



## Engineering Professional Practice Activity Table

UQ Engineering students in the BE, BE(Hons), BE(Hons)/ME and ME programs must complete at least 450 hours of professional practice to meet the requirements of the program.

The following table outlines activities the Faculty of Engineering, Architecture and Information Technology will credit towards the 450 hours of professional practice requirement.

All students must complete at least **450 hours** of professional practice:

- At least **225 hours** of professional practice in an engineering environment assisting or under the supervision of a professional engineer (type A)
- Remaining hours made up of a range of allowable professional practice activities.

Completion of more than 450 total hours is encouraged for your own development.

Please note: all claims and evidence submitted are subject to audit and verification. Claims will be denied when evidence is insufficient and/or cannot be verified.

Category	Category description	Type of practice	Hours claimable	Notes and examples	Evidence to substantiate claim
1	Professional practice in an engineering environment	A and/or B	<p>Claim the number of hours you work at the engineering worksite. This will typically exclude travel time and lunch breaks.</p> <p><b>No limit</b> to the number of hours claimable under this category.</p>	<p>Work assisting or under the supervision of a professional engineer may be claimed as <b>Type A</b>.</p> <p>Other work in an engineering environment (e.g. of a manual or trade nature) must be claimed as <b>Type B</b>.</p> <ul style="list-style-type: none"> <li>• Experience of a manual or trade nature must relate to the engineering discipline being studied e.g. labouring on building site for a civil engineering student or, electrical trade assistant for an electrical engineering student.</li> <li>• General manual or trade-based work should be claimed under category 3.</li> <li>• Software engineering students can claim type A hours where a supervisor or colleague/s within their workgroup have an</li> </ul>	<p>Online approval completed by supervisor. Other evidence may be accepted for historical claims, e.g. old-style Certificate of Professional Practice signed by supervisor.</p> <p><b>Note:</b> please submit the EPP Certificate to <u>Category 14</u> via the <a href="#">EPP System</a></p> <p>Type A claims for practice within an EAIT research facility/laboratory must show evidence of weekly supervision by a professional engineer. <a href="#">EAIT Research Facility Logbook</a> must be submitted as evidence of supervision by a qualified engineer.</p>



				<p>appropriate and relevant tertiary education qualification. Each claim will be assessed on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>If any student is undertaking their professional practice placement remotely, it is a requirement that host organisations provide appropriate supervision for this learning experience (i.e. adequate oversight of work with a minimum of 2-3 touch points per week when working on a full-time workload, or equivalent for part time work).</li> </ul>	
2	BE(Hons)/ME placement project or CEED placement project	A	Up to <b>300 hours</b> for a 4-unit project/placement; up to <b>450 hours</b> for a 6 or 8 unit placement.	Reflections must be completed even if similar reflections were undertaken as part of the assessment of the course. The only exemption is a student who successfully completed a BE(Hons)/ME Industry Placement (8 units) prior to 2018. Anyone who is completing the placement from 2018 onwards must complete the reflections component.	<p>Statement from the industry and/or academic supervisor confirming the number of hours claimed.</p> <p>The Faculty will check that the student has passed the course.</p>
3	Paid work experience <b>outside</b> of an engineering environment	B	Up to <b>75 hours</b> of work in this category may be claimed (total).	<p>This may include paid employment in retail or hospitality.</p> <p>Work in an engineering environment but <b>not</b> assisting or under the supervision of a professional engineer should be claimed in Category 1 - <b>Type B</b>.</p>	Online approval completed by supervisor or, evidence of employment and dates/hours claimed, e.g. letter from supervisor on company letterhead, payslips, etc.
4	Tutoring at UQ (i.e. student is employed by a UQ School or Faculty)	B	Up to <b>75 hours</b> of work in this category may be claimed (total).	This may include tutoring in non-Engineering courses.	Evidence of employment and dates/hours worked. Payslips from Workday is the only form of acceptable evidence.

5	Significant industry exposure within a UQ course (Minimum 10 hours per course to qualify).	B	Courses are pre-approved for a certain number of hours. There is no limit to the total number of hours that may be claimed in this category.	<p>The student must pass the course.</p> <p><a href="#">Click here</a> for approved courses.</p> <p>The Associate Dean (Academic) may consider requests to approve other courses.</p> <p>Currently, you cannot count courses undertaken in your final semester towards professional practice.</p>	None. Faculty staff will check enrolment and completion of the course.
6	Engineering related site visits.	B	<p>Up to <b>75 hours</b> of visits in this category may be claimed (total).</p> <p><u>Note:</u> Only the time spent on site may be claimed.</p>	<a href="#">Click here</a> for approved site visits. Further site visits may be approved.	Contact details of the visit organiser and/or site representative who can verify participation.
7	Relevant VET/TAFE courses	B	Up to <b>75 hours</b> of courses in this category may be claimed (total).	Courses must be relevant to Engineering.	Official document from the provider indicating duration and successful completion of the course.
8	Industry workshops, conferences, hackathons, seminars, lectures, mentoring events, EAIT Employer on Campus events, Engineering engagement programs (e.g. Icarus, Liveris Academy, EAIT Leadership and Mentoring Program	B	<p>Up to <b>75 hours</b> of activities in this category may be claimed (total).</p> <p><u>Note:</u> Travel time and meal breaks may not be claimed.</p>	<ul style="list-style-type: none"> <li>UQ Ventilator Hackathon 2020 – 32 <b>Type B</b> hours (participation will be verified by the Faculty)</li> </ul>	<p>Evidence will depend on the event, but may include:</p> <ul style="list-style-type: none"> <li>Contact details of the visit organiser and/or site representative who can verify participation</li> <li>Certificate of participation (Meet a Mentor, Hackathon etc.)</li> <li>StudentHub records – Attendance at EAIT Employer on Campus event (1 hour per event)</li> </ul>



	(LaMP)) and any other events that provide <a href="#">EA CPD points</a> .				<ul style="list-style-type: none"> <li>Claims for <b>more than 2 hours</b> must include a statement justifying the hours.</li> <li>LaMP completion certificate</li> </ul>
9	Study Tours relevant to engineering studies.	A and/or B	<p>Up to <b>160 hours</b> may be approved per study tour.</p> <p>Some study tours have pre-approved hours.</p>	<p><a href="#">Click here</a> for approved study tours. Further study tours may be approved.</p> <ul style="list-style-type: none"> <li>Mining Games</li> <li>Engineers without Borders Design Summit</li> <li>Innovation Workshop 2018 (type A - 80 hours)</li> </ul> <p><b>Note:</b> Study tours involving engineering work under the direction of a professional engineer may be eligible for <b>Type A</b> credit.</p>	<p>Evidence of participation and completion issued by the organiser or, contact details of the organiser who can verify participation.</p> <p>If the number of hours has not been pre-approved, then full details of all activities undertaken on the study tour will be required.</p>
10	<p>Significant Senior Leadership in official* UQ-related extracurricular activities</p> <p>* Clubs &amp; Societies registered with UQU or officially affiliated with Faculties or Schools.</p>	B	Up to <b>75 hours</b> of activities in this category may be claimed (total)	Example: significant leadership role (President, Vice-President, Treasurer or Secretary) in any official student organisation at UQ where there is a clear link to the development of professional skills.	Statement from a more senior person who can verify the role, duration, duties and hours claimed, plus a reflection ( <a href="#">using SEAL format</a> ) showing how the experience has contributed to the development of professional skills (please attach the reflection as evidence to support your claim)
11	Completion of UQ MOOC EMPLOY101x Unlocking your Employability	B	<b>14 hours</b>	<ul style="list-style-type: none"> <li><a href="#">Instructions</a> for free and full access to EMPLOY101x</li> <li><a href="#">Instructions</a> for UQ Students to download certificate for free.</li> </ul>	Verified certificate of completion.



12	Participation in UQ Ventures Program.	B	Up to <b>50 hours</b> may be claimed.	<a href="#">Click here</a> for approved Ventures Programs. Further programs may be approved.	Certificate signed by Program Leader.
13	Industry experience completed as part of previous Engineering related degree or diploma	A and/or B	Hours worked may be claimed.		Proof of completion of previous degree or diploma and, confirmation of duration (hours/weeks/ semesters) of activity. Proof of engineering environment and/or supervision type may also be required.
14	Previously approved UQ Engineering professional practice days in an engineering environment (either assisting or under the supervision of a professional engineer or not).	A and/or B	Previously approved days may be converted to hours on the basis of 7.5 hours per day (with the total rounded up to the nearest hour).	A day is equal to 7.5 working hours (not including lunch breaks).	No evidence is required for previously approved days – the claimed totals will be checked against your UQ student records.  To claim more than 7.5 hours per day, submit evidence of total hours worked (e.g. timesheets).  <u>Note:</u> Please use this category to upload your EPP Certificate from the old scheme.
15	Engineering related industry experience completed prior to commencing study at UQ but not completed as part of a previous engineering related degree or diploma	A and/or B	Hours worked may be claimed	Work assisting or under the supervision of a professional engineer may be claimed as <b>Type A</b> .  Other work in an engineering environment (e.g. of a manual or trade nature) must be claimed as <b>Type B</b> .  Experience of a manual or trade nature must relate to the engineering discipline being studied e.g. labouring on building site for a civil	Online approval completed by supervisor or, evidence of employment and dates/hours claimed, e.g. letter from supervisor on company letterhead, payslips, etc



				engineering student or, electrical trade assistant for an electrical engineering student.	
16	Engineering related participation in UQ endorsed outreach or volunteering opportunities	B	Up to <b>20 hours</b> may be claimed	Examples include: <ul style="list-style-type: none"><li>• EAIT Employability Ambassador Program</li><li>• Spark Engineering Camp</li><li>• Australian Youth Aerospace Association</li><li>• Engineers Without Borders</li><li>• Youth Without Borders Program</li></ul>	Evidence of participation and completion issued by the organiser or, statement from a more senior person who can verify the role, duration, duties and hours claimed.
17	Completion of an industry thesis project and/or coursework placement in an engineering environment – assisting, or under the supervision of a professional engineer.	A	Up to <b>300 hours</b> for a 4-unit project/placement; up to <b>450 hours</b> for a 6 or 8 unit placement.	The student must enrol in and pass the associated course.  As part of your course requirement you may have provided a reflection on your learning experience. Reflection requirements as part of a course should not be confused with the requirement to provide reflections in order to complete Engineering Professional Practice as they are completely separate.	A minimum of fortnightly person-to-person meetings with the industry partner is to be completed for the thesis to be considered industry based and claimable under category 17. <a href="#">Industry Thesis Logbook</a> must be submitted as evidence of industry engagement.  The Faculty will check that the student has passed the course.



18	Summer and winter research project	A and/or B	Up to 450 hours can be claimed. Claim the number of hours you work on the project. This will typically exclude travel time and lunch breaks.	<p>Summer/Winter research placements <b>within</b> an engineering research facility/laboratory <b>and</b> assisting or under the supervision of a professional engineer to be claimed as <b>Type A</b>.</p> <p>Summer/Winter research placements <b>outside</b> of an engineering research facility/laboratory (e.g. science) can be claimed as <b>Type A</b>, <b>if</b> the student was assisting or under the supervision of a professional engineer.</p> <p>Summer/Winter research placements <b>not</b> within an engineering research facility/lab and <b>not</b> assisting or under the supervision of a professional engineer to be claimed as <b>Type B, category 3 (up to 75 hours)</b>.</p>	A minimum of weekly person-to-person meetings with the supervisor is to be completed. <a href="#">Summer/Winter Research Logbook</a> must be submitted as evidence of minimum contact hours with supervisor.
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Note: Students may not 'double-up' on claiming for activities (e.g. if while on external professional practice for 6 weeks the employer sends the student to a 1-day training course, then the student cannot claim the training course because they are already claiming the same hours under the 6 weeks of professional practice).