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.

<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><strong>1</strong></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.</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. 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. General manual or trade-based work should be claimed under category 3.</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>EAIT Research Facility Logbook</strong> must be submitted as evidence for all placements within EAIT research facilities. Note: please submit the EPP Certificate to Category 14 via the EPP System</td>
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<tr>
<td><strong>2</strong></td>
<td>Completion of an industry thesis project and/or coursework placement in an</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.</td>
<td>Statement from the industry and/or academic supervisor confirming the number of hours claimed.</td>
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</table>
### 3. Paid work experience outside of an engineering environment

- **B**: Up to 75 hours of work in this category may be claimed (total).
- **This may include paid employment in retail or hospitality.**
- **Work in an engineering environment but not assisting or under the supervision of a professional engineer should be claimed in Category 1 - type B.**
- **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 75 hours of work in this category may be claimed (total).
- **This may include tutoring in non-Engineering courses.**
- **Evidence of employment and dates/hours claimed, e.g. payslips.**

### 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.
- **The student must pass the course.**
- **Currently, you cannot count courses undertaken in your final semester towards professional practice.**
- **None. Faculty staff will check enrolment and completion of the course.**

*Click here for approved courses.*

The Associate Dean (Academic) may consider requests to approve other courses.
|   | Engineering related site visits. | B | Up to **75 hours** of visits in this category may be claimed (total).  
|   | **Note:** Only the time spent on site may be claimed. |   | Contact details of the visit organiser and/or site representative who can verify participation. |
| 7 | Relevant VET/TAFE courses | B | Up to **75 hours** 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 (LaMP)) and any other events that provide [EA CPD points](#). | B | Up to **75 hours** of activities in this category may be claimed (total).  
|   | **Note:** Travel time and meal breaks may not be claimed. |   | 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 – Attendance at EAIT Employer on Campus event (1 hour per event)  
|   |   - Claims for more than 2 hours must include a statement justifying the hours.  
|   |   - LaMP completion certificate  
|   |   - UQ Ventilator Hackathon 2020 – 32 Type B hours (participation will be verified by the Faculty) |   |   - Mining Games  
|   |   - Engineers without Borders Design Summit  
|   |   - Innovation Workshop 2018 (type A - 80 hours)  
|   |   - Idea Hub Startup Adventure |   |   |
Further study tours may be approved.

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<th>Study tours involving engineering work under the direction of a professional engineer may be eligible for Type A credit.</th>
<th>If the number of hours has not been pre-approved, then full details of all activities undertaken on the study tour will be required.</th>
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<tbody>
<tr>
<td>10</td>
<td>Senior Leadership in official* UQ-related extracurricular activities * Clubs &amp; Societies registered with UQU or officially affiliated with Faculties or Schools.</td>
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</tbody>
</table>

Up to **75 hours** of activities in this category may be claimed (total)

Example: significant leadership role in an official student organisation at UQ where there is a clear link to the development of professional skills (e.g. President, Vice-president, Treasurer, Secretary).

Statement from a more senior person who can verify the role, duration, duties and hours claimed, plus a reflection (using SEAL format) showing how the experience has contributed to the development of professional skills (please attach the reflection as evidence to support your claim)

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<tr>
<td>11</td>
<td>Completion of UQ MOOC EMPLOY101x Unlocking your Employability</td>
<td></td>
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</table>

**B**  

**14 hours**

- Verified certificate of completion must be submitted with claim
- **Instructions** for free and full access to EMPLOY101x
- **Instructions** for UQ Students to download certificate for free.

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<tbody>
<tr>
<td>12</td>
<td>Participation in UQ IdeaHub Program</td>
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**B**  

Up to **20 hours** may be claimed.

Certificate signed by Director, UQ IdeaHub.

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<tbody>
<tr>
<td>13</td>
<td>Industry experience completed as part of previous Engineering related degree or diploma</td>
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**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.

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<tbody>
<tr>
<td>14</td>
<td>Previously approved UQ Engineering professional practice days in an engineering environment (either A and/or B)</td>
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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.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Type(s)</th>
<th>Hours</th>
<th>Example</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Engineering related industry experience completed prior to commencing study at UQ but not completed as part of a previous engineering related degree of diploma</td>
<td>A and/or B</td>
<td>Hours worked may be claimed</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. 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.</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>
</tr>
</tbody>
</table>
| 16| Engineering related participation in UQ endorsed outreach or volunteering opportunities | B       | Up to 20 hours may be claimed | Examples include:  
  - EAIT Employability Ambassador Program  
  - Spark Engineering Camp  
  - Australian Youth Aerospace Association  
  - Engineers Without Borders  
  - Youth Without Borders Program | 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. |

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).