



# ENEP12007 Engineering Business Fundamentals

## Term 1 - 2019

Profile information current as at 05/05/2024 08:42 am

All details in this unit profile for ENEP12007 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

This unit provides students with an overview of business and commercial aspects of professional engineering and assists them to develop a specific skill relevant to their intended career. Students will be able to evaluate workplace experiences in terms of the Engineers Australia, Stage 2 Competencies for Professional Engineers.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

There are no requisites for this unit.

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

- 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. **Portfolio**

Weighting: 100%

### 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**

Students expressed great satisfaction with the resource provided to formulate financial aspects related to engineering works in real-world businesses and proposal prepared in industrial settings, contract management, and encouragement to continue the lifelong learning endeavours.

##### **Recommendation**

The students will be supported by similar resources, case studies and guest lectures in the future offering.

#### Feedback from Moodle Survey

##### **Feedback**

Very positive feedback received from the students on the newly introduced grading rubric and efforts undertaken to explain the assessment objectives and requirements in each of the assessment items with examples.

##### **Recommendation**

The students will be well supported with a similar arrangement.

#### Feedback from Moodle Survey

##### **Feedback**

Students received on time feedback on the assessment items which improved the quality of the final submission.

##### **Recommendation**

The students will be supported with timely feedback following a similar arrangement in 2018.

#### Feedback from Moodle Survey

##### **Feedback**

Training video clips provided students with a broad range of exposure to skills required at the workplace. Quality of some of the training videos should have been reviewed.

##### **Recommendation**

Clarity of the contents in some videos will be reviewed.

## Unit Learning Outcomes

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

1. Describe and reflect on commercial and business aspects of professional engineering practice.
2. Generate professional business documentation suitable for engineering enterprises.
3. Provide evidence of the continuing development of skills relevant to professional engineering career.
4. Map and self-evaluate workplace activities in terms of the Engineers Australia Stage 2 Competencies for Professional Engineers.

## 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 - Portfolio - 100%	•	•	•	•

### 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 - Portfolio - 100%	•	•	•	•		•	•	•		

## 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 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction, Unit Overview and Co-Op Process		

### Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Business Plan		

### Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Budgeting and Commercial Justification		

### Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Business Finance and Raising Capital		

### Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Entrepreneurship		

### Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic

### Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Market Research and Strategic Planning		

**Week 7 - 29 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Contract Management / Tender Process		Submission of the Draft Business Plan

**Week 8 - 06 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Engineers Australia Chartered Process		

**Week 9 - 13 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Graduate Development and Job Applications		Submission of draft structured paper on Contract Management Processes

**Week 10 - 20 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Selection Criteria and Interviews	Training Videos from Supervisor Development course available on Moodle	

**Week 11 - 27 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Commercial Management	Training Videos from Supervisor Development course available on Moodle	

**Week 12 - 03 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Final Year Thesis Topics Personal Portfolio work - Developing Specific Workplace Skills Unit Review		

**Review/Exam Week - 10 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Portfolio</b> Due: Review/Exam Week Monday (10 June 2019) 11:00 pm AEST

**Exam Week - 17 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Portfolio

**Assessment Type**

Portfolio

**Task Description**

The portfolio must include all mandatory assessment tasks as listed in the marking rubric.

- A Complete Business Plan: A business plan covering the all financial aspects of commencing a small business or a start-up company including, but not limited to, a chart of accounts, balance sheet, profit and loss statement and a one year and 5-year forecast.
- Presentation of the Business Plan: The business plan needs to be supported by a short audio-visual presentation highlighting the key facts of the plan. Consider that the presentation is important to convince the potential financier/investor in your business.
- A structured paper Contract Management Processes: The paper should highlight an individual's understanding of the overall contract management process
- A Reflective Paper on Specific Observed Workplace Skills: A reflective paper that provides evidence that a

student has learned a specific skill from the training videos and demonstrates how the student will potentially be using the skills in the future professional engineering career. The reflective paper must contain a reference to the training videos and other supporting material provided during the class and include reflection and discussion on the skills set.

- A Statement on Chartered Process: The statement should show a student's general understanding of Engineers Australia's new application process for Chartered status and include the competency evidence claims
- Graduate Application: An application for a graduate position, including personal resume, cover letter and a statement addressing job selection criteria

Students will find further details and support materials for these assessment tasks and marking rubric on Moodle.

**Assessment Due Date**

Review/Exam Week Monday (10 June 2019) 11:00 pm AEST

**Return Date to Students**

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

**Weighting**

100%

**Minimum mark or grade**

50% overall marks in the portfolio

**Assessment Criteria**

A Marking Rubric is provided on Moodle that includes indicators of attainment at the "Acceptable", 'Good' and 'Excellent' levels for each portfolio item. Marks on the portfolio items will be added, and the cumulative mark will form the basis of the individual grade.

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Describe and reflect on commercial and business aspects of professional engineering practice.
- Generate professional business documentation suitable for engineering enterprises.
- Provide evidence of the continuing development of skills relevant to professional engineering career.
- Map and self-evaluate workplace activities in terms of the Engineers Australia Stage 2 Competencies for Professional Engineers.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- 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