

**ENGINEERS AUSTRALIA
STAGE 3 ENGINEERING EXECUTIVE
GUIDELINES FOR
ENGINEERING EXECUTIVE PRACTICE REPORT EEPR WRITING**



The checklist below is intended to provide useful but not exhaustive guidance for your assistance in undertaking your Engineering Executive (EngExec) accreditation. It clarifies and supplements information contained in the Engineering Executive Applicants Handbook.

DO:

- Remember the Engineering Executive Practice Report (EEPR) is about leadership and management. Therefore the EEPR should be seen as akin to a submission to top management, ie you need to identify what is needed, be to the point and be concise. Unsuitable (eg excessively lengthy) applications will be returned.
- Be prepared to put approximately 20 hours effort into your EEPR.
- Submit your EEPR in the format of the template provided.
- Address each Element of the competencies. If you do not meet any of the Elements, say how you would compensate for that.
- Use the Defining Activities as a guide to what is expected to be demonstrated for each Element.
- Use more than your current position to support your claim. Competencies may be acquired throughout your career as well as in community or association roles.
- Be specific in the evidence you provide to support your claim. Don't provide a generic response. Your examples should not simply state what you have done, but the outcomes achieved.
- Complete the Self Assessment Checklist and submit with your EEPR and full CV.
- Include details of your referees.
- Be prepared to give a 15 minute presentation at the commencement of your Professional Interview (PI). Make sure that your presentation does not exceed 15 minutes.

DON'T:

- Submit an EEPR more than 15 pages long.
- Address the Defining Activities individually.
- Use extensive cross-referencing between Elements. One or two cross-references is acceptable but each Element is different (albeit differences may be subtle) and requires a different response.
- Use jargon or acronyms unless you have defined their meaning.