



# ENEP12010 *Industry Practice 2*

## Term 2 - 2023

Profile information current as at 06/05/2024 11:12 am

All details in this unit profile for ENEP12010 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

As a student enrolled in Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering), you will apply skills and knowledge developed in the academic course to engineering practice in an industry-based, Work Integrated Learning (WIL) context. You will identify and plan work placement objectives, document technical work practices and processes to Engineers Australia Stage 2 Competency Standards, and prepare a portfolio detailing your personal and professional growth in an industry-based engineering position. Note that students are required to undertake a minimum of 24 weeks of paid or unpaid work placement that may require relocation of accommodation to suit their employment.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 12

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.25

#### Pre-requisites or Co-requisites

ENEP11010 Industry Practice Review AND Prerequisite ENEP12007 Engineering Business Fundamentals 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 - 2023

- Mixed Mode

#### 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 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Professional Practice Plans (learning plans)**

Weighting: 10%

#### 2. **Report**

Weighting: 30%

#### 3. **Portfolio**

Weighting: 60%

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## 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 UC reflection

##### **Feedback**

Follow up with phone calls to students to check their progress and employment situation.

##### **Recommendation**

Make phone calls to students during tutorial session times if students are not attending.

#### Feedback from Student feedback

##### **Feedback**

Encourage students to raise concerns. Simple short lectures about tenets and good practice or potential workplace issues.

##### **Recommendation**

During class sessions and tutorials encourage students to raise concerns or interesting matters related to their work experience. Develop additional content.

## Unit Learning Outcomes

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

1. Document work placement position requirements, objectives and plan
2. Apply skills and knowledge developed in the academic course to engineering practice within an organisation
3. Document engineering work practices and processes in a professional manner
4. Critically analyse work tasks and map these to Engineers Australia Stage 2 Competency Standards
5. Develop and apply engineering practice skills and knowledge to complement the skills and knowledge developed in the course
6. Review and assess personal and professional development achieved during the work placement.

**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**

#### **3.3 Creative, innovative and pro-active demeanour. (LO: 2N 5N)**

#### **Intermediate**

**1.2 Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline. (LO: 2I 5I)**

**1.3 In-depth understanding of specialist bodies of knowledge within the engineering discipline. (LO: 1I 2I 4I 5I)**

**1.4 Discernment of knowledge development and research directions within the engineering discipline. (LO: 1N 2I 4N 5N)**

**1.5 Knowledge of engineering design practice and contextual factors impacting the engineering discipline. (LO: 2I 4I 5I)**

**1.6 Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline. (LO: 1I 2I 5I)**

**2.1 Application of established engineering methods to complex engineering problem-solving. (LO: 2I 4I 5I)**

**2.2 Fluent application of engineering techniques, tools and resources. (LO: 2I 5I)**

**2.3 Application of systematic engineering synthesis and design processes. (LO: 2N 5I)**

**2.4 Application of systematic approaches to the conduct and management of engineering projects. (LO: 1N 2I 5I)**

**3.1 Ethical conduct and professional accountability. (LO: 2N 4I 6N)**

**3.2 Effective oral and written communication in professional and lay domains. (LO: 1N 2N 3I 5I)**

**3.6 Effective team membership and team leadership. (LO: 1I 2I 3I 5I 6I)**

#### **Advanced**

**1.1 Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline. (LO: 2A 5A)**

**3.4 Professional use and management of information. (LO: 2N 3N 4A 5N)**

**3.5 Orderly management of self, and professional conduct. (LO: 1I 3N 5A 6A)**

***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	5	6
1 - Professional Practice Plans (learning plans) - 10%	•					
2 - Report - 30%		•	•	•		
3 - Portfolio - 60%		•	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
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

**Neamul Khandoker** Unit Coordinator  
[n.khandoker@cqu.edu.au](mailto:n.khandoker@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
The first week of placement	Inductions Enthusiasm Active Listening Identify placement objectives.	Complete a weekly Journal Entry Identify a goal for your Industry Practice Plan

### Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
The second week of placement	Supervisor Feedback Work Goals Career Goals	Complete a weekly Journal Entry Identify multiple goals for your Industry Practice Plan

### Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
The third week of placement	Initial goal setting Goal evaluation Prioritising goals	Complete a weekly Journal Entry <b>Submit your industry practice plan.</b>

### Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
The fourth week of placement	Daily notes Processes and procedures Continuous improvement	Complete a weekly Journal Entry

### Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
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The fifth week of placement	Identifying roadblocks Critical thinking Preparing for meetings	Complete a weekly Journal Entry
<b>Vacation Week - 14 Aug 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The sixth week of placement		Complete a weekly Journal Entry
<b>Week 6 - 21 Aug 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The seventh week of placement	Good working habits Planning Prioritising Deadlines	Complete a weekly Journal Entry Prepare a draft of your Work Placement Progress Report
<b>Week 7 - 28 Aug 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The eighth week of placement	Written feedback	Complete a weekly Journal Entry
<b>Week 8 - 04 Sep 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The ninth week of placement	Assess your progress against the objectives defined in your Industry Practice Plan. Skills acquired Skills needed Skills gap analysis	Complete a weekly Journal Entry
<b>Week 9 - 11 Sep 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The tenth week of placement	Update your Industry Practice plan Collate and format the initial six weeks of journal entries Mistakes are learning opportunities	Complete a weekly Journal Entry <b>Submit your Work Placement Progress Report</b>
<b>Week 10 - 18 Sep 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The eleventh week of placement	Self-evaluation Peer evaluation Supervisor evaluation	Complete a weekly Journal Entry
<b>Week 11 - 25 Sep 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
The twelfth week of placement	Converting problems into opportunities	Complete a weekly Journal Entry
<b>Week 12 - 02 Oct 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
Weeks thirteen to twenty-four of placement	Prepare work placement samples. Prepare Individual Portfolio. Life-long learning.	Complete a weekly Journal Entry at the end of each week <b>Submit your Individual Portfolio within three weeks of completing your first 24 weeks of placement.</b>
<b>Review/Exam Week - 09 Oct 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>
<b>Exam Week - 16 Oct 2023</b>		
<b>Module/Topic</b>	<b>Chapter</b>	<b>Events and Submissions/Topic</b>

## Assessment Tasks

### 1 Industry Practice Plan

**Assessment Type**

Professional Practice Plans (learning plans)

**Task Description**

You will develop an Industry Practice Plan that,

- a) details your work placement role,
- b) defines your work placement objectives,
- c) details your planned tasks.

Refer to the Moodle site for a detailed description of this task.

**Assessment Due Date**

Your Industry practice plan will be completed by week three of your placement.

**Return Date to Students**

Feedback will be provided within two weeks of submitting your industry practice plan.

**Weighting**

10%

**Minimum mark or grade**

50%

**Assessment Criteria**

Placement organisation and supervisor details are completed correctly as per the supplied template.

A minimum of four placement objectives have been clearly described and scheduled.

Each objective description addresses one or more of the following criteria:

- Broad in nature
- Specific and measurable outcomes
- Transferable skills
- Professional skills

A minimum of one objective relates to the work required to be performed by the placement organisation.

At least one objective is specified as a personal achievement from the placement.

For each objective, a set of tasks have been outlined, detailing the duration, sequence and estimated time for completion.

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Document work placement position requirements, objectives and plan

### 2 Work Placement Report

**Assessment Type**

Report

**Task Description**

You will prepare a report assessing your progress against your Industry Practice Plan and document your initial six weeks of journal entries.

Refer to the Moodle site for a detailed description of this task.

**Assessment Due Date**

Your work placement report will be completed within ten weeks of commencing your placement.

**Return Date to Students**

Feedback will be provided within two weeks of submitting your work placement report.

**Weighting**

30%

**Minimum mark or grade**

50%

**Assessment Criteria**

The report contains a summary of progress and changes to the planned objectives.

Progress against each objective contains an assessment of applicability, evaluation of progress, and description of issues.

Six weekly journals are included.

Each weekly journal is word processed, professionally presented, and contains the following:

- A professional recording of tasks and activities completed for the week, mapped to Stage 2 Competencies.
- Reflection on the work activities, including challenges, improvements and influences.
- Completed learning experience rating
- Supervisor sign-off.

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Apply skills and knowledge developed in the academic course to engineering practice within an organisation
- Document engineering work practices and processes in a professional manner
- Critically analyse work tasks and map these to Engineers Australia Stage 2 Competency Standards

### 3 Portfolio

**Assessment Type**

Portfolio

**Task Description**

The final assessment item involves the submission of a Portfolio consisting of your:

- placement details
- objectives and plan
- weekly journal entries
- placement work samples
- employer evaluation
- a self-evaluation and
- reflection on your work placement experience

Refer to the Moodle site for a detailed description of this task.

**Assessment Due Date**

Your final portfolio assessment item should be submitted as soon as practicable and no later than three weeks after completion of your first twenty-four weeks of work placement,

**Return Date to Students**

Portfolios will be marked within two weeks of assessment submission.

**Weighting**

60%

**Minimum mark or grade**

50%

**Assessment Criteria**

The portfolio is professionally presented with an Introduction, Table of Contents and Summary. The required six sections are included in the portfolio.

Twenty-four weekly journals are included.

Each weekly journal entry is word processed and contains the following:

- 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 activities and tasks documented in Weekly Journals.

The employer evaluation form is completed and signed off.

The self-Evaluation and Reflection section is complete and includes references to:

- Evaluation of achievement of Placement Objectives
- Skills and Knowledge assessment, addressing technical, professional and social aspects
- Two work placement challenges are documented, described and self-assessed
- Summary of personal growth encompassing technological, professional and social development

### **Referencing Style**

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

### **Submission**

Online

### **Learning Outcomes Assessed**

- Apply skills and knowledge developed in the academic course to engineering practice within an organisation
- Document engineering work practices and processes in a professional manner
- Critically analyse work tasks and map these to Engineers Australia Stage 2 Competency Standards
- Develop and apply engineering practice skills and knowledge to complement the skills and knowledge developed in the course
- Review and assess personal and professional development achieved during the work placement.

## 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