



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	Claim the number of hours you work at the engineering worksite. This will typically exclude travel time and lunch breaks. No limit to the number of hours claimable under this category.	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. Note: 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.	Online approval completed by supervisor. Other evidence may be accepted for historical claims, e.g. old-style Certificate of Professional Practice signed by supervisor. Note: please submit the EPP Certificate to <u>Category 14</u> via the EPP System
2	Completion of an industry thesis project and/or coursework placement in an	A	Up to 300 hours for a 4-unit project/placement; up to 450 hours for a 6 or 8 unit placement.	This may include a BE(Hons)/ME placement project or a CEED placement project.	Statement from the industry and/or academic supervisor confirming the number of hours claimed.



	engineering environment – assisting, or under the supervision of a professional engineer.			The student must enrol in and pass the associated project/ placement course. Note: 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) <u>prior to 2018</u> . Anyone who is completing the placement <u>from 2018 onwards</u> must complete the reflections component.	The Faculty will check that the student has passed the course.
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. Note: 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). Click here for approved courses. The Associate Dean (Academic) may consider requests to approve other courses.	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. Note: Currently, you cannot count courses undertaken in your final semester towards professional practice.	None. Faculty staff will check enrolment and completion of the course.



6	Engineering related site visits. Click here for approved site visits. Further site visits may be approved.	B	Up to 75 hours of visits in this category may be claimed (total). <u>Note:</u> 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). <u>Note:</u> Travel time and meal breaks may not be claimed.	<ul style="list-style-type: none"> • UQ Ventilator Hackathon 2020 – 32 Type B hours (participation will be verified by the Faculty) 	Evidence will depend on the event, but may include: <ul style="list-style-type: none"> • 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 <u>more than 2 hours</u> must include a statement justifying the hours. • LaMP completion certificate
9	Study Tours relevant to engineering studies. Click here for approved study tours.	A and/or B	Up to 160 hours may be approved per study tour. Some study tours have pre-approved hours.	<ul style="list-style-type: none"> • Mining Games • Engineers without Borders Design Summit • Innovation Workshop 2018 (type A - 80 hours) • Idea Hub Startup Adventure 	Evidence of participation and completion issued by the organiser or, contact details of the organiser who can verify participation.



	Further study tours may be approved.			<u>Note:</u> Study tours involving engineering work under the direction of a professional engineer may be eligible for type A credit.	If the number of hours has not been pre-approved, then full details of all activities undertaken on the study tour will be required.
10	Senior Leadership in official* UQ-related extracurricular activities * Clubs & Societies registered with UQU or officially affiliated with Faculties or Schools.	B	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)
11	Completion of UQ MOOC EMPLOY101x Unlocking your Employability	B	14 hours		Verified certificate of completion. Instructions for UQ Students to download certificate for free.
12	Participation in UQ IdeaHub Program	B	Up to 20 hours may be claimed.		Certificate signed by Director, UQ IdeaHub.
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	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.



	assisting or under the supervision of a professional engineer or not).				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 type A. Other work in an engineering environment (e.g. of a manual or trade nature) must be claimed as type B. Note: 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.	Online approval completed by supervisor or, evidence of employment and dates/hours claimed, e.g. letter from supervisor on company letterhead, payslips, etc
16	Engineering related participation in UQ endorsed outreach or volunteering opportunities	B	Up to 20 hours may be claimed	Examples include: <ul style="list-style-type: none"> • 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).