



BUSN19024 Graduate Employability Skills

Term 1 - 2020

Profile information current as at 14/12/2025 04:57 am

All details in this unit profile for BUSN19024 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

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 - 2020

- 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 feedback and Unit Coordinator reflections.

Feedback

Informational interviews with professionals take time to arrange and difficulties can arise if they are not arranged in a timely manner.

Recommendation

Students are provided the details of how to organise this part of their final assessment by Week 2.

Feedback from Student feedback. Unit Coordinator reflections.

Feedback

The best aspect of the unit is completion of interviews through video link. Allow recording of online interviews for students' own records.

Recommendation

Continue to use Zoom for interviews and enable students to record the session for later review and reflection.

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	•			•	
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: [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 - 09 Mar 2020

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. Complete all self-awareness exercises in 'Your career and you' booklet (downloadable from the Moodle site) 2. Prepare a critique of your skills audit completed from 'Your career and you' booklet (pp.30-31). Give brief examples of how/when you have demonstrated each of those skills. Identify at least two skills related to your discipline for which you feel you will require further development and why - 1000 words (6 Marks)

Week 2 - 16 Mar 2020

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 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Professional resumes - preparation of self-marketing tools	Study guide module 4	1. Develop a professional resume. This must be a new document prepared especially for this unit and not an old document repurposed. 2. Target your 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 - 30 Mar 2020

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 the specific selection criteria for the position you targeted with your resume.

Week 5 - 06 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Written communication skills - writing employment application covering letters	Study guide module 6	<ol style="list-style-type: none"> 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 portfolio assessment (see week six)

Vacation Week - 13 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
		<p>Use this break from classes to:</p> <ol style="list-style-type: none"> 1. Make arrangements for your informational interviews 2. Complete critique of skills audit 3. Refine recruitment documents

Week 6 - 20 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Interview types and processes - panel, telephone, video conference, assessment centres, Skype, psychometric testing	<p>Online research</p> <p>Study guide module 7</p> <p>Interview scheduling (oral exam)</p>	<ol style="list-style-type: none"> 1. Arrange at least two informational interviews with people working in the career or industry you are targeting. These interviews must be with professionals from two different organisations and be conducted face-to-face. If telephone, Skype or other online platforms are to be used students should first seek approval from the Unit Coordinator. 2. Include details of the arrangements you have made for these interviews in your first assessment (due next week). Note: While the arrangements (names, organisations, times, dates, and contact details) are to be included in your first assessment your full report on these interviews is not due until your final portfolio assessment.

Week 7 - 27 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Interview techniques for success - predicting questions and public speaking	<p>Study guide module 8</p> <p>Online research</p>	<ol style="list-style-type: none"> 1. Prepare for your oral exam (Job interview) <p>Career planning and recruitment documents Due: Week 7 Monday (27 Apr 2020) 11:45 pm AEST</p>

Week 8 - 04 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Practice interview skills		<ol style="list-style-type: none"> 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 - Upload a copy of your interview preparation matrix to the Moodle site prior to your scheduled interview time.

Week 9 - 11 May 2020

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 the MBTI questionnaire online to understand your working style.	Internal students - panel interviews (oral exam) during class time. Participate on interview panels for other students Distance students - interviews (oral exam) online
Week 10 - 18 May 2020		
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 a career action plan for your professional development for inclusion in the final portfolio. 2. In-class and distance students interviews (oral exam) continuing [only if enrolment numbers require] Employment interview (oral exam) Due: Week 10 Monday (18 May 2020) 11:45 pm AEST
Week 11 - 25 May 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Career changes - understanding the world of work and networking techniques	Study guide module 11 Online research	1. Prepare a critique of the professional standards required in your discipline for inclusion in the final portfolio.
Week 12 - 01 Jun 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Review week		Complete your report on the informational interviews you conducted according to the guidelines provided on the unit Moodle site. Complete and submit your final assessment (Portfolio). Portfolio: Preparing for professional employment (Written assessment 50%) Due: Week 12 Friday (5 June 2020) 11:45 pm AEST
Review/Exam Week - 08 Jun 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 15 Jun 2020		
Module/Topic	Chapter	Events and Submissions/Topic

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 submission should include all of the following items:

1. A critique of your skills audit completed from 'Your career and you' booklet (pp.30-31). Identify your skill strengths. Give brief examples of how/when you have demonstrated each of those skills. Identify at least two skills related to your discipline for which you feel you will require further development and explain why - 1000 words (6 Marks)
2. Details of the arrangement you have made for the two face-to-face informational interviews with professionals working in the career or industry you are targeting - 100 words (3 Marks).
3. Professional resume - minimum three pages, maximum four pages (8 Marks)
4. Statement addressing selection criteria - two pages (8 Marks)
5. A covering letter for your application - one page (5 Marks)
6. 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 six separate word documents.

Assessment Due Date

Week 7 Monday (27 Apr 2020) 11:45 pm AEST

Return Date to Students

Week 9 Monday (11 May 2020)

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:

Critique of skills audit:

- Significant effort in self reflection is demonstrated (2 Marks)
- Examples of how/when your identified strengths have been demonstrated (2 Marks)
- Identified skills requiring further development and why (2 Marks)

Details of arrangements made for informational interviews

1. Time, day, and planned location of each meeting (1 Mark)
2. Names of the people to be interviewed, the organisations, and their role titles (1 Mark)
3. Telephone and email contacts for these people you plan to interview (1 Mark)

Resume:

- Formatted according to unit specifications (2 marks)
- Includes all essential information according to the unit standards (4 marks)
- Correct grammar and spelling (2 marks)

Statement addressing selection criteria:

- Formatted according to unit specifications (2 marks)
- Identifies and addresses all selection criteria in the position description with brief examples of how you meet these criteria (4 marks)
- Correct grammar and spelling (2 marks)

Cover letter:

- Addressed and 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 unit 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 (oral exam)

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 time for internal students who will also be expected to participate on interview panels for the other students. Interviews may be scheduled anytime between weeks 8-10 depending upon enrolment numbers. Distance students will participate in an online interview with the Unit Coordinator.

Assessment Due Date

Week 10 Monday (18 May 2020) 11:45 pm AEST

Interviews will be held over weeks eight, nine and 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 Monday (18 May 2020)

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, preparation matrix, and knowledge of the company/industry (6 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 (6 marks)

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

Note: Students should upload a copy of their 'Interview preparation matrix' to the Moodle site prior to their scheduled interview.

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. Report on the informational interviews you conducted with two professionals currently employed in your discipline - Minimum 1000 words (20 Marks)
2. A career action plan for your professional development. Relate this back to the skills audit from 'Your career and you' and to the information gained from interviewing professionals in your discipline (4 Marks).
3. Critique of professional standards in your discipline including (1) Qualifications, professional registrations, and skills required both essential and desirable, (2) the effect of unethical behaviour on the profession, your organisation, and your own career, (3) What effect a Code of conduct and/or code of ethics for the profession has in preventing, or exposing, scandals in that discipline - Minimum 1500 words (20 Marks)
4. Revised and refined application documents (resume, cover letter and selection criteria statement) taking into account previous marking feedback and study materials (6 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 (5 June 2020) 11:45 pm AEST

Return Date to Students

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

Weighting

50%

Assessment Criteria

Your portfolio will be marked against set criteria listed below and further explained 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:

- Qualifications, professional registrations, and skills required both essential and desirable (4 Marks)

- The effect of unethical behaviour on the profession, your organisation, and your own career (6 Marks)
- What effect a Code of conduct and/or code of ethics for the profession has in preventing, or exposing, scandals in that discipline (10 Marks)

Report on the informational interviews (20 marks total)

- Report format style (2 marks)
- Interview details (2 marks)
- Questions asked and synthesis of information gathered (8 marks)
- Reflections upon your career choice according to the new knowledge you have gained (8 marks)

Career action plan for your professional development (4 marks total).

- Related back to the skills audit from 'Your career and you' (2 marks)
- Related to the information gained from interviewing professionals in your discipline (2 Marks).

Revised application documents (6 marks total)

- Previous feedback applied and evidence of review of study materials (Resume = 2 marks, Cover letter = 2 marks, Selection criteria statement = 2 marks)

Further guidance for preparing your portfolio and more details concerning the marking criteria are located in the assessment section of the unit 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