



# ENEP11007 Engineering Employment Preparation

## Term 2 - 2023

Profile information current as at 29/04/2024 09:14 pm

All details in this unit profile for ENEP11007 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

You will identify industries and associated engineering roles you would like to experience as an engineering practitioner and meet the requirements of the employment process for that industry. You will reflect on different forms of engineering industry employment conditions and discuss critical engineering industry workplace issues.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

48 credit points.

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 2 - 2023

- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- Rockhampton

### 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: 20%

#### 2. **Written Assessment**

Weighting: 35%

#### 3. **Written Assessment**

Weighting: 35%

#### 4. **Written Assessment**

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 Moodle Survey

**Feedback**

The unit resources including informative guest lectures and engaging class discussions were helpful in preparing for the first co-op placement.

**Recommendation**

Continue offering high-quality resources, informative guest lectures and engaging discussions in the class

#### Feedback from Moodle Survey

**Feedback**

Students' appreciation for in-person lectures and committed teaching staff.

**Recommendation**

The active learning approach should be maintained during the teaching sessions

#### Feedback from Moodle Survey

**Feedback**

Students received valuable insight into engineering industry job expectations.

**Recommendation**

The practice should continue in future offering

#### Feedback from Moodle Survey

**Feedback**

Reduce confusion around assessment requirements and enhance assessment feedback details.

**Recommendation**

Enhance feedback processes to provide more detailed guidance for improvement and ensure timely returns.

## Unit Learning Outcomes

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

1. Identify and document industries and associated engineering roles they would like to experience as an engineering practitioner
2. Undertake the employment process for an engineering work placement in terms of application and interview requirements
3. Document and reflect on different forms of engineering industry employment conditions including the rights and responsibilities of employers and employees
4. Discuss critical engineering industry workplace issues including ethics/codes of conduct and Occupational Health and Safety.

**The Learning Outcomes for this unit are linked with the Engineers Australia Stage 1 Competency Standards for Professional Engineers in the areas of 1. Knowledge and Skill Base, 2. Engineering Application Ability and 3. Professional and Personal Attributes at the following levels:**

**Introductory 1.4 Discernment of knowledge development and research directions within the engineering discipline. (LO: 1N 2N ) 1.6 Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline. (LO: 1N 3N 4N ) 3.4 Professional use and management of information. (LO: 1N 3N )**

**Intermediate 1.5 Knowledge of engineering design practice and contextual factors impacting the engineering discipline. (LO: 3N 4I ) 3.1 Ethical conduct and professional accountability. (LO: 1N 2I 4N ) 3.2 Effective oral and written communication in professional and lay domains. (LO: 1N 2I 3I 4I ) 3.5 Orderly management of self, and professional conduct. (LO: 1N 2I 3N 4N )**  
*Note: LO refers to the Learning Outcome number(s) which link to the competency and the levels: N - Introductory, I - Intermediate and A - Advanced.*

**Refer to the Engineering Undergraduate Course Moodle site for further information on the Engineers Australia's Stage 1 Competency Standard for Professional Engineers and course level mapping information**<https://moodle.cqu.edu.au/course/view.php?id=1511>



## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Written Assessment - 20%		•		
2 - Written Assessment - 10%		•		
3 - Written Assessment - 35%			•	•
4 - Written Assessment - 35%	•			

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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				

## 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

**Ashfaque Chowdhury** Unit Coordinator  
[a.chowdhury@cqu.edu.au](mailto:a.chowdhury@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Unit Introduction	Reference materials provided on the Moodle site	

### Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Resume and Cover Letter Writing Skills	Reference materials provided on the Moodle site	

### Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Selection Criteria for Industry Placements	Reference materials provided on the Moodle site	

### Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Interview techniques	Reference materials provided on the Moodle site	<b>Job Application</b> Due: Week 4 Friday (4 Aug 2023) 11:45 pm AEST

### Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Workplace Issues	Reference materials provided on the Moodle site	

### Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Vacation week		

Week 6 - 21 Aug 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Mock Interview Workshop	Reference materials provided on the Moodle site	
Week 7 - 28 Aug 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Engineering Industry Employment Contracts and Conditions	Reference materials provided on the Moodle site	
Week 8 - 04 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Co-op Placements Process, Transitions from Study to Work	Reference materials provided on the Moodle site	<b>Reflective Paper - Tackling Workplace Issues</b> Due: Week 8 Friday (8 Sept 2023) 11:45 pm AEST
Week 9 - 11 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Time Management Consideration	Reference materials provided on the Moodle site	
Week 10 - 18 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Employer Requirements Workshop	Reference materials provided on the Moodle site	
Week 11 - 25 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Job Search Strategies, and Social Networking	Reference materials provided on the Moodle site	
Week 12 - 02 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Unit Review	Reference materials provided on the Moodle site	<b>Research Paper - Career Path and Entry Requirements</b> Due: Week 12 Friday (6 Oct 2023) 11:45 pm AEST
Review/Exam Week - 09 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 16 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic
		<b>Interview Performance Report or Alternative Assessment</b> Due: Exam Week Friday (20 Oct 2023) 11:45 pm AEST

## Assessment Tasks

### 1 Job Application

#### Assessment Type

Written Assessment

#### Task Description

Students are required to prepare an application for employment that includes a cover letter, a resume following the suggested format and a separate statement addressing the key selection criteria for the position. In the absence of key selection criteria from the employer, students are required to address the generic key selection criteria for an engineering position provided in the class. **Please adhere to the guidelines given in class when preparing this assessment. Relying solely on the assessment criteria for preparation is not advisable. Instead,**

**incorporate the in-class instructions for a comprehensive approach to this task.**

**Assessment Due Date**

Week 4 Friday (4 Aug 2023) 11:45 pm AEST

**Return Date to Students**

Week 6 Friday (25 Aug 2023)

It is expected that assessment item will be returned in 2 (teaching) weeks from the due date.

**Weighting**

20%

**Minimum mark or grade**

Students must receive a minimum 30% in this assessment item to secure a Pass in this unit

**Assessment Criteria**

Assessment criteria for all students:

- Ability to prepare a complete application for employment, including personal resume, cover letter and document addressing relevant selection criteria in an appropriate format.
- Demonstrated ability to appropriately understand the capability (knowledge, skills and attributes) required for the position and address the relevant selection criteria clearly and unambiguously.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

**Learning Outcomes Assessed**

- Undertake the employment process for an engineering work placement in terms of application and interview requirements

## 2 Reflective Paper - Tackling Workplace Issues

**Assessment Type**

Written Assessment

**Task Description**

Students are required to prepare a reflective paper on workplace issues that they are likely to encounter in the industry and their approach to managing these issues. The paper should draw references from the sample presentations, guest lectures and other resources provided on Moodle and in the class. **Please adhere to the guidelines given in class when preparing this assessment. Relying solely on the assessment criteria for preparation is not advisable. Instead, incorporate the in-class instructions for a comprehensive approach to this task.**

**Assessment Due Date**

Week 8 Friday (8 Sept 2023) 11:45 pm AEST

**Return Date to Students**

Week 10 Friday (22 Sept 2023)

It is expected that assessment item will be returned in 2 weeks from the due date.

**Weighting**

35%

**Minimum mark or grade**

Students must receive a minimum 30% in this assessment item to secure a Pass in this unit.

**Assessment Criteria**

Assessment criteria for all students:

- Reflection on workplace issues learned from the training videos provided
- Reflection on the approaches to manage these issues in a work placement.
- Ability to apply learned knowledge and skills in a familiar context
- Reflection and evaluation of student's own work that has demonstrated some improvement in dealing with workplace issues and has also resulted in innovative approaches to dealing with workplace issues.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

### Referencing Style

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

### Submission

Online

### Submission Instructions

Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

### Learning Outcomes Assessed

- Document and reflect on different forms of engineering industry employment conditions including the rights and responsibilities of employers and employees
- Discuss critical engineering industry workplace issues including ethics/codes of conduct and Occupational Health and Safety.

## 3 Research Paper - Career Path and Entry Requirements

### Assessment Type

Written Assessment

### Task Description

In this reflective research paper, a student should identify and reflect on the entry requirements in a selected career path and how a student intends to develop those competencies to meet the requirements. The paper must provide a self-evaluation of a student's abilities to function in the chosen career/industry and detail how the student intends to address any weaknesses and build on any strengths he/she identifies. The paper should reference the sample presentations as well as other information sources used to make the decision. **Please adhere to the guidelines given in class when preparing this assessment. Relying solely on the assessment criteria for preparation is not advisable. Instead, incorporate the in-class instructions for a comprehensive approach to this task.**

### Assessment Due Date

Week 12 Friday (6 Oct 2023) 11:45 pm AEST

### Return Date to Students

Exam Week Friday (20 Oct 2023)

It is expected that assessment item will be returned in 2 weeks from the due date.

### Weighting

35%

### Minimum mark or grade

Students must receive a minimum 30% in this assessment item to secure a Pass in this unit.

### Assessment Criteria

Assessment criteria for all students:

- Identify the entry requirements of a selected career path.
- Personal development to meet the entry requirements in the selected industries.
- Self-evaluation of personal abilities to function in someone's chosen career/industry path and plan for fulfilling the gaps on need basis.
- Approaches on how a student intends to address any weaknesses and to build on any strengths that are identified.
- Ability to embrace the transferable knowledge and skills in a different context to what was identified.

Marks will be deducted for a poorly organized document. Details will be provided on the Moodle site.

### Referencing Style

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

### Submission

Online

### Submission Instructions

Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

### Learning Outcomes Assessed

- Identify and document industries and associated engineering roles they would like to experience as an engineering practitioner

## 4 Interview Performance Report or Alternative Assessment

### Assessment Type

Written Assessment

### Task Description

Students are required to submit at least one standard interview performance report completed by a prospective employer's representative conducting an actual interview for employment with the student. If an interview performance report is unavailable, a 10 mins multimedia presentation on how to perform effectively in a prospective interview in your preferred company recognising and comprehending personal strengths and weaknesses that might come up during the conversation. The presentation should highlight strategies that you can use to emphasize your personal strengths. The presentation should also underscore the importance of conducting thorough research and gathering necessary information before meeting a potential employer for an interview. Moreover, you should also state the approaches that you will take to interact appropriately during an interview. **Please adhere to the guidelines given in class when preparing this assessment. Relying solely on the assessment criteria for preparation is not advisable. Instead, incorporate the in-class instructions for a comprehensive approach to this task.**

### Assessment Due Date

Exam Week Friday (20 Oct 2023) 11:45 pm AEST

### Return Date to Students

It is expected that assessment item will be returned in 2 weeks from the due date.

### Weighting

10%

### Minimum mark or grade

Students must receive a minimum 30% in this assessment item to secure a Pass in this unit

### Assessment Criteria

Assessment criteria for all students:

- Submission of one standard interview performance report completed by an employer's representative conducting an actual interview for employment with the student.

If an interview performance report is not available, a student should attempt the following:

- A 10 mins multimedia presentation on an interview preparation with adequate research on a selected company of your choice, potential role, anticipated questions and your response to the questions etc. The presentation should identify and understand the strengths and weaknesses liable to be exposed in an interview and strategies to emphasise the strengths.

Marks will be deducted for a poorly organised presentation. Details will be provided on the Moodle site.

### Referencing Style

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

### Submission

Online

### Submission Instructions

Original documents must be converted to pdf documents. No photocopies / scanned documents permitted.

### Learning Outcomes Assessed

- Undertake the employment process for an engineering work placement in terms of application and interview requirements

## 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