How to claim your Engineering Professional Practice hours

Steps

1. Go to the EPP System via the URL: https://student.eait.uq.edu.au/practice/. The home screen will display the following two buttons:

   <u>Professional Practice Claims</u>

   - Input your hours, request Supervisor and/or Academic Approval, final approval by the EAIT Faculty, view a summary of your hours and status
   - Download your **Reflections Template** to enter your five (5) reflections for submission for marking
   - View the status of your Engineering Professional Practice Reflections Assessment status
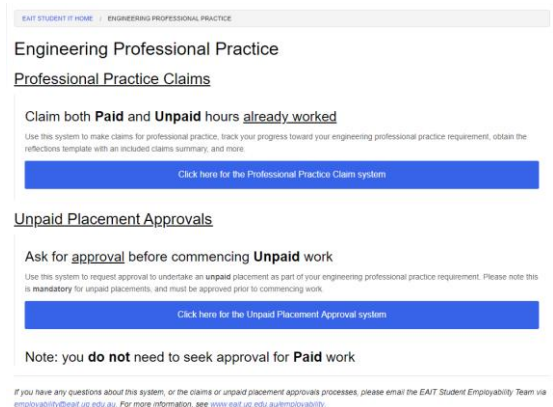
   <u>Unpaid Placement Approvals</u>

   - Generate an Unpaid Engineering Professional Practice Form

     Note: This form is mandatory <u>before</u> commencing unpaid placements as part of your engineering professional practice. Paid placements do not require approval.

2.

3. **Select** the 'Click here for the Professional Practice Claim system' button under the heading, Professional Practice Claims on the EPP System homepage

   Click here for the Professional Practice Claim system

4. **Scroll** down to the bottom of the New Professional Practice Claim page, **select** the 'New Professional Practice Claim' button on the bottom of the page

   New Professional Practice Claim

5. **Click** on the 'Claim' button of the Category you need to claim and submit hours against. Claim
   We will select **Category 1 – Professional Practice in an engineering environment** for this example.

6. **Enter** your placement details in Section A. SECTION A: TO BE COMPLETED BY STUDENT:
   Note: The status at the top of the page will display, 'Entering details'

7. **Click** 'Obtain Supervisor Confirmation via Email' Obtain Supervisor Confirmation via Email button. This will automatically generate an email to your Supervisor to approve your claim of hours.

   *Tip: At any time, you may return to the Claims page by **clicking** on the 'Back to Claims' button in the top right of the screen. Just ensure you save your draft first, otherwise you will lose what you have entered.*
   Save Draft Professional Practice Claim

What happens next?

You can check the status of your claim by looking at the Professional Practice Claims table on the homepage of the Engineering Professional Practice Claims page. Each claim that you submit for vetting and approval will display in this table along with the status of the claim.

The status will show either of the following:

- **Entering details** – you are currently entering the data of your claim
- **Claim abandoned** - you have rejected a claim that you have saved or submitted. If you submitted the claim for external confirmation, an email will be go to your Supervisor stating that your claim has been abandoned and there is no further action for them to take.
- **External confirmation** - your claim is awaiting approval by your Supervisor.
  Please note: This email may not reach your Supervisor for various reasons such as tight firewall settings, automatic distributions to junk folder, incorrect email address. Therefore, it is important that if your Supervisor has not actioned your claim in a timely manner that you call them to follow up.
- **Pending** – your claim is currently with Faculty waiting to be vetted and approved
- **Approved** – your claim has been vetted and approved

More information

To find out more information about the requirements for your professional practice, please go to the employability website.

The Engineering Professional Practice roadmap is a helpful guide for navigating through the entire process from finding opportunities, claiming hours to submitting your reflections for marking.

The EAIT Employability Team also offer one-on-one student consultations where you can discuss professional practice or other employability related topics. You may book a consult via the link above