



# BUSN19024 Graduate Employability Skills

## Term 1 - 2018

Profile information current as at 26/05/2022 08:51 pm

All details in this unit profile for BUSN19024 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

Businesses, industries, and professions are evolving rapidly with new trends emerging on key capabilities required for graduate positions. The rapid change requires graduates with the skills, knowledge and attributes to meet the changing demand of employers. This unit aims to equip students with employability skills focussing on work readiness and career planning by actively engaging in self-awareness exercises and examining employer expectations of graduates in your discipline. You will prepare professional employment applications, practice job interview skills, and develop a personal portfolio that can support your career aspirations. Intelligent use of web based technology will be practiced to search and apply for professional employment. You will also learn about the key requirements, ethical responsibilities, and expectations of both employees and employers.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Pre-requisite is successful completion of 8 units (48 credit points) at an undergraduate level.

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 - 2018

- Brisbane
- Distance
- Melbourne
- Rockhampton
- Sydney

#### 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: 30%

#### 2. **Oral Examination**

Weighting: 20%

#### 3. **Portfolio**

Weighting: 50%

### 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.

**Feedback**

Provide more opportunity for practicing interview skills.

**Recommendation**

Increase the focus on interview skills by (1) including more opportunity for students to practice oral communication skills during class time and (2) spreading the assessment interviews over more weeks allowing an increase in time for each student.

#### Feedback from Unit Coordinator's reflection.

**Feedback**

Students need more time to organise the informational interview with a professional in their discipline area.

**Recommendation**

Include the informational interview report in portfolio two.

#### Feedback from Student feedback.

**Feedback**

Earlier feedback on portfolio one required.

**Recommendation**

Reduce the number of items included in portfolio one and set the submission date earlier.

## Unit Learning Outcomes

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

1. Identify and articulate your skills, abilities, and achievements in relation to your career choice to a potential employer
2. Evaluate employer expectations of graduates in your discipline and the career options and pathways available
3. Develop skills for intelligent use of web based technology to search and apply for graduate and other professional employment opportunities
4. Prepare professional employment applications and confidently participate in recruitment processes including: job interviews, graduate assessment centres, psychometric and other skills testing
5. Identify appropriate workplace behaviour, rights and responsibilities in the workplace, and various ethical and legal requirements of employers and employees.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



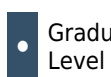
N/A  
Level



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
<b>1 - Written Assessment - 30%</b>	•	•	•		

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
2 - Oral Examination - 20%	•			•	
3 - Portfolio - 50%				•	•

### 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 - Written Assessment - 30%	•		•			•		•		
2 - Oral Examination - 20%	•		•			•		•		
3 - Portfolio - 50%	•		•	•				•		

## 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)

## Referencing Style

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

## Teaching Contacts

**Cheryl Bookallil** Unit Coordinator  
[c.bookallil@cqu.edu.au](mailto:c.bookallil@cqu.edu.au)

## Schedule

### Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to career planning and management Self awareness - understanding your career aspirations, interests, and competencies	Study guide modules 1 and 2 Self-reflective exercises from 'Your career and you'	1. Download a free copy of 'Your career and you' from Graduatecareers.com.au 2. Prepare summary of your self awareness exercises completed in the 'Your career and you' booklet

### Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Career opportunity awareness - exploring, planning and managing your career pathway	Study guide module 3 <a href="http://www.graduatecareers.com.au/">http://www.graduatecareers.com.au/</a> <a href="http://joboutlook.gov.au/">http://joboutlook.gov.au/</a> <a href="https://myfuture.edu.au/">https://myfuture.edu.au/</a> <a href="https://www.seek.com.au/">https://www.seek.com.au/</a>	1. Conduct online job search 2. Identify a suitable position to base your application documents upon 3. Download a copy of the position description for inclusion in Portfolio 1

### Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Professional resumes - preparation of self-marketing tools	Study guide module 4	1. Prepare your professional resume 2. Target the contents toward the position you have identified in Week 2.

### Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Selection criteria - the purpose of selection criteria in the recruitment process	Study guide module 5	Prepare a statement addressing the selection criteria for the position you identified in Week 2

### Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Written communication skills - writing employment application covering letters

Study guide module 6

Write a covering letter to accompany your application for the position you identified Week 2

### Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Interview types and processes - panel, telephone, videoconference, assessment centres, Skype, psychometric testing

Online research  
Study guide module 7

Conduct a face-to-face informational interview with someone working in the career or industry you are targeting  
Prepare a report on your informational interview

**Portfolio 1: Career planning and recruitment documents** Due: Week 6 Wednesday (18 Apr 2018) 11:00 pm AEST

### Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Interview techniques for success - predicting questions and public speaking

Study guide module 8  
Online research

Prepare a critique of the recruitment processes used to screen job applicants specific to your discipline area (eg. Interview types, assessment centres, skills testing, Psychometric testing)

### Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Practice interview skills

Distance students - interview as arranged by Course Coordinator (Telephone, Skype or by videoconferencing) times by negotiation over the next five weeks  
Internal students - commencement of panel interviews as organised by your class tutor in class time over the next five weeks.

### Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Transition from study to work - professional work environment, ethics, EBAs, EEO, Anti-discrimination and OHS.

Online research  
MBTI online sites as listed on Moodle  
Study guide module 9

Undertake an online MBTI test and prepare a critique of your MBTI personality type and working style  
In-class and distance students practice interviews continuing

### Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Graduate employment and beyond - graduate programs, postgraduate study, international experience

Study guide module 10  
Online research

In-class and distance students practice interviews continuing

### Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Career changes - understanding the world of work and networking techniques

Study guide module 11  
Online research

In-class and distance students practice interviews continuing

**Unit interview** Due: Week 11 Friday (25 May 2018) 6:00 pm AEST

## Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Review week		<b>Preparing for professional employment</b> Due: Week 12 Friday (1 June 2018) 11:00 pm AEST

## Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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## Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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## Term Specific Information

The Unit Coordinator welcomes contact from both distance and internal students at any time during your study of BUSN19024. Important announcements from the Unit Coordinator will be sent via the forum on Moodle. Please ensure you check your student email regularly and/or link your student email to your most used email account so that you do not miss important announcements and dates.

1. If the matter relates to the learning materials or assessment in this unit please log your questions direct on the Q&A forum provided on Moodle so that all students may benefit from my answers
2. If the matter is of a personal nature you are welcome to email me direct at c.bookallil@cqu.edu.au
3. Direct communication with the Unit Coordinator concerning confidential matters may also be made by calling 0413922382. If leaving a message or text please include your name, campus, and student number

## Assessment Tasks

### 1 Portfolio 1: Career planning and recruitment documents

#### Assessment Type

Written Assessment

#### Task Description

Portfolio one covers the course learning tasks for weeks one to five as listed in the course schedule. The compilation of the portfolio is progressive in nature and enables you to engage in an ongoing basis with the set learning activities. Preparing your assessment items each week will ensure your portfolio is ready for submission by the due date.

Portfolio one should include all of the following items:

1. A summary of Self awareness exercises
2. Professional resume
3. Statement addressing selection criteria
4. A covering letter for your application
5. A copy of the position description that you based the application documents on.

Portfolio contents should be uploaded to the Unit Moodle site as separate word documents.

#### Assessment Due Date

Week 6 Wednesday (18 Apr 2018) 11:00 pm AEST

#### Return Date to Students

Week 8 Friday (4 May 2018)

On time assessments will be marked first. Assignments not submitted on time may not be returned by this date.

#### Weighting

30%

#### Assessment Criteria

Portfolios will be assessed against set marking criteria which expects significant effort in self-reflection and in preparation of employment application documents. You can use these criteria to guide you in assessing the quality of your work before submission. Meeting these marking criteria will ensure a good grade for your efforts. Criteria include:

that all assessment pieces are contained in the portfolio, evidence of engagement with all learning activities is presented, significant effort in self reflection is demonstrated, employment application documents (resume, cover letter, selection criteria statement) are developed according to the unit standards set out in the unit study guide and the examples provided on Moodle. Further details on marking criteria for specific items in your portfolio are listed in the assessment criteria sheet on the unit Moodle site.

### Referencing Style

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

### Submission

Online

### Submission Instructions

Submit your portfolio documents through the link provided on the course Moodle site.

### Learning Outcomes Assessed

- Identify and articulate your skills, abilities, and achievements in relation to your career choice to a potential employer
- Evaluate employer expectations of graduates in your discipline and the career options and pathways available
- Develop skills for intelligent use of web based technology to search and apply for graduate and other professional employment opportunities

### Graduate Attributes

- Communication
- Critical Thinking
- Information Technology Competence
- Ethical practice

## 2 Unit interview

### Assessment Type

Oral Examination

### Task Description

Participate in an interview process for the position you identified in Week 2 and based your application documents upon.

### Assessment Due Date

Week 11 Friday (25 May 2018) 6:00 pm AEST

Interviews will be held over weeks seven to eleven as arranged by your Class Tutor (internal students) or Unit Coordinator (Distance Students)

### Return Date to Students

Students will be provided oral feedback directly following their interview. Marking rubrics will be available on Moodle within one week of participation in this assessment activity.

### Weighting

20%

### Assessment Criteria

You will be assessed upon your preparation for the interview including responding to, and acting upon, contact from your Class Tutor or Unit Coordinator concerning the arrangements for your interview. Other areas for assessment include presentation, performance, general impressions of your attitude, and your suitability for the position. Further details of how interviews will be assessed is contained in the Marking Rubric on the unit Moodle site.

### Referencing Style

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

### Submission

No submission method provided.

### Submission Instructions

Response to contact from your Class Tutor or Unit Coordinator concerning the arrangements for your interview is expected within 48 hours.

### Learning Outcomes Assessed

- Identify and articulate your skills, abilities, and achievements in relation to your career choice to a potential employer



- Prepare professional employment applications and confidently participate in recruitment processes including: job interviews, graduate assessment centres, psychometric and other skills testing

### **Graduate Attributes**

- Communication
- Critical Thinking
- Information Technology Competence
- Ethical practice

## **3 Preparing for professional employment**

### **Assessment Type**

Portfolio

### **Task Description**

The aim of the portfolio tasks is to continue building your knowledge of professional employment in your discipline and the recruitment processes you may face in establishing your professional career. Portfolio two requires you to submit a refined version of your application documents (resume, selection criteria statement and cover letter) taking into account feedback from Portfolio 1.

The compilation of your 'Preparing for professional employment' portfolio is progressive in nature and enables you to engage with the set weekly learning activities on an ongoing basis. Working upon your assessment items each week will ensure your portfolio is ready for submission by the due date.

Portfolio two should contain all of the following:

1. Revised resume, cover letter and selection criteria statement
2. Report on your information interview with a person currently employed as a professional in your discipline
3. Reflective paper on your readiness to undertake professional employment that includes the following sections:
  - Recruitment processes used in your discipline area
  - Critique of your MBTI type
  - Appraisal of the value of Post graduate study and international experience in your discipline area
  - Analysis of 'Why ethics are important for professionals in your discipline area'
  - An action plan for your career advancement

Portfolio contents should be uploaded to the Unit Moodle site as separate word documents.

### **Assessment Due Date**

Week 12 Friday (1 June 2018) 11:00 pm AEST

### **Return Date to Students**

Exam Week Friday (15 June 2018)

On time assessments will be marked first. Assignments not submitted on time may not be returned by this date.

### **Weighting**

50%

### **Assessment Criteria**

Portfolio two will be marked against set criteria listed on the assessment criteria sheet provided on the unit Moodle site. You may use these criteria to guide you in assessing the quality of your work before submission. Meeting these criteria will ensure a good grade for your efforts.

Marking criteria include: that all portfolio items are submitted, that application documents are revised according to previous feedback, evidence of engagement with all learning activities is presented, understanding of all types of interview structures and how to prepare for each is demonstrated, significant effort in self reflection is evidenced including an action plan with suggestions for professional development.

The reflective paper on your readiness to undertake professional employment will require you to provide evidence of significant self-reflection and online research. Appropriate referencing of all sources must be provided.

Further details concerning the marking criteria for each portfolio element is located in the assessment section of the course moodle site.

### **Referencing Style**

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

### **Submission**

Online

### **Learning Outcomes Assessed**

- Prepare professional employment applications and confidently participate in recruitment processes including: job

- interviews, graduate assessment centres, psychometric and other skills testing
- Identify appropriate workplace behaviour, rights and responsibilities in the workplace, and various ethical and legal requirements of employers and employees.

### **Graduate Attributes**

- Communication
- Critical Thinking
- Information Literacy
- 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