



ENEP12008 Engineering Supervisor Development

Term 1 - 2018

Profile information current as at 12/05/2024 09:19 pm

All details in this unit profile for ENEP12008 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 requires the student to generate a personal framework of workplace management and supervisory skills. Students also compare current environmental engineering management systems at engineering workplaces and document their previous engineering experiences according to Engineers Australia Chartered Status requirements.

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

ENEP12010 Industry Practice 2 OR Prerequisite BLOC10119 12 Week Industry Practice 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 1 - 2018

- Bundaberg
- Distance
- Gladstone
- Mackay
- 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 Student Feedback 'Have Your Say'

Feedback

Introduce more external guest lecturers.

Recommendation

Content will be reviewed to see where more external lecturers can be included.

Feedback from Student Feedback 'Have Your Say'

Feedback

Review the assessment criteria to more align with assessments tasks.

Recommendation

Assessment criteria will be reviewed to align with tasks.

Unit Learning Outcomes

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

1. Articulate a personal framework of workplace management and supervisory skills.
2. Demonstrate an ability to train by producing a training video of a skill developed from the work placement.
3. Compare current environmental engineering management systems at two or more engineering workplaces.
4. Document elements of your work experiences according to Engineers Australia Chartered Status requirements.

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 styles below:

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

For further information, see the Assessment Tasks.

Teaching Contacts

Ian Devenish Unit Coordinator

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Francis Edwards Unit Coordinator

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Schedule

Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction		

Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Training Workshop		

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Development of Training Presentation		

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Requirements of a Supervisor		

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Prepare Training Video		

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Training Video due Monday 11th April
1.00pm

Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Leadership and Mentoring		

Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Environmental Management		

Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Professional Engineering Registration		

Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Safety, Workplace Hazards		

Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Legislation		

Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Supervisor Development Review		

Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Review		Portfolio Due: Week 12 Monday (28 May 2018) 5:00 pm AEST

Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Portfolio

Assessment Type

Portfolio

Task Description

The portfolio must include the following:

1. A copy of the Feedback Form relating to your training video. (You are required to submit a training video relating to a specific workplace skill by the end of week 5)
 2. A reflective paper showing evidence of how you have developed basic supervisory skills
 3. Four Engineering Competency Claims focused on the areas of Communication, Management and Leadership consistent with the requirements of the Engineers Australia application process for Chartered Status.
 4. A comparative reflective paper on how current environmental management is conducted in two or more industries.
- NOTE: You will find further support material for these assessment tasks on the Moodle site for this course.

Assessment Due Date

Week 12 Monday (28 May 2018) 5:00 pm AEST

Return Date to Students

Exam Week Monday (11 June 2018)

Within 2 weeks of submission

Weighting

100%

Assessment Criteria

An Assessment Criteria Sheet and information regarding requirements for each compulsory item is available on the Course Moodle site. The Assessment Criteria Sheet documents the level of achievement required to achieve "Acceptable", "Good" or "Excellent" ratings for each Learning Outcome. A rubric for awarding grades based on the levels of Acceptable, Good and Excellent is included in the Assessment Criteria sheet.

Referencing Style

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

Submission

Online

Submission Instructions

Submit through the course Moodle site

Learning Outcomes Assessed

- Articulate a personal framework of workplace management and supervisory skills.
- Demonstrate an ability to train by producing a training video of a skill developed from the work placement.
- Compare current environmental engineering management systems at two or more engineering workplaces.
- Document elements of your work experiences according to Engineers Australia Chartered Status requirements.

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