pl</u>	<u>Start</u>	<u>Finish</u>
Clark, Stewart	20104349	Building Research Establishment	ENGLAND	Dr S K Donald	MATHS	2012	2	1	08/02/2012	06/04/2012
Daly, Louise	20114231	Perth & Kinross District Council	TAYSIDE	Dr S K Donald	COMP	2012	1	1	12/02/2012	30/03/2012
Darwin, John	20105346	British Geological Survey	LOTHIAN	Mr I Fraser	MATHS	2012	2	1	12/03/2012	07/09/2012
Davis, Joe	20093265	Angus District Council	TAYSIDE	Dr S K Donald	MATHS	2011	2	1	15/03/2011	08/09/2011
	20093265	Angus District Council	TAYSIDE	Dr S K Donald	MATHS	2012	3	2	12/03/2012	07/09/2012
Davis, Steve	20112438	Angus District Council	TAYSIDE	Dr S K Donald	COMP	2012	1	1	19/02/2012	23/03/2012
Donald, James	20096232	Transport & Road Research Lab.	ENGLAND	Mr A Holt	MATHS	2011	2	1	03/04/2011	15/09/2011
	20096232	Conoco UK Ltd	GRAMPIAN	Dr D Porter	MATHS	2012	3	2	03/04/2012	07/09/2012
Donald, Louise	20096234	GEC Electromotors Ltd	ENGLAND	Dr S K Donald	MATHS	2011	2	1	13/03/2011	31/08/2011
	20096234	Building Research Establishment	ENGLAND	Dr G Smith	MATHS	2012	3	2	19/03/2012	05/09/2012
Donald, Stephen	20117578	Scottish Office	LOTHIAN	Dr S K Donald	COMP	2012	1	1	12/02/2012	30/03/2012
Fagan, Joe	20004733	Perth & Kinross District Council	TAYSIDE	Dr S K Donald	MATHS	2011	2	1	13/03/2011	08/09/2011
	20004733	Home Office	ENGLAND	Dr G Smith	MATHS	2012	3	2	27/03/2012	07/09/2012
Fraser, Fred	20099624	Shell UK	GRAMPIAN	Mr I Fraser	MATHS	2011	2	1	13/03/2011	08/09/2011
	20099624	Conoco UK Ltd	GRAMPIAN	Dr S K Donald	MATHS	2012	3	2	26/03/2012	19/09/2012
Fraser, Joanna	20111555	Perth & Kinross District Council	TAYSIDE	Dr S K Donald	COMP	2012	1	1	12/02/2012	30/03/2012
Glen, Susan	20093556	British Geological Survey	LOTHIAN	Mr I Fraser	MATHS	2011	2	1	05/04/2011	25/08/2011
	20093556	Building Research Establishment	ENGLAND	Dr S K Donald	MATHS	2012	3	2	21/03/2012	14/09/2012
Hally, Steve	20116588	Fife Regional Council	FIFE	Dr S K Donald	COMP	2012	1	1	19/02/2012	04/04/2012
Hammond, Alex	20090123	Fife Regional Council	FIFE	Mr I Fraser	MATHS	2011	2	1	13/03/2011	15/09/2011
	20090123	MOD Defence Operational Est.	ENGLAND	Mr A Holt	MATHS	2012	3	2	19/03/2012	14/09/2012
Ingram, Brian	20108345	Angus District Council	TAYSIDE	Dr S K Donald	MATHS	2012	2	1	12/03/2012	21/09/2012
Jones, Ronald	20091923	Ferranti Ltd	TAYSIDE	Mr I Fraser	MATHS	2011	2	1	13/03/2011	08/09/2011
	20091923	Highland Regional Council	HIGHLAND	Dr S K Donald	MATHS	2012	3	2	19/03/2012	14/09/2012
Jones, Sarah	20110952	Scottish Office	LOTHIAN	Dr S K Donald	COMP	2012	1	1	12/02/2012	30/03/2012
Jordan, Lisa	20092156	National Engineering Laboratory	STRATHCLYDE	Mr I Fraser	MATHS	2011	2	1	13/03/2011	25/08/2011
	20092156	Building Research Establishment	ENGLAND	Dr S K Donald	MATHS	2012	3	2	02/04/2012	07/09/2012

<u>Student</u>	<u>Student ID</u>	<u>Company</u>	<u>Location</u>	<u>Visiting Tutor</u>	<u>Course</u>	<u>Sess</u>	<u>Yr</u>	<u>Pl</u>	<u>Start</u>	<u>Finish</u>
Keith, Andy	20098966	Transport & Road Research Lab.	ENGLAND	Mr A Holt	MATHS	2011	2	1	20/03/2011	15/09/2011
	20098966	Angus District Council	TAYSIDE	Dr S K Donald	MATHS	2012	3	2	12/03/2012	14/09/2012
Milne, Adam	20097449	Ferranti Ltd	TAYSIDE	Mr I Fraser	MATHS	2011	2	1	13/03/2011	15/09/2011
	20097449	Shell UK	GRAMPIAN	Mr I Fraser	MATHS	2012	3	2	12/03/2012	07/09/2012
Murray, John	20116980	Bett Brothers Plc	TAYSIDE	Dr S K Donald	COMP	2012	1	1	19/02/2012	06/04/2012
Patel, Joe	20095777	MOD Defence Operational Est.	ENGLAND	Mr A Holt	MATHS	2011	2	1	20/03/2011	01/09/2011
	20095777	DHSS	ENGLAND	Mr A Holt	MATHS	2012	3	2	02/04/2012	31/08/2012
Smart, Susan	20104347	GEC Electromotors Ltd	ENGLAND	Dr S K Donald	MATHS	2012	2	1	19/03/2012	21/09/2012
Smith, Andy	20091778	Scottish Office	LOTHIAN	Dr S K Donald	MATHS	2011	2	1	15/03/2011	15/09/2011
	20091778	Scottish Office	LOTHIAN	Dr S K Donald	MATHS	2012	3	2	19/03/2012	14/09/2012
Smith, Joe	20094991	DHSS	ENGLAND	Mr A Holt	MATHS	2011	2	1	20/03/2011	15/09/2011
	20094991	Ferranti Ltd	TAYSIDE	Mr I Fraser	MATHS	2012	3	2	26/03/2012	24/08/2012
Smith, Mark	20111781	Central Regional Council	CENTRAL	Dr S K Donald	COMP	2012	1	1	12/02/2012	30/03/2012
Soutar, Colin	20099783	Transport & Road Research Lab.	ENGLAND	Mr A Holt	MATHS	2011	2	1	20/03/2011	15/09/2011
	20099783	Bett Brothers Plc	TAYSIDE	Mr A Holt	MATHS	2012	3	2	12/03/2012	07/09/2012
Thompson, Heather	20100348	Highland Regional Council	HIGHLAND	Dr S K Donald	MATHS	2012	2	1	12/03/2012	24/08/2012
Watkins, Justin	20112784	Perth & Kinross District Council	TAYSIDE	Dr S K Donald	COMP	2012	1	1	14/02/2012	30/03/2012
Weish, Alison	20093785	GEC Electromotors Ltd	ENGLAND	Dr S K Donald	MATHS	2011	2	1	20/03/2011	06/09/2011
	20093785	Transport & Road Research Lab.	ENGLAND	Mr A Holt	MATHS	2012	3	2	19/03/2012	14/09/2012





**B.Sc. in Applicable Mathematics**

STUDENT REPORT	Yes	28/09/2012
TUTOR REPORT	No	18/09/2012
PLACEMENT VISIT	Yes	11/03/2012

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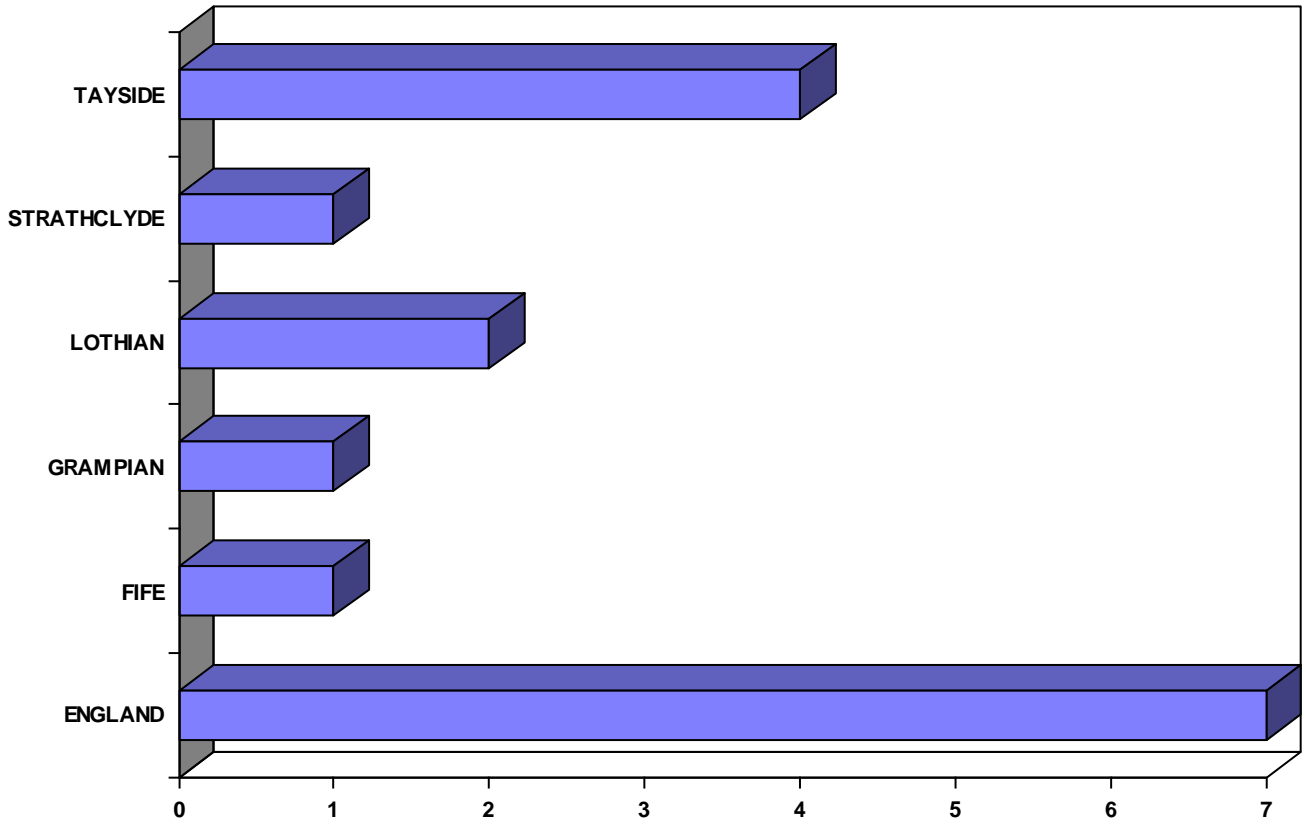
**B.Sc. in Applicable Mathematics**

**Session : 2011    Year : 2    Placement : 1**

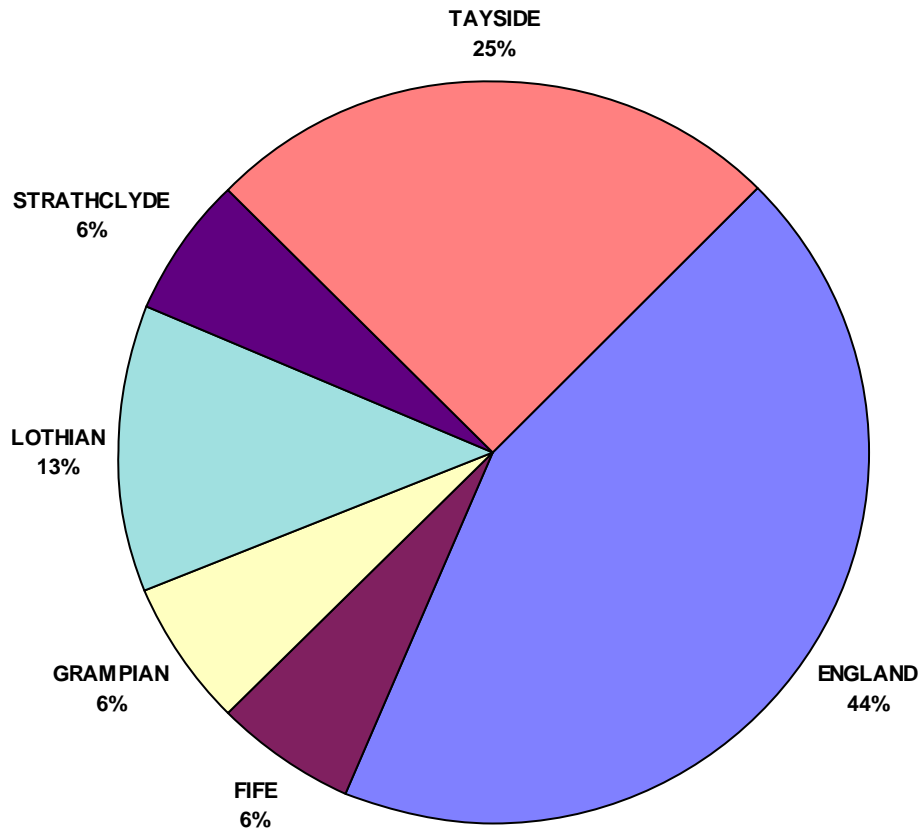
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<b><u>Location</u></b>	<b><u>Number</u></b>
ENGLAND	7
FIFE	1
GRAMPIAN	1
LOTHIAN	2
STRATHCLYDE	1
TAYSIDE	4
	<hr/>
	16

Cumulative Location Breakdown



Cumulative Location Breakdown



**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**  
**Health & Safety Summary (Landscape)**

27/01/2014

Page 1 of 1

<u>Student</u>	<u>Company</u>	<u>Course</u>	<u>Sess</u>	<u>Yr</u>	<u>PI</u>	<u>Certified</u>	<u>date</u>	<u>Brief</u>	<u>Pack</u>	<u>Authority</u>
Daly, Louise	Perth & Kinross District Council	COMP	2012	1	1	Yes	16/04/2008	Yes	Yes	Yes
Davis, Steve	Angus District Council	COMP	2012	1	1	Yes	16/04/2012	No	No	No
Donald, Stephen	Scottish Office	COMP	2012	1	1	Yes	16/04/2010	Yes	Yes	Yes
Fraser, Joanna	Perth & Kinross District Council	COMP	2012	1	1	Yes	16/04/2008	Yes	Yes	Yes
Hally, Steve	Fife Regional Council	COMP	2012	1	1	Yes	16/04/2010	Yes	Yes	No
Jones, Sarah	Scottish Office	COMP	2012	1	1	Yes	16/04/2010	Yes	Yes	Yes
Murray, John	Bett Brothers Plc	COMP	2012	1	1	Yes	01/06/2009	No	Yes	No
Smith, Mark	Central Regional Council	COMP	2012	1	1	Yes	01/06/2009	Yes	Yes	Yes
Watkins, Justin	Perth & Kinross District Council	COMP	2012	1	1	Yes	16/04/2008	Yes	Yes	Yes
<b>Totals (Max possible 9) :</b>						<b>9</b>		<b>7</b>	<b>8</b>	<b>6</b>

**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**

**Professional Training**

- |                           |  |  |
|---------------------------|--|--|
| <b>1. Student</b>         | Mrs L Daly   | <b>Year</b> 1                                  |
| <b>2. Personal Tutor</b>  | Dr S K Donald  |  |
| <b>3. Visiting Tutor</b>  | Dr S K Donald  |  |
| <b>4. Company</b>         | Perth & Kinross District Council<br>Council Chambers<br>3 High Street<br>Perth<br>PH1 5JU                              |  |
|                           | <b>Telephone</b> : 0192 532176   |  |
| <b>5. Company contact</b> | Mr Colin Fiddler<br>Computer Centre<br><b>Telephone</b> : 0192 532176  |  |
| <b>6. Supervisor</b>      | Mr James Nicoll<br><b>Telephone</b> : 0192 532183  |  |
| <b>7. Other Details</b>   | Please contact Colin Fiddler to arrange the first visit and to confirm that James Nicoll is to be Louise's supervisor. |  |
| <b>8. Student Duties</b>  | Attached to the Computer Centre. Transfer of in-house database to Microsoft Access.                                    |  |
| <b>9. Salary</b>          | £11000.00  | <b>Start</b> 14/2/2010 <b>Finish</b> 28/3/2010 |

*{Create your own individual letters/reports **to suit your particular requirements** and easily merge any PineSoft data, **with no retyping or errors!** – this illustration shows typical output with merged data for FORM 1(CS) used at the University of Abertay Dundee.}*

**UNIVERSITY OF ABERTAY DUNDEE**  
**School of Computing & Advanced Technologies**

**Professional Training : Company Report**

**Student** Mrs L Daly

**Year** 1

**Company** Perth & Kinross District Council  
 Council Chambers  
 3 High Street  
 Perth  
 PH1 5JU

**Supervisor** Mr James Nicoll

**Designation** Training Manager

**Start Date** 14 February 2010

**1. Student's performance - please tick appropriate box :**

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>
Intellectual ability				
Diligence				
Initiative				
Reliability				
Ability to work with team				
Ability to work on own				
Ability to discuss progress				
Willingness to learn				
Personal behaviour				

**2. Remarks**

**Signature** : . . . . .

**Date** : . . . . .

**Please return to** : *Dr Stuart K Donald, University of Abertay Dundee, School of Computing & Advanced Technologies, Bell Street, Dundee DD1 1HG.*  
**Telephone** : 01382 308606