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 details types of activities that will be credited by the Faculty of Engineering, Architecture and Information Technology towards meeting the 450 hours of professional practice.

All students must complete at least 450 total hours of professional practice; including

- At least 225 hours of **Type A practice** - professional practice in an engineering environment assisting or under the supervision of a professional engineer; and
- 0 or more hours of **Type B practice** – any non-Type A practice – as identified in the table below.

Completion of more than 450 total hours is encouraged.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Category description</th>
<th>Type of practice</th>
<th>Hours claimable</th>
<th>Notes and examples</th>
<th>Evidence to substantiate claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional practice in an engineering environment</td>
<td>A and/or B</td>
<td>Claim the number of hours you work at the engineering worksite. This will typically exclude travel time and lunch breaks. There is no limit to the number of hours you may claim under this category.</td>
<td>Work assisting or under the supervision of a professional engineer may be claimed as type A. Other work in an engineering environment (e.g. of a manual or trade nature) must be claimed as type B.</td>
<td>Online approval completed by supervisor. Other evidence may be accepted for historical claims, e.g. old-style Certificate of Professional Practice signed by supervisor. <strong>Note:</strong> please submit the EPP Certificate to Category 14 via the EPP System.</td>
</tr>
<tr>
<td>2</td>
<td>Completion of an industry thesis project and/or coursework placement in an engineering environment – assisting, or under the supervision of a professional engineer.</td>
<td>A</td>
<td>Up to <strong>300 hours</strong> for a 4-unit project/placement; up to <strong>450 hours</strong> for a 6 or 8 unit placement.</td>
<td>This may include a BE(Hons)/ME placement project or a CEED placement project. The student must enrol in and pass the associated project/placement course. Note that reflections must still be completed even if similar reflections were undertaken as part of the assessment of the course.</td>
<td>Statement from the industry and/or academic supervisor confirming the number of hours claimed. The Faculty will check that the student has passed the course.</td>
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<tr>
<td>3</td>
<td>Work experience <strong>outside</strong> of an engineering environment</td>
<td>B</td>
<td>Up to <strong>75 hours</strong> of work in this category may be claimed (total).</td>
<td>This may include employment in retail or hospitality. Note that work in an engineering environment but <strong>not</strong> assisting or under the supervision of a professional engineer should be claimed in</td>
<td>Online approval completed by supervisor or, evidence of employment and dates/hours claimed, e.g. letter from supervisor on company letterhead, payslips, etc.</td>
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<tr>
<td>4</td>
<td>Tutoring at UQ (i.e. student is employed by a UQ School or Faculty)</td>
<td>B</td>
<td>Up to 75 hours of work in this category may be claimed (total).</td>
<td>This may include tutoring in non-Engineering courses.</td>
<td>Evidence of employment and dates/hours claimed, e.g. payslips.</td>
</tr>
<tr>
<td>5</td>
<td>Significant industry exposure within a UQ course (Minimum 10 hours per course to qualify). Click here for approved courses. The Associate Dean (Academic) may consider requests for other courses to be approved.</td>
<td>B</td>
<td>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.</td>
<td>The student must pass the course. Currently, you cannot count courses undertaken in your final semester towards professional practice.</td>
<td>None. Enrolment and completion of the course will be checked by Faculty staff.</td>
</tr>
<tr>
<td>6</td>
<td>Engineering related site visits Click here for approved site visits. Further site visits may be approved.</td>
<td>B</td>
<td>Up to 75 hours of visits in this category may be claimed (total). Only the time spent on site may be claimed.</td>
<td></td>
<td>Contact details of the visit organiser and/or site representative who can verify participation.</td>
</tr>
<tr>
<td>7</td>
<td>Relevant VET/TAFE courses</td>
<td>B</td>
<td>Up to 75 hours of courses in this category may be claimed (total).</td>
<td>Courses must be relevant to Engineering.</td>
<td>Official document from the provider indicating duration and successful completion of the course.</td>
</tr>
<tr>
<td>8</td>
<td>Industry workshops, conferences, hackathons, seminars, lectures, mentoring events, employability workshops, and any other events which provide EA CPD points.</td>
<td>B</td>
<td>Up to 75 hours of activities in this category may be claimed (total). Travel time and meal breaks may not be claimed.</td>
<td></td>
<td>Evidence will depend on the event, but may include: • Contact details of the visit organiser and/or site representative who can verify participation • Certificate of participation – Meet a Mentor/Hackathon etc. • StudentHub records – employer workshops/presentations</td>
</tr>
</tbody>
</table>
| 9        | Study Tours relevant to engineering studies. Click here for approved study tours. Further study tours may be approved. | A and/or B       | Up to 90 hours may be approved per study tour. Some study tours have pre-approved hours. | Examples: • Mining Games • Engineers without Borders Design Summit • Innovation Workshop 2018 (Type | Evidence of participation and completion issued by the organiser or, contact details of the organiser who can verify participation. If the number of hours has not been pre-approved, then full details of all activities undertaken on the study
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<td>10</td>
<td>Senior Leadership in UQ-related extracurricular activities</td>
<td>B</td>
<td>Up to 75 hours of activities in this category may be claimed (total)</td>
<td>Example: significant leadership role in a student organisation at UQ</td>
<td>Contact details of a more senior person who can verify participation and duration.</td>
</tr>
<tr>
<td>11</td>
<td>Completion of UQ MOOC EMPLOY101x Unlocking your Employability</td>
<td>B</td>
<td>14 hours</td>
<td></td>
<td>Verified certificate of completion.</td>
</tr>
<tr>
<td>12</td>
<td>Participation in UQ IdeaHub Program</td>
<td>B</td>
<td>Up to 20 hours may be claimed.</td>
<td></td>
<td>Certificate signed by Director, UQ IdeaHub.</td>
</tr>
<tr>
<td>13</td>
<td>Industry experience completed as part of previous Engineering related degree or diploma</td>
<td>A and/or B</td>
<td>Hours worked may be claimed.</td>
<td></td>
<td>Proof of completion and duration (hours/weeks/ semesters) of activity. Proof of engineering environment and/or supervision type may also be required.</td>
</tr>
<tr>
<td>14</td>
<td>Previously approved professional practice days in an engineering environment (either assisting or under the supervision of a professional engineer or not)</td>
<td>A and/or B</td>
<td>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)</td>
<td>A ‘day’ is based on 7.5 working hours (not including lunch breaks).</td>
<td>No evidence is required for previously approved days – the claimed totals will be checked against your records. To claim more than 7.5 hours per day, submit evidence of total hours worked (e.g. timesheets).</td>
</tr>
</tbody>
</table>

*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).