Engineering Professional Practice

1. Identify opportunities
   To meet the 450hr Engineering Professional Practice requirement, start by locating an eligible Type A placement. Click here for help.
   Consider also, Type B allowable activities to help meet the requirement.

2. Dot your i's and cross your t's
   UQ Insurance states all unpaid placements must be approved prior to commencement. Click here to begin the approval process.
   Is your Type A placement or Type B activity eligible? Refer to the activity table.

3. Approved
   Commence your Type A placement once you have received an approved Unpaid Engineering Professional Practice form from the EAIT Student Employability Team.
   All paid eligible Type A placements can commence without approval.

4. Time for action
   Undertake your Type A and/or Type B activity.

5. Gather evidence
   To substantiate your claims, gather the required evidence outlined in the activity table.

6. Claim hours
   All Type A and Type B professional practice hours must be logged and claimed via the EPP System.
   Click here for a step by step guide.

7. Claim approvals
   The EPP System - Claim Summary will display your total claimed hours in the 'Approved Hours Total' once your claims have been vetted and approved by the Faculty.
   Note: Once your Approved Hours Total equals the minimum requirement, you will be invited to download the Professional Practice Reflections Template.

8. Write reflections
   At any point you may write your five (5) reflections. Reflections must be written in the SEAL format and address the Engineers Australia Stage 1 Competencies.
   Refer to the writing your reflections guidelines to learn more and understand how your assessment will be marked.

9. Submit reflections
   Transfer your five (5) reflection to the Professional Practice Reflections Template (refer to step 7) and submit to UQ Blackboard Organisation: Engineering Professional Practice 2018 for marking.
   Click here for a step by step guide.
   Tip: Ensure you have ticked off everything on this checklist before you submit!

Faculty of Engineering, Architecture and Information Technology

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