



# BLAR12053 Professional Practice

## Term 1 - 2024

Profile information current as at 29/04/2024 05:54 pm

All details in this unit profile for BLAR12053 have been officially approved by CQU University 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



### 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  
[k.j.stone@cqu.edu.au](mailto:k.j.stone@cqu.edu.au)

## 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
<b>PERSONAL TRAITS: SCOPE OF TOPIC AND SOCIAL COMPLEXITY OF THE BUILDING INDUSTRY</b>		

### Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
<b>PERSONAL TRAITS: ATTITUDE, VALUES AND PERCEPTION</b>		

### Week 4 - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
<b>PERSONAL TRAITS: MOTIVATION, LEADERSHIP AND PROFESSIONAL REFLECTION</b>		

### Week 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
<b>ISSUES OF CONFLICT AND NEGOTIATION</b>		

Vacation Week - 08 Apr 2024		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 6 - 15 Apr 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>PROFESSIONALISM: PROFESSIONAL CONSCIENCE - ETHICS</b>		<b>Written Assignment 1</b> Due: Week 6 Friday (19 Apr 2024) 11:45 pm AEST
<b>Week 7 - 22 Apr 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>PROFESSIONALISM: PROFESSION AND INDUSTRY ASSOCIATIONS</b>		
<b>Week 8 - 29 Apr 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>BUSINESS MANAGEMENT: CLIENTS AND STAKEHOLDERS</b>		<b>online Quiz 1 (10%)</b> Due: Week 8 Friday (3 May 2024) 10:00 pm AEST
<b>Week 9 - 06 May 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>BUSINESS MANAGEMENT: PEOPLE, PROJECT AND QUALITY</b>		
<b>Week 10 - 13 May 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>BUSINESS MANAGEMENT: OHS AND ICT USAGE</b>		
<b>Week 11 - 20 May 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>FINANCIAL MANAGEMENT: FINANCIAL VIABILITY</b>		<b>Written Assignment 2</b> Due: Week 11 Friday (24 May 2024) 11:45 pm AEST
<b>Week 12 - 27 May 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>FINANCIAL MANAGEMENT: BUSINESS PLANNING</b>		<b>Quiz 2 (10%)</b> Due: Week 12 Friday (31 May 2024) 10:00 pm AEST
<b>Review/Exam Week - 03 Jun 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Exam Week - 10 Jun 2024</b>		
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 emailed 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 \(author-date\)](#)

**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