ENEP11010 *Industry Practice Review*
Term 2 - 2019

All details in this unit profile for ENEP11010 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.

Corrections

Unit Profile Correction added on 18-07-19

Please delete the following text from in the Assessment Tasks section for Assessment 3: Industry Practice Portfolio, in the Assessment Criteria section.

Twenty-four (24) weekly journals are included. Each weekly journal contains:
- A professional recording of tasks and activities completed for the week.
- Reflection on the work activities, including challenges, improvements and influences.
- Completed learning experience rating
- Supervisor sign-off.
Work placement samples are included and relevant to to activities and tasks documented in Weekly Journals.
Employer evaluation form is completed and signed off.
Self-Evaluation and Reflection section is complete and includes references to:
- Assessment on the achievement of Placement Objectives
- Skills and Knowledge assessment, addressing technical, professional and social aspects
- Two (2) work placement challenges are documented, described and self-assessed.
- Summary of personal growth encompassing technical, professional and social development.

General Information

Overview

As an engineering student with Industry Practice work placement experience, you will communicate your industry experience through a professional presentation, and evaluate your intellectual, professional and personal development achieved during your industry employment. You will identify, discuss and analyse workplace issues with a view to understanding and improving your industry placement capability. You will also document and contrast approaches to risk management and safety management systems applied in engineering workplaces.

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

_ ENEP11006 Industry Practice 1 Prerequisite _
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 - 2019

- 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. **Presentation**
Weighting: 30%
2. **Report**
Weighting: 30%
3. **Portfolio**
Weighting: 40%

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
Grading criteria is unclear and complex.

Recommendation
A marking rubric will be introduced and provided to students.

Feedback from Student feedback.

Feedback
There is potential for more in-depth content to be added to the unit.

Recommendation
The unit content will be reviewed to see if this can be achieved within the unit constraints.

Feedback from Student feedback.

Feedback
Some assessment tasks are repetitive and of limited value.

Recommendation
Assessment tasks will be reviewed.

Unit Learning Outcomes

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

1. Reflect on, and self-evaluate growth in terms of intellectual, social and professional development and develop a plan for improvement
2. Demonstrate professional presentation skills by communicating industry work experience to an audience
3. Apply the principles of risk assessment and safety Management systems adopted in the work place
4. Review and discuss current workplace issues based on the shared experience of peers.

The Learning Outcomes for this unit are linked with Engineers Australia's **Stage 1 Competency Standard for Professional Engineers**.

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**
1 - Presentation - 30%	●	●		
2 - Report - 30%			●	
3 - Portfolio - 40%	●			●

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				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
1 - Presentation - 30%	•			•	•	•				
2 - Report - 30%	•		•	•		•				
3 - Portfolio - 40%	•		•			•	•	•		

Teaching Contacts

Francis Edwards Unit Coordinator
f.edwards@cqu.edu.au

Schedule

Week 1 - 15 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Unit Introduction Commence presentation development		

Week 2 - 22 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Continue presentation development		

Week 3 - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Complete presentation		**Industry Placement Presentation** Due: Week 3 Friday (2 Aug 2019) 10:00 pm AEST

Week 4 - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Work Placement Presentations		

Week 5 - 12 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Work Placement Presentations		

Vacation Week - 19 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 26 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Work Placement Presentations		

Week 7 - 02 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Work Placement Presentations		

Week 8 - 09 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Work Placement Presentations Risk Management Commence development of Case Study Report		

Assessment Tasks

1 Industry Placement Presentation

Assessment Type
Presentation

Task Description

The first assessment item involves delivery of a presentation on your Industry Practice 1 work placement.

The topics to be covered in your presentation are listed below.

Description of Company

- · Company history and overview
- · Products and services provided
- · Student's role in the organisation
- · Employment information

Description of Work Performed

- · Your projects and/or activities
- · Your individual contribution to the team
- · How your work was achieved
- · Assessment of competence

Learning Experience

- · Significance and value of the placement
- · Technical skills and experience

Self-Evaluation of Personal Growth

How did you develop on your industry work placement:

- · Intellectual development: integration of course material to work problems, problem identification, critical thinking, problem solving and decision making.
- · Professional development: technical skills, time management, verbal and written communication etc.
- · Social development: social and interpersonal skills, initiative, independence, teamwork, confidence, etc.

Issues Analysis

Identification, articulation and reflection of two (2) issues experienced on your placement. These may include, but are not limited to issues such as:

- · Ethics/Code of Conduct
- · Engineering Workplace Culture
- · Performance Management
- · Working in Teams
- · Management Systems (Quality, Safety, Environment)
- · Environmental Issues
- · Cultural Heritage Issues
- · Community Consultation Processes

 Explain each issue, its impact on your placement experience, and how you responded.

Length and Composition

Your presentation is to be delivered orally within a timeframe of 10 minutes, and we will allow 3-5 minutes for questions.

Your presentation should be appropriately designed and of a standard suitable for delivery to peer professionals.

Diagrams, photos and tabular presentation should be used to illustrate specific aspects of your industry experience, as required.

Assessment Due Date
Week 3 Friday (2 Aug 2019) 10:00 pm AEST
Presentations slide packs are to be submitted in Week 3. Presentations will be scheduled during Weeks 4-8.

Return Date to Students
Week 12 Friday (11 Oct 2019)

Weighting
30%

Minimum mark or grade
25%

Assessment Criteria
Describe placement organisation products, services and history
Articulate work placement role and work environment
Analyze the industry placement learning experience
Evaluate personal growth aspects of work placement
Ability to identify, describe and analyse work placement issues
Precision of presentation delivery to target time
Presentation composition, clarity and quality of content

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Reflect on, and self-evaluate growth in terms of intellectual, social and professional development and develop a plan for improvement
- Demonstrate professional presentation skills by communicating industry work experience to an audience

Graduate Attributes

- Communication
- Information Literacy
- Team Work
- Information Technology Competence

2 Risk Management Report

Assessment Type
Report

Task Description
Your second assessment item involves submission of a report on the application of Risk Management practices, utilising your recent industry experience or a researched process as a reference. The report will cover two topics of application of risk management:

1. Engineering risk management

2. Work health and safety management

Topic 1: Engineering Risk Management

As you have learned in the course and supporting resources, the objectives of Engineering Risk Management can be defined as "the early and continuous identification, assessment and resolution of non-financial risks such that the most effective and efficient decisions can be taken to manage these risks."

You will document and analyse an industry-based engineering process and outline how risk management techniques are applied in order to reduce the effects of uncertainties on achieving objectives. Examples of applicable engineering related activities include technical design, project management, cost estimation, business continuity, etc.

The basis of your content for this topic can be derived from one of the following scenarios:

· Practical industry experience you have undertaken, i.e. via your previous industry work placement.
· Observation and enquiry of an industry-based engineering process undertaken during the course of this unit.
· A case study of a documented engineering process that you have sourced via peer-reviewed literature.

You should commence with an overview of the engineering process or activity, including the organisation, the particular group(s) involved and the objective of the process or activity.

You should then identify, analyse and explain how the following aspects of Engineering Risk Management are applied within your chosen scenario:

· The risk management methodology and frameworks that are applied. The organisation may have developed a specific policy and process for assessing risks, or they may rely on the application of appropriate Australian or international standards.
· How the risk assessment methodology was applied. This should include documentation of the problem definition, risk evaluation, identification and examination of options, choice of management strategies, and communication.
· The relevant sources of information that were relied upon as inputs into the decision-making process. This could include historical data, experience, stakeholder opinions, observations and expert judgement.
· The people that were involved in the risk assessment, and the roles they played in terms of providing information, assessments, review and communication of information. Detail how human or cultural factors, such as the organisation's risk appetite, influenced the process.
· An assessment of the result of the application of the risk management techniques. How did the risk management contribute to the achievement of objectives and improvement in performance? Were any measurable performance indicators such as product quality, compliance or operational efficiencies observed; or did the exercise result in achievement of an improved business outcome.

Topic 2: Work Health and Safety Management

A Work Health and Safety Management System (WHSMS) will include policies, procedures and plans to manage operational safety risks within an organisation. Risk management techniques are integral to the implementation of an effective WHSMS.

You will document your experience in the application of risk management in a WHSMS, utilising your recent industry placement as a reference.

You should introduce this topic with an overview of your team and its role within the organisation, and how safety management operates as part of the team's work activities.

You should then identify, analyse and explain how risk management techniques are applied to managing safety, including:

· An overview of how the WHSMS is implemented within the organisation, identifying

aspects such as the organisation's safety policy and procedures. Detail any safety training that you were required to undertake.
· A description of risk management process that is applied to identify hazards, assess and control safety risks. You should describe how this is implemented within the organisation, comparing and contrasting this approach with the reference Safe Work Australia Code of Practice. If applicable, identify any industry- or organisation-specific aspects of the process (e.g. legislative or code of practice requirements).
· The documentation of a safety risk assessment that you were involved in. This could be a formal, documented risk assessment for a planned task, or via application of risk management in your day to day work. You should identify hazard identification, risk assessment, control options and measures, and implementation.
· A summary of the risk management process, assessing how this affects the safety performance of the organisation, as well as your personal reflection and experience.

Length and Composition

As a guideline, the length of your Report should be around 1600 words, excluding references. Reports that are substantially longer than this (say over 2000 words) or shorter than this (say less than 1200 words) are unlikely to score as highly as those that make the best use of the 1600-word length (being on-target and making the best use of the word allocation is always better than being off-message). However, you should not worry about a few words either way (this is a guideline only, and I do not have a 'negative marking scheme' where marks are deducted if the word count is more than 10% over the guideline).

The text should be word-processed, with appropriate layout and use of headings/sub-headings. Please ensure that you correctly cite/reference all sources of used, unless they are original and composed by you.

Assessment Due Date
Week 10 Friday (27 Sept 2019) 10:00 pm AEST

Return Date to Students
Week 12 Friday (11 Oct 2019)

Weighting
30%

Minimum mark or grade
25%

Assessment Criteria
Ability to identify and describe risk management methodology and frameworks
Document and analyse application of the risk management methodology
Identify and classify relevant information sources
identify and describe roles of people involved
Analyse how human or cultural factors influence the process
Summarise the result of the risk management process
Describe the organisation's WHSMS policies, procedures and training
Document and analyse application of risk management to identify hazards, assess and control safety risks
Ability to document and describe a specific safety risk assessment
Ability to meet report length and composition requirements
Appropriate use of sentence structure and grammar.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Apply the principles of risk assessment and safety Management systems adopted in the work place

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence

3 Industry Practice Portfolio

Assessment Type
Portfolio

Task Description
The final assessment item of this unit involves the development of an individual portfolio, consisting of the following parts:

1. Industry Practice Review
2. Personal Development
3. Issues Analysis
4. Future Plans

Industry Practice Review

Provide a summary report of what has been achieved in terms of your industry practice, including:

- · Achievement of your placement objectives, and aspects of work completed.
- · Significance and value of the experience you have gained within industry.

Personal Development

Conduct a self-evaluation of your personal development, detailing your strengths and weaknesses, and evidence of how this has progressed in areas of:

- · Intellectual development: Integration of course material learned to date, and its application to work problems, critical thinking, problem solving and decision making.
- · Social development: Discussion of improvements in your motivation, initiative, interpersonal communication, teamwork, independence, and any other relevant aspects.
- · Professional development: Discussion regarding learning new technical skills, leadership, time management, verbal and written communication.

Issues Analysis

You are reviewed to view the presentation of other Co-op students' work experiences, and identify four (4) unique workplace issues identified by other students.

You should submit an analysis of the issues that they identified and discuss how this issue relates to your own experience. Your discussion should include:

- · An identification of the core issue and the impact that it had on the student, team and/or workplace.
- · Why you feel that this issue is relevant to you: this may be similar to an issue that occurred during your placement, or perhaps it is an issue that resonates with you for other reasons.
- · Based on the student's experience, reflect on how you would react to, and respond to this issue.

Future Plans

Summarise your portfolio submission by:

· Extending upon your previous industry placement objectives: outline at least two (2) new or expanded objectives that you plan to pursue in future.

· Discussing your future industry placement and/or career aspirations. This may involve pursuing a position in the same industry or specialisation, or whether you plan to experience a different aspect of your chosen discipline

Length and Composition

As a guideline, the length of your Portfolio should be around 1200 words, excluding references. Reports that are substantially longer than this (say over 1600 words) or shorter than this (say less than 800 words) are unlikely to score as highly as those that make the best use of the 1200-word length (being on-target and making the best use of the word allocation is always better than being off-message). However, you should not worry about a few words either way (this is a guideline only, and I do not have a 'negative marking scheme' where marks are deducted if the word count is more than 10% over the guideline).

Text should be word-processed, with an appropriate report layout and use of headings/sub-headings. Please ensure that you correctly cite/reference all sources of used, unless they are original and composed by you.

Assessment Due Date
Week 12 Friday (11 Oct 2019) 10:00 pm AEST

Return Date to Students
Review/Exam Week Friday (18 Oct 2019)

Weighting
40%

Minimum mark or grade
25%

Assessment Criteria
Portfolio is professionally presented with an Introduction, Table of Contents and Summary.
Ability to summarise personal achievements of the industry practice
Describe and analyse personal development aspects: intellectual, social and professional
Analysis of four unique work placement issues identified by other students
Ability to meet portfolio length and composition requirements
Appropriate use of sentence structure and grammar.

Twenty-four (24) weekly journals are included. Each weekly journal contains:
- A professional recording of tasks and activities completed for the week.
- Reflection on the work activities, including challenges, improvements and influences.
- Completed learning experience rating
- Supervisor sign-off.
Work placement samples are included and relevant to to activities and tasks documented in Weekly Journals.
Employer evaluation form is completed and signed off.
Self-Evaluation and Reflection section is complete and includes references to:
- Assessment on the achievement of Placement Objectives
- Skills and Knowledge assessment, addressing technical, professional and social aspects
- Two (2) work placement challenges are documented, described and self-assessed.
- Summary of personal growth encompassing technical, professional and social development.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Reflect on, and self-evaluate growth in terms of intellectual, social and professional development and develop a plan for improvement
- Review and discuss current workplace issues based on the shared experience of peers.

Graduate Attributes

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

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem