Engineering Professional Practice

1. Identify opportunities
   To meet the 450 hours of Engineering Professional Practice requirement, start by locating an eligible placement. Click here for help.
   Consider also, 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 at least two (2) days prior to commencement (14 days for international placements). Click here to begin the approval process.
   Is your placement or activity eligible? Refer to the activity table.

3. Approved
   It's important that you do not commence your placement until you have received an approved Engineering Professional Practice form back from the EAIT Student Employability Team.
   You may commence a paid placement without approval.

4. Time for action
   Undertake your engineering professional practice placement.
   Start thinking about your five (5) reflections that you will be writing for your assessment, the earlier you begin the better so not to leave anything out.
   Check out step 8 for full details.

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

6. Claim hours
   Any professional practice hours you wish to claim towards your Engineering Professional Practice requirement must be submitted via the EPP System.
   Click here for a step by step guide.

7. Claim approvals
   The EPP System - Claim Summary will display a log of your claimed hours and status of verification or approval.
   The EPP System will allow you to download the Professional Practice Reflections Template from your Claim Summary page when at least 225 hours of Type A hours have been approved by Faculty.

8. So what now?
   Your reflections will be marked by an academic in your School as a pass or fail. You will have the option to resubmit if you receive a fail.
   Your Engineering Professional Practice milestone will be updated in the EPP System and on your studies report in SiNet as 'Completed' by the Faculty.

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. The absolute deadline to submit your assessment is the last day of Week 13 in your final semester.
   Tip: Ensure you have ticked off everything on this checklist before you submit!

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 guideline to learn more and understand how your assessment will be marked.

Faculty of Engineering, Architecture and Information Technology