

ENGAGEMENT WITH PROFESSIONAL PRACTICE - GRADUATION REQUIREMENTS 2026

For all students enrolled in a **Bachelor of Technology (Computer Systems and Networking)** course.

If you are completing your course in Semester 1 or Semester 2, 2026, your EPP submission deadlines are:

SEMESTER 1, 2026: FRIDAY 8TH MAY 2026, 5 PM

SEMESTER 2, 2026: FRIDAY 9TH OCTOBER 2026, 5 PM

Please submit your EPP by the deadline for a guaranteed sitting in the next graduation ceremony. Although late submission may be considered with clear justification for the delay, the EPP approvers may not be able to guarantee that they can process your submission in time for the graduation

If **you are completing your course in Semester 1 or Semester 2, 2026**, you need to complete and submit **one of** the following by the deadline to graduate in the next available graduation ceremony:

- A completed "White" Exposure to Professional Engineering Practice (EPEP) Logbook (Section 1) with accompanying reflective reports and other evidence. [See website](#) for a copy of the White Logbook and requirements for completing it. Students completing the White Logbook need to accumulate at least 300 weighted hours of suitable experience.

OR;

- Your completed Engagement with Professional Practice ePortfolio on LabArchives (Section 2).

If you are **completing your course after Semester 2, 2026**, you will need to complete an Engagement with Professional Practice ePortfolio on LabArchives (Section 2).

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1. WHITE EPEP LOGBOOK

If you began your studies in the **Bachelor of Technology (Computer Systems and Networking)** course (single or double degree) at Curtin in Semester 2, 2017 or later, and are **graduating in or before Semester 2, 2026**, you can choose to continue to use the White EPEP Logbook. Please visit the [EPEP Logbook website](#) for more information.

2. ENGAGEMENT WITH PROFESSIONAL PRACTICE EPORTFOLIO

If you are enrolled in a **Bachelor of Technology (Computer Systems and Networking)** at Curtin and will be graduating after Semester 2, 2026, you must complete and submit an Engagement with Professional Practice (EPP) ePortfolio via LabArchives.

Engagement with Professional Practice (EPP) is your opportunity to gain real-world experience and develop professional competencies alongside your academic studies. It's a graduation requirement, but more importantly, it's how you prepare yourself for your career as a professional engineer.

All students need to accumulate at least 300 weighted hours of EPP to graduate, comprising hours in the following categories:

- CDL – Career development learning
- ENG – Engineering work experience
- ENGS – Simulated engineering work experience
- GENE – Non-technical experience gained in an engineering environment
- GEN – Non-technical experience gained in a non-engineering environment
- PRES – Professional society or organisation technical presentation or site visit
- PRI – Prior engineering experience
- PROF – Training courses or activities that develop relevant technical and/or professional skills
- TECH – Technical or scientific experience

Refer to Section 11 for comprehensive explanation and breakdown of categories.

Please note that there is a minimum requirement within the 300 hours for 12 weighted hours of the PRES category (site visits or technical presentations delivered by an engineering professional society or organisation) activities in your ePortfolio. This typically corresponds to three-four technical sessions of approximately 1.5 actual hours each (Section 11).

3. REFLECTIVE PRACTICE

Recording of evidence of each EPP experience will include the completion of a reflection. The required length of the reflection depends on the relevant EPP category.

ENG, TECH, GENE and PRI CATEGORIES

- A reflection of 250-300-words per 37.5 hours of experience is recommended for experiences claimed under:
 - ENG – Engineering work experience
 - TECH – Technical or scientific experience
 - GENE – Non-technical experience gained in an engineering environment
 - PRI – Prior engineering experience

Example: When completing a 150-hour internship, we would suggest a reflection of approximately 1000-1200 words ($150 / 37.5 \times 250 = 1000$ words, $150 / 37.5 \times 300 = 1200$ words).

CDL, GEN, PRES and PROF CATEGORIES

- A 200-word reflection will be required for each experience claimed under:
 - CDL – Career development learning
 - GEN – Non-technical experience gained in a non-engineering environment
 - PRES – Professional society or organisation technical presentation or site visit
 - PROF – Training courses or activities that develop relevant technical and/or professional skills

These reflections help assessors see evidence of your **technical knowledge, professional skills, and readiness for engineering technologist practice**. Your reflection should be honest, personal and written in your own voice.

Resources including guiding questions, templates and examples to help you get started will be provided on LabArchives.

4. EVIDENCE OF COMPLETION

All EPP experience claims must include evidence of completion. Approved forms of evidence include:

ENG, GEN, GENE, TECH AND PRI - CONFIRMATION LETTER FROM EMPLOYER

A company letter is required for claiming experiences in the ENG or TECH categories. The letter must satisfy the following requirements:

- Be an official letter with a company letterhead with their address and contact details
- State the duration of the experience: start date, end date and the *total number of hours*
- State that the student's reflection has been read and is accurate
- Include the signature of your supervisor or company representative with their contact number and position title, or company stamp

To claim PRI experiences, the same letter should be provided, but please contact your school if this is not feasible. Please do not assume that your previous experiences will be approved under the PRI - Prior engineering experience category. Please contact eecms-logbook@curtin.edu.au to ask for an assessment well before the logbook deadline.

You may claim GEN and GENE experiences with a Confirmation Letter. If acquiring a Confirmation Letter is not feasible, you can use a payroll summary as evidence (below).

GEN AND GENE – PAYROLL SUMMARY

You may claim GEN or GENE experiences using a **payroll summary** as evidence. Please do not provide many individual payroll statements or payslips.

CDL, PRES AND PROF – CERTIFICATE OF ATTENDANCE or COMPLETION

If you have attended any EA on Demand and/or Engineers Australia events via the EA CPD Portal, you can download or screenshot your EA CPD log to use as evidence. Your CPD log, along with the suite of EA on Demand opportunities, can be accessed via your Engineers Australia account. All Curtin Bachelor of Technology students have access to a [free EA membership](#), and all graduates will have access to a discounted EA membership (as of January 2026).

To claim other CDL, PRES or PROF hours, you need to provide evidence such as a Certificate of Attendance or Certificate of Completion:

- Certificate of Attendance (e.g. for technical presentation, site visit or CDL event) must include your name, name of event organiser or company stamp, the date of the event and the number of hours attended (total number or start and end times).
- Certificate of Completion (e.g. for training course) must include your name, name of training organisation and certification (e.g. Mine Rescue Training). Please check with your school regarding the applicability of the course or activity, the number of hours that can be claimed (as this may be different to the number of hours spent) and what evidence is required for activities that do not have a Certificate of Completion.
- Letter or email confirming attendance or participation from the event organiser, team leader or club president (not just confirming registration). Your name and number of hours attended must be included in the letter or email.

CDL experience claims must also include evidence that you have created an output or artefact through participating in the experience. Outputs will depend on the topic of your CDL experience and can include (but not limited to):

- Your resume and/or cover letter
- LinkedIn post
- An elevator pitch video
- An activity completed in a CDL workshop or in-class CDL experience

5. SUBMISSION OF EPP AND SUPPORTING DOCUMENTS

Submission of your Engagement with Professional Practice will take place on LabArchives. If you do not have access to a LabArchives account, please contact sae-EPP@curtin.edu.au.

If you will be accessing LabArchives for the first time, please read the LabArchives: Student Guide on the EPP website to familiarise yourself with the process. Through LabArchives, you will be able to progressively complete your EPP by logging, uploading and reflecting as you move throughout your degree.

6. TOP REASONS WHY EPP SUBMISSIONS MAY BE REJECTED

Each semester, a portion of submissions are not approved, and students are asked to provide more information or revise their documents. To improve the likelihood that your submission will be accepted the first time, here is a list of the top reasons why submissions are rejected or delayed:

1. Missing documents – not submitting all the required evidence, especially for part-time jobs.
2. Engineering reflections that are too short. Short-form reflections should be approximately 200 words and long-form reflections should be approximately 250-300 words per 37.5 hours of experience.
3. Reflections that are purely technical, lacking any personal insight or reflection on the experience. See the Reflective Practice support materials on LabArchives for help with writing reflections.
4. Reflections that do not say what you did personally ("I measured..." or "I attended..."), just stating how the business operates or what happens in each section.
5. Confirmation Letters that do not state the student's reflection has been read and is accurate.
6. Confirmation Letters or payroll summaries that do not state the total number of hours.
7. Using the wrong categories of experience.
8. Submitting your final submission just before the deadline rather than earlier in the semester.
9. Not addressing your achievement of the EPP Learning Outcomes in your final submission.

7. QUERIES ABOUT EPP CATEGORIES, EVIDENCE REQUIREMENTS, APPROVAL OF REFLECTIONS

If you are not sure about:

- What the EPP categories mean or what activities can be counted
- The category of a particular experience (e.g. being ENG or TECH)
- The evidence requirements or if you are having trouble getting the evidence
- Whether your reflections are acceptable

Please send these kinds of queries to the EECMS Logbook mailbox, eecms-logbook@curtin.edu.au.

8. APPROVAL OF YOUR PLACEMENT

Registration and approval of your placement

Before starting an engineering placement/internship, you are requested to register it with SAEWIL for risk management purposes and then wait for approval. Please see the information on the [Science and Engineering fieldwork and industry placement portal](#) under *Before you apply* and *Industry placement requirements*. When you are ready, select the large Engagement with Professional Practice button under *Submit your placement request* to fill out a Student Placement Request Form. Please note that the form takes 15–20 minutes to complete, you need to upload a range of documents and approval can take 10–14 business days, so make sure to plan ahead.

Insurance coverage

If you have queries about insurance during your placement—for example, if you will be covered by Curtin's insurance during an unpaid internship—please refer first to the *Frequently asked questions* under [Fieldwork insurance policies](#) on the portal.

Engineering internship letter

Some organisations and companies require a letter from the university that confirms you are a current student and states that you need an internship as part for your course. If your intended host organisation asks for it, you can [request an internship letter from SAEWIL via this form](#).

Other queries related to fieldwork approvals and insurance – Contact SAEWIL

If you cannot find answers to your questions about placement approvals, insurance coverage and similar on the portal, please contact the SAEWIL team:

Email: SAEWIL@curtin.edu.au

Location: Bentley Campus, Building 216, Level 1

Office hours: Tuesday–Friday, 9 am – 4 pm

On the other hand, questions about logbook categories, reflective reports and evidence requirements should be directed to your discipline's logbook mailbox (Section 7).

9. PRE-GRADUATION REQUIREMENTS

You will need to complete a final reflection once the 300-hour graduation requirement has been met and you are ready to submit your ePortfolio for assessment. The final reflection needs to address how you've achieved completion of the four EPP Learning Outcomes through Engagement with Professional Practice. For each Learning Outcome, you will need to write at least 200 words reflecting on how you achieved the Learning Outcome.

More information on how you can complete your final submission will be shared during the semester.

10. UNIVERSITY INFORMATION ABOUT GRADUATION

You can find general information about graduation that is applicable to all Curtin students [here](#), including ceremony dates and locations when they become available.

11. EPP CATEGORIES

Cat. Name	Description	Weight	Maximum claimable hours	Evidence	Reflection required	EPP Environments
CDL	<p>Career Development Learning Activities that help you build the skills and awareness needed to plan your future as an engineer or engineering technologist. The experiences often involve exploring career options, building employability skills, or connecting with industry. CDL can happen in your course (like career-focused activities in your units) or through Curtin Careers events.</p> <p>CDL experiences must include an artefact or output created as part of your experience e.g. a resume or cover letter for a Resume Workshop, a LinkedIn post for a Networking Workshop. Experiences that do not have an output that can be evidenced may need to be claimed under PROF instead.</p>	3	50% or 150 hours	Certificate of attendance or signature and details of organiser + artefact or output + LabArchives EPP Experience form	Short-form 200-word reflective report per experience	<p>Within the Course</p> <p>Co-Curricular and Beyond the University</p>
ENG	<p>Engineering Experience Demonstrating engagement with a professional engineer, but not necessarily as the direct supervisor Typical of work done by a graduate engineer, but with allowance for the student's year level • Does not have to be in the student's discipline area</p>	1	No limit	Confirmation letter + LabArchives EPP Experience form	Reflection of 250-300 words per 37.5 hours of experience	Engineering Work Environment
ENGs	<p>Simulated Engineering Environment</p> <p><i>[More information will be shared on this category during Semester 1, 2026]</i></p>	1	25% or 75 hours	TBD	TBD	Within the Course

GENE	<p>Non-technical experience gained in an engineering environment that contributes to the development of EA competencies and is enhanced by proximity to engineering activity</p> <p>Examples: working in the mess/canteen on a mine site or doing office admin in an engineering company</p>	0.5	50% or 150 hours	Confirmation letter or payroll summary showing hours + LabArchives EPP Experience form	Reflection of 250-300 words per 37.5 hours of experience	Engineering Work Environment
GEN	<p>Non-technical experience obtained in a non-engineering environment, but which contributes to the development of EA competencies</p> <p>Please check with your school about the applicability of the course or activity, the number of hours that can be claimed as that may be different to number of hours spent, and for the evidence needed for activities that do not have a certificate of completion</p> <p>Examples: Mine Rescue Training; participating in Toastmasters; developing leadership skills through captaining, coaching or umpiring a sporting team; contributing to engineering clubs / societies</p>	0.25	25% or 75 hours	Confirmation letter or payroll summary showing hours + LabArchives EPP Experience form	Short-form 200-word reflective report per job or role	Co-Curricular and Beyond the University
PRES	<p>Professional society technical presentation or site visit</p> <p>Technical presentations: Led, run and/or principally featuring professional engineers or run by a professional body (EA, IChemE, SPE, AusIMM, MEA, IEEE, etc.) or organised by a student association with the approval of your school. The event must have a focus on professional competency development.</p> <ul style="list-style-type: none"> Typically, 1–2 hours per event (maximum 8 hours); travel time is excluded <p>Site visits: Led or run by engineering professionals or organised through your</p>	3	50% maximum with minimum of 12 weighted hours	Certificate of attendance or signature and details of organiser + LabArchives EPP Experience form	Short-form 200-word reflective report per event	<p>Within the Course</p> <p>Co-Curricular and Beyond the University</p>

	<p>school or the faculty. Should be focused on exposure and learning.</p> <ul style="list-style-type: none"> Typically, 2-4 hours per event (maximum 24 hours for multiple-day site visits) Not working "on site" as part of vacation work or a job 					
PROF	<p>Training courses and activities that develop technical or professional skills relevant to the EA competencies</p> <p>Please check with your school about the applicability of the course or activity, the number of hours that can be claimed as that may be different to number of hours spent, and for the evidence needed for activities that do not have a certificate of completion</p> <p>Examples: Mine Rescue Training; participating in Toastmasters; developing leadership skills through captaining, coaching or umpiring a sporting team; contributing to engineering clubs / societies</p>	1	25% or 75 hours	Certificate of completion or confirmation letter + LabArchives EPP Experience form	Short-form 200-word reflective report per experience	Co-Curricular and Beyond the University
PRI	<p>Prior engineering experience</p> <p>Students will normally complete their EPEP while studying Engineering at Curtin, but, in special cases, engineering experience, similar to ENG above, gained within 10 years of starting the degree may be considered</p> <p>Assessed case-by-case: please contact your school well before course completion</p>	1	No limit	Confirmation letter + LabArchives EPP Experience form	Reflection of 250-300 words per 37.5 hours of experience	Engineering Work Environment
TECH	<p>Technical or Scientific Experience that contributes to the development of EA competencies but does not fulfil all the conditions for professional engineering experience</p> <ul style="list-style-type: none"> Technical or scientific skills must be developed Can include experiences like drafting work, coding 	0.75	75% or 225 hours	Confirmation letter + LabArchives EPP Experience form	Reflection of 250-300 words per 37.5 hours of experience	<p>Co-Curricular and Beyond the University</p> <p>Engineering Work Environment</p>

	Please check with your school if you wish to claim experience in this category					Within the Course
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We encourage you to check with your discipline's logbook mailbox (Section 7) if you are unsure whether your work experience or prior work will be acceptable and about the validation requirements involved.