



BUSN19024 Graduate Employability Skills

Term 1 - 2019

Profile information current as at 03/05/2024 02:44 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 - 2019

- Brisbane
- Melbourne
- Online
- 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 evaluations

Feedback

Request for video of weekly presentations to be uploaded to the Moodle site for distance students

Recommendation

Unit Coordinator will record weekly presentations and upload them to the Moodle site

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



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Written Assessment - 30%	•	•	•		
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	•			•	

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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.

Additional Textbook Information

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: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Cheryl Bookallil Unit Coordinator

c.bookallil@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

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. Complete all self-awareness exercises in 'Your career and you' 3. Prepare a summary of your self-awareness exercises.

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Career opportunity awareness - exploring, planning and managing your career pathway	Study guide module 3 http://www.graduatecareers.com.au/ http://joboutlook.gov.au/ https://myfuture.edu.au/ https://www.seek.com.au/	1. Conduct online job search 2. Review the future for your industry 3. Research different recruitment strategies used by organisations both large and small

Week 3 - 25 Mar 2019

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 resume contents toward a specific position description Note: If you wish to use a different position description to those provided on the Moodle site you must seek approval from the Unit Coordinator.

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Selection criteria - the purpose of selection criteria in the recruitment process	Study guide module 5	1. Review online job descriptions and identify the selection criteria 2. Prepare a statement addressing specific selection criteria

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Written communication skills - writing employment application covering letters	Study guide module 6	1. Write a covering letter to accompany your application for the position you chose to base your application documents upon 2. Start networking for professionals to interview as part of your final portfolio assessment

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Finalise career planning and recruitment documents for submission next Wednesday

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Interview types and processes - panel, telephone, video conference, assessment centres, Skype, psychometric testing	Online research Study guide module 7 Interview scheduling (Oral exam)	1. Arrange at least two face-to-face informational interviews with people working in the career or industry you are targeting 2. Upload a draft of your interview arrangements to the unit Moodle site. Career planning and recruitment documents Due: Week 6 Wednesday (24 Apr 2019) 11:45 pm AEST

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Interview techniques for success - predicting questions and public speaking	Study guide module 8 Online research Internal students - commencement of panel interviews (Oral exam) during class time as organised by your class tutor in class time over the next five weeks. Distance students - Commencement of online interviews (Oral exam) as organised by the Unit Coordinator	1. Internal students - panel interviews (Oral exam) during class. Participate on interview panels for other students 2. Distance students - interviews (Oral exam) online 3. All students Conduct at least two face-to-face informational interviews with professionals working in the career or industry you are targeting 4. Prepare a report on your informational interviews for inclusion in your final portfolio assessment Employment interview Due: Week 7 Friday (3 May 2019) 11:45 pm AEST

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Practice interview skills		1. Internal students - panel interviews (Oral exam) during class time. Participate on interview panels for other students 2. Distance students - interviews (Oral exam) online 3. All students 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 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
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	Internal students - panel interviews (Oral exam) during class time. Participate on interview panels for other students Distance students - interviews (Oral exam) online All students Undertake an online MBTI test and prepare a critique of your four letter MBTI personality type and working style

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Graduate employment and beyond - graduate programs, postgraduate study, international experience	Study guide module 10 Online research	1. Prepare an evaluation of postgraduate study and international experience in your discipline area 2. In-class and distance students interviews (Oral exam) continuing [Only if enrolment numbers require]

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Career changes - understanding the world of work and networking techniques	Study guide module 11 Online research	1. Write an analysis of 'Why ethics are important for professionals in your discipline area' 2. Prepare a career action plan for your professional development 3. Interviews (Oral exam) continuing [Only if enrolment numbers require]

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Review week		Complete and submit your final portfolio assessment Portfolio: Preparing for professional employment (Written assessment 50%) Due: Week 12 Friday (7 June 2019) 11:45 pm AEST

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information**Assessment Tasks****1 Career planning and recruitment documents****Assessment Type**

Written Assessment

Task Description

This written assessment covers the unit learning tasks for weeks one to five as listed in the unit schedule. It is worth 30% of your final grade. The distribution of these 30 marks among the documents in this assessment are listed below. The compilation of these documents 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 documents are ready for submission by the due date.

Assessment should include all of the following items:

1. A summary of Self awareness exercises completed from 'Your career and you' booklet (5 Marks)
2. Professional resume (10 Marks)
3. Statement addressing selection criteria (10 Marks)
4. A covering letter for your application (5 Marks)

5. A copy of the position description that you based the application documents on must be included.

The assessment submission should be uploaded to the Unit Moodle site as five separate word documents.

Assessment Due Date

Week 6 Wednesday (24 Apr 2019) 11:45 pm AEST

Return Date to Students

Week 8 Wednesday (8 May 2019)

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

Weighting

30%

Assessment Criteria

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

Marking criteria include:

Summary of self-awareness exercises:

- Evidence of engagement with the learning task is presented (2 marks)
- Significant effort in self reflection is demonstrated (3 Marks)

Resume:

- Formatted according to unit specifications (3 marks)
- Includes all essential information according to the unit standards (5 marks)
- Correct grammar and spelling (2 marks)

Statement addressing selection criteria:

- Formatted according to unit specifications (3 marks)
- Identifies and addresses all selection criteria in the position description with brief examples of how you meet these criteria(5 marks)
- Correct grammar and spelling (2 marks)

Cover letter:

- Formatted according to unit specifications (1 mark)
- Content includes commencing paragraphs with the most important message to be conveyed and not using "I" and "my" to begin, no repetitive words or phrases, thanks the reader (3 marks)
- Correct grammar and spelling (1 mark)

All application documents must be developed according to the unit standards set out in the unit study guide and the examples provided on the Moodle site. Further guidance for preparing these documents is provided on the unit Moodle site.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

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 Employment interview

Assessment Type

Oral Examination

Task Description

Participate in an employment interview process for the position you based your application documents upon in your first assessment submission. These interviews will be conducted during class for internal students who will also be expected to participate on interview panels for the other students. Interviews may be scheduled anytime between weeks 7-10 depending upon enrolment numbers. Distance students will participate in an online interview with the Unit Coordinator.

Assessment Due Date

Week 7 Friday (3 May 2019) 11:45 pm AEST

Interviews will be held over weeks seven to ten as arranged by your Class Tutor (internal students) or Unit Coordinator (Distance Students). Note: Internal students who do not attend classes regularly cannot expect special arrangements to be made for them.

Return Date to Students

Week 10 Friday (24 May 2019)

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 .

- Presentation - Dress and grooming (4 marks)
- Preparation - Response to contact from lecturer or unit coordinator and knowledge of the company/industry (4 marks)
- Impression - Being on time, appropriate eye contact, confidence in answering questions (4 marks)
- Performance - Clarity of speech, providing brief examples to demonstrate skills and experience, asking appropriate questions about the position of the interviewer/s (8 marks)

Further details of how interviews will be assessed is contained in the Marking Rubric on the unit Moodle site.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Submission Instructions

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

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 Portfolio: Preparing for professional employment (Written assessment 50%)

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. 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 should contain all of the following:

1. Revised and refined application documents (resume, cover letter and selection criteria statement) taking into account previous marking feedback (10 Marks)
2. Report on your informational interviews with at least two professionals currently employed in your discipline (20 Marks)
3. Reflective paper on your readiness to undertake professional employment (20 Marks)

Reflective paper will require you to provide evidence of significant self-reflection and online research and must include the following sections:

- Recruitment processes used in your discipline area (4 Marks)
- Critique of your four letter MBTI type (4 Marks)
- Appraisal of the value of Post graduate study and international experience in your discipline area (4 marks)
- Analysis of 'Why ethics are important for professionals in your discipline area' (4 Marks)
- An action plan for your career advancement using the template provided (4 Marks)

Portfolio contents should be uploaded to the Unit Moodle site as separate word documents. Further guidance on report structure is provided on the unit Moodle site.

Assessment Due Date

Week 12 Friday (7 June 2019) 11:45 pm AEST

Return Date to Students

Marks will be released after certification of grades for this assessment item.

Weighting

50%

Assessment Criteria

Portfolio two will be marked against set criteria listed 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:

Revised application documents (10 marks total)

- Revised according to previous feedback and reference to study materials (Resume = 3 marks, Cover letter = 3 marks, Selection criteria statement = 4 marks (10 marks total))

Report on informational interviews (20 marks)

- Draft arrangements submitted to Moodle prior to undertaking interviews uploaded to Moodle by week 7 (2 marks)
- Report format style (2 marks)
- Interview details (4 marks)
- Questions asked and synthesis of information gathered (6 marks)
- Reflections upon your career choice according to the new knowledge you have gained (6 marks)

Reflective paper on your readiness to undertake professional employment (20 marks)

- Report format style (2 marks)
- Critique of all recruitment processes in your discipline (4 marks)
- Critique of own MBTI personality type and working style (4 marks)
- Discussion of the value of post postgraduate study and international experience in your discipline (2 marks)
- Discussion of why ethical practice is important in your discipline including research on ethical scandals in the profession/industry (6 marks)
- Action plan for professional development prepared according to template provided on Moodle (2 marks)

Further guidance for preparing your portfolio and more details concerning the marking criteria are located in the assessment section of the course moodle site.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Submission Instructions

Upload your portfolio as separate word documents.

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