



## Submitting your reflections assessment for marking

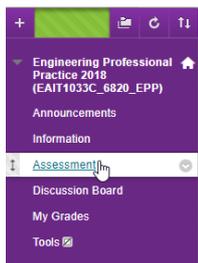
Once you have claimed your Engineering Professional Practice hours via the [Engineering Professional Practice Claims system](#), received approval and downloaded your reflections template, you may submit your reflections assessment for marking.

### Steps

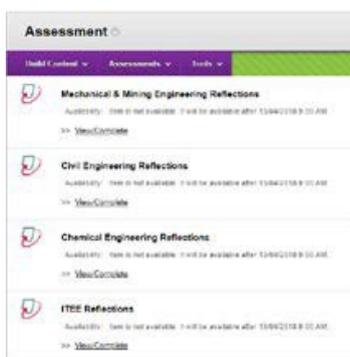
1. Go to [UQ Blackboard](#) - You can Google “UQ Blackboard”
2. Select ‘Organisations’ in the top toolbar



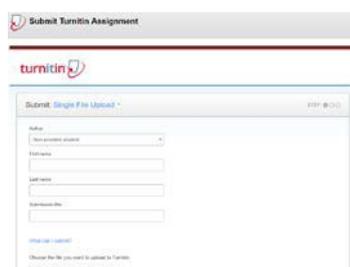
3. Type ‘Engineering Professional Practice 2022’ in the Organisation Search box
4. Click ‘Go’ 
5. Select the Organisation titled, Engineering Professional Practice 2022
6. Click on the ‘Enrol’ button to enrol 
7. Select ‘Assessment’ in the left-hand toolbar



8. Click on the ‘View/Complete’ button within your Engineering School



9. Enter your details



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**10. Upload** your reflections template generated from the [EPP System](#) for marking.

If your assessment has been marked with a **Pass** this will be displayed in Blackboard and on the homepage of your Professional Practice Claim System. If your assessment has been marked with a **Fail** you may re-write your reflection and re-submit as many times as you need until you receive a Pass.

## Reflection checklist

Prior to submitting your reflections assessment for marking to UQ Blackboard, ensure you have met all the requirements below.

- Claimed** and received approval for 450 hours (of which at least 225 hours are Type A) of Engineering Professional Practice hours in the [Engineering Professional Practice Claims System](#)
- Downloaded** your Reflections template from the [Engineering Professional Practice Claims System](#)
- Written** your five (5) reflections as per the guidelines. Within each reflection, you have met all three requirements below: -
  - **Choose one (1) of the sixteen (16) [Engineers Australia Stage 1 Competencies](#)**. Please note that out of the five (5) reflections at least four (4) reflections must be from sections two (2) and three (3) of the Engineers Australia Stage 1 Competencies. Each reflection must address a different competency.
  - **Identify one or more learning events** that you have encountered whilst undertaking your 450 hours of professional practice. When identifying your learning event(s), think about all the things you have done in your professional practice activities and decide which of those things have helped you understand better or helped you do a better job as a professional engineer.
  - **Discuss the learning event(s)** you have identified with reference to the Engineers Australia Stage 1 Competency you have chosen. Use the SEAL Reflection Framework for your discussion (300 words per reflection).

## Blackboard Help

- Practice using [Learn.UQ \(Blackboard\)](#) in the Learn.UQ course. Self-enrol in this course from the Learn.
- UQ welcome page. [Contact us](#) or visit an AskUs service point for assistance with Learn.UQ
- Information technology services helpdesk  
Phone: + 61 7 336 56000  
Email: [itsupportdesk@its.uq.edu.au](mailto:itsupportdesk@its.uq.edu.au)