BLAR12053 *Professional Practice*
Term 1 - 2024

Profile information current as at 12/05/2024 01:25 pm

All details in this unit profile for BLAR12053 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit introduces you to the roles and responsibilities of being a professional practitioner in the building and construction sector through consideration of professional ethics; personal actions and liabilities; and stakeholder collaboration and involvement. In this unit you will also gain an understanding and be taught the application of organisational psychology - theory and practice; project management and control; financial management; construction business planning; trust and general accounts; contemporary office management practices; establishing quality management systems and identifying opportunities to implement social innovation practice.

Details

Career Level: *Undergraduate*
Unit Level: *Level 2*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

BLAR11049 Built Environment Communication and Skills Or COMM11003 Professional and Technical Communication (before 2012 term 1)
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 1 - 2024

- Online

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Written Assessment**
Weighting: 40%
2. **Written Assessment**
Weighting: 40%
3. **Online Quiz(zes)**
Weighting: 10%
4. **Online Quiz(zes)**
Weighting: 10%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student

Feedback
The unit would benefit from a dedicated textbook.

Recommendation
No textbook currently covers the unit's broad knowledge area adequately. The Unit study guide will continue to provide a comprehensive and tailored learning resource complemented by additional material on the Moodle site.

Feedback from Lecturer

Feedback
Students do not attend the live tutorials or watch the recordings..

Recommendation
Students will continue to be encouraged to attend the tutorials to better understand the unit and the assessments.

Feedback from Student

Feedback
MS Teams was very helpful and the lecturer provided prompt support in the evenings after I returned from work.

Recommendation
MS Teams will continue to be used and encouraged as it also allows students to discuss the unit between themselves, increasing engagement and cooperation.

Feedback from Lecturer

Feedback
The unit needs to be more aligned with students' employment situations to improve its relevance.

Recommendation
This feedback is valuable and will inform the next unit update to incorporate more employment situations in the learning examples and tutorial discussions.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Explain how organisational behaviour - theory and practice and your personal traits influence your professional development
2. Identify and apply strategies to implement effective professional and social innovation practice within the building industry
3. Show problem solving, creativity and communication techniques for dealing with clients and projects
4. Use computer hardware, software and the Internet to solve workplace practice problems and scenarios
5. Apply financial management principles to start, grow and maintain a practice.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level   ○ Introductory Level   ● Intermediate Level   ● Graduate Level   ○ Professional Level   ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Online Quiz(zes) - 10%	•			•	
2 - Written Assessment - 40%	•	•	•		
3 - Online Quiz(zes) - 10%				•	
4 - Written Assessment - 40%			•		•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•
3 - Critical Thinking	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•
5 - Team Work					
6 - Information Technology Competence	•	•	•	•	
7 - Cross Cultural Competence		•			
8 - Ethical practice	•	•	•		•
9 - Social Innovation		•			
10 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Online Quiz(zes) - 10%		•	•	•		•		•		
2 - Written Assessment - 40%	•	•	•	•		•	•	•	•	
3 - Online Quiz(zes) - 10%		•	•	•		•		•		
4 - Written Assessment - 40%	•	•	•	•		•	•	•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Presentation software such as MS Powerpoint
- MS Teams

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Kevin Stone Unit Coordinator
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Schedule

Week 1 - 04 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Subject Introduction and overview		

Week 2 - 11 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
PERSONAL TRAITS: SCOPE OF TOPIC AND SOCIAL COMPLEXITY OF THE BUILDING INDUSTRY		

Week 3 - 18 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
PERSONAL TRAITS: ATTITUDE, VALUES AND PERCEPTION		

Week 4 - 25 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
PERSONAL TRAITS: MOTIVATION, LEADERSHIP AND PROFESSIONAL REFLECTION		

Week 5 - 01 Apr 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
ISSUES OF CONFLICT AND NEGOTIATION		

Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
PROFESSIONALISM: PROFESSIONAL CONSCIENCE - ETHICS		**Written Assignment 1** Due: Week 6 Friday (19 Apr 2024) 11:45 pm AEST

Week 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
PROFESSIONALISM: PROFESSION AND INDUSTRY ASSOCIATIONS		

Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
BUISNESS MANAGEMENT: CLIENTS AND STAKEHOLDERS		**online Quiz 1 (10%)** Due: Week 8 Friday (3 May 2024) 10:00 pm AEST

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
BUSINESS MANAGEMENT: PEOPLE, PROJECT AND QUALITY		

Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
BUSINESS MANAGEMENT: OHS AND ICT USAGE		

Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
FINANCIAL MANAGEMENT: FINANCIAL VIABILITY		**Wriiten Assignment 2** Due: Week 11 Friday (24 May 2024) 11:45 pm AEST

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
FINANCIAL MANAGEMENT: BUSINESS PLANNING		**Quiz 2 (10%)** Due: Week 12 Friday (31 May 2024) 10:00 pm AEST

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 10 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

This unit introduces you to the roles and responsibilities of being a professional practitioner in the building and construction sector through consideration of professional ethics; personal actions and liabilities; and stakeholder collaboration and involvement. In this unit you will also gain an understanding and be taught the application of organisational psychology - theory and practice; project management and control; financial management; construction business planning; trust and general accounts; contemporary office management practices; establishing quality management systems and identifying opportunities to implement social innovation practice.

Assessment Tasks

1 Written Assignment 1

Assessment Type
Written Assessment

Task Description
A 3,000 word professional report considering conflict in the construction industry.
Marking as:
1   Demonstrate knowledge and understanding of the concepts. 70%
2   Evidence of independent research beyond your own experience and provided primary unit material. 8%
3   Clarity of expression, including terminology, ease of reading, spelling and grammar, orderly and logical presentation, and diagrams to illustrate points. (spell checker, Grammarly etc.) 8%
4   Presentation quality, including neatness and appropriate figures and tables in a professional report. (Proofread) 9%
5   Use of correct and accurate referencing. (Harvard) 5%

Assessment Due Date
Week 6 Friday (19 Apr 2024) 11:45 pm AEST
Word document submitted via Turnitin

Return Date to Students
Week 8 Friday (3 May 2024)
Emailed submission with track changes and summery feedback

Weighting
40%

Assessment Criteria
No Assessment Criteria

Referencing Style

  * Harvard (author-date)

Submission
Online

Submission Instructions
A wrod document via Turnitin

Learning Outcomes Assessed

  * Explain how organisational behaviour - theory and practice and your personal traits influence your professional development
  * Identify and apply strategies to implement effective professional and social innovation practice within the building industry
  * Show problem solving, creativity and communication techniques for dealing with clients and projects

Graduate Attributes

  * Communication
  * Problem Solving
  * Critical Thinking
  * Information Literacy
  * Information Technology Competence
  * Cross Cultural Competence
  * Ethical practice
  * Social Innovation

2 Wriiten Assignment 2

Assessment Type
Written Assessment

Task Description
A 2,500 word professional report concerning the management of a practice including clients, quality assurance, OHS and including a business plan for a proposed new practice.
1   Demonstrate knowledge and understanding of the concepts. 70%
2   Evidence of independent research beyond your own experience and provided primary unit material. 8%
3   Clarity of expression, including terminology, ease of reading, spelling and grammar, orderly and logical presentation, and diagrams to illustrate points. (spell checker, Grammarly etc.) 8%
4   Presentation quality, including neatness and appropriate figures and tables in a professional report. (Proofread) 9%

5 Use of correct and accurate referencing. (Harvard) 5%

Assessment Due Date
Week 11 Friday (24 May 2024) 11:45 pm AEST
Word document submitted via Turnitin

Return Date to Students
Exam Week Friday (14 June 2024)
Word document with track changes emailoed back to student

Weighting
40%

Assessment Criteria
No Assessment Criteria

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Submission Instructions
A word document via Linkedin

Learning Outcomes Assessed

- Show problem solving, creativity and communication techniques for dealing with clients and projects
- Apply financial management principles to start, grow and maintain a practice.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 online Quiz 1 (10%)

Assessment Type
Online Quiz(zes)

Task Description
A 1hr multi choice quiz allowing 2 attempts. You must obtain 50% to pass the quiz

Number of Quizzes

Frequency of Quizzes
Other

Assessment Due Date
Week 8 Friday (3 May 2024) 10:00 pm AEST
The qiz closes at 10pm on Friday

Return Date to Students

The quiz is automatically marked once finished/submitted.

Weighting
10%

Minimum mark or grade
50%

Assessment Criteria
No Assessment Criteria

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Learning Outcomes Assessed

- Explain how organisational behaviour - theory and practice and your personal traits influence your professional development
- Use computer hardware, software and the Internet to solve workplace practice problems and scenarios

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

4 Quiz 2 (10%)

Assessment Type
Online Quiz(zes)

Task Description
A 1hr multi choice quiz allowing 2 attempts. You must obtain 50% to pass the quiz

Number of Quizzes

Frequency of Quizzes
Other

Assessment Due Date
Week 12 Friday (31 May 2024) 10:00 pm AEST
Quiz closes on Friday at 10pm

Return Date to Students

The quiz is automatically marked once finished/submitted.

Weighting
10%

Minimum mark or grade
50%

Assessment Criteria
No Assessment Criteria

Referencing Style

- [Harvard (author-date)](Harvard)

Submission
Online

Submission Instructions
You must obtain a pass mark of 50%

Learning Outcomes Assessed

- Use computer hardware, software and the Internet to solve workplace practice problems and scenarios

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem