Guidelines for COVID-19 Remote Learning & Working Reflection

Given the current circumstances we have been faced with this year, the Faculty understand that, due to no fault of their own, some students who are due to graduate in Semester 2, 2020 are finding it difficult to meet the Engineering Professional Practice (EPP) requirement. This may be because industry placements or other professional practice has been cancelled or access to new placements has been limited.

The Faculty have put in place a COVID-19 Remote Learning & Working Reflection category which, if completed and passed, you will be able to claim an additional 60 hours towards your EPP milestone. It is important to note that only students who are due to graduate in Semester 2, 2020 will be eligible to claim hours under this category.

What should I include in my COVID-19 reflections?

Two (2) reflections must be completed against the Engineers Australia Stage 1 Competencies (using SEAL format) and submitted through the ‘COVID-19 Remote Learning & Working Reflection Semester 2, 2020’ Blackboard site for marking. The two (2) reflections must discuss the learnings and professional development you have gained with the transition to online learning and/or remote working during the COVID-19 health crisis. This could be in relation to a change in your working environment, or the changes to your study.

Some examples that could be reflected on include:

- Working with a remote team
- Time management when working or learning remotely
- Building connections and working collaboratively with colleagues during online meetings

How should my reflections be prepared?

Your reflection must be submitted on the COVID-19 Remote Learning and Working Reflection template – this can be found here. You will need to ensure that you clearly outline which Stage 1 Competency you are writing to at the beginning of each reflection, otherwise your reflection will be marked as a fail. Please make sure you delete all competencies in the template that are not relevant to the reflection that you are writing to.

If you do not use the COVID-19 Remote Learning and Working Reflection template, your reflection will be failed.

Note: The Engineering Professional Practice Reflections must be completed separately to the COVID-19 Remote Learning & Working Reflection. More information about the Engineering Professional Practice Reflection requirement can be found here.

Submitting your COVID-19 reflections for marking

You will use Blackboard to submit your COVID-19 Remote Learning & Working Reflection for marking by an academic within your School. Reflections must be submitted by 5pm on Tuesday 6th October, 2020 (week 9) however, you are encouraged to submit as early as possible to allow time for marking and resubmission ahead of graduation checks should your submission fall short of requirements.

1. Go to UQ Blackboard - you can Google “UQ Blackboard”
2. Select ‘Organisations’ in the top toolbar

4. Click ‘Go’ and select the organisation you searched

5. Click on the ‘Enrol’ button to enrol into the Blackboard site

6. Select ‘Assessment’ in the left-hand toolbar

7. Click on the ‘View/Complete’ button within your Engineering School

8. Enter your details and click upload.
   - **Important note:** your COVID-19 Remote Learning and Working Reflections must be submitted for marking on the COVID-19 Reflection template which is downloadable [here](https://example.com).
How do I claim my COVID-19 reflection hours?

Once you have submitted your reflection, you will be eligible and required to submit a claim for the 60 hours under the COVID-19 Remote Learning & Working Reflection category through the EPP system. Your claim will only be reviewed after your reflection has been marked.

To claim your hours, please follow the following steps:

1. Ensure that you have submitted your reflection through the COVID-19 Remote Learning and Working Reflection Semester 2, 2020 Blackboard site. See instructions on how to enrol and submit above.

2. On the EPP website, go to Step 2: Claim your EPP hours and click ‘claim your completed hours on EPP system’

3. You will be asked to use your UQ login to sign into the EPP system.

4. At the bottom of the EPP overview page, click the ‘New Professional Practice Claim’ button

5. At the bottom of the New Professional Practice Claims page, you will need to locate category 99: COVID-19 Remote Learning & Working Reflection. Select the ‘claim’ button that aligns with this category.

6. Complete the detail in the COVID-19 Claims section and select the ‘submit claim' button.
7. Your claim will be sent through to the EAIT Student Employability Team for review. Please note that your claim will only be actioned once the result of your reflection has been finalised. Please ensure that you leave at least two weeks for your reflection to be marked.

**When should I receive confirmation if my reflection has been passed and my hours claim approved?**

The Student Employability Team will be working closely with Academics in your School to get COVID-19 reflections marked as quickly as possible. Your reflection should be marked within a fortnight of submission, and your hours will be approved or rejected once the result of your reflection has been received. Please be patient with the Student Employability Team as these claims are being processed in addition to the normal EPP claims.

Please ensure you follow the following step-by-step process so the Faculty can review and finalise your claim as quickly as possible:

1. Download the COVID-19 Remote Learning and Working Reflection [template](#).
2. Select which two (2) [Engineers Australia Stage 1 Competencies](#) you will respond to and ensure that you delete ALL other competencies listed in the template.
3. Review the [SEAL format](#) and write your two (2) reflections.
5. Submit your hours claim under the COVID-19 Remote Learning and Working Reflection category through the [EPP system](#).
6. Reflections will be marked by your School and your claim reviewed by the Student Employability Team.

**Due Dates**

The due date for submission of hours and reflections are as follows:

- **COVID-19 Remote Learning & Working Reflection** due by 5pm on Tuesday 6th October, 2020 (week 9)
- **COVID-19 Remote Learning & Working Reflection hours claims** due to be submitted by 5pm on Tuesday 6th October, 2020 (week 9)
- All other EPP hours claims that come under all categories listed in the EPP [activity table](#) due to be submitted through the [EPP system](#) by 5pm on Tuesday 6th October, 2020 (week 9)
- **EPP Reflections** due to be submitted through the ‘[Engineering Professional Practice 2020](#)’ Blackboard site by 5pm on Friday 9th October, 2020 (week 9)

*Note: to ensure all COVID-19 reflections can be marked through Blackboard and claims processed through the EPP system, students are strongly encouraged to submit their COVID-19 reflections as soon as possible.*

**Who is eligible to submit and claim the COVID-19 reflections hours?**

At this stage, only students who are due to graduate in Semester 2, 2020 and whose professional practice has been negatively impacted by the COVID-19 health crisis will be eligible to claim hours under this category. The Faculty will be continuing to monitor the circumstances and professional practice placement environment throughout 2020 and will review the EPP requirements for 2021 graduates, if required.