



ENEP20002 Continuing Professional Development for Engineering Masters Students

Term 1 - 2018

Profile information current as at 24/04/2024 01:59 am

All details in this unit profile for ENEP20002 have been officially approved by CQU University 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

Continuing professional development (CPD) is an essential activity for any practicing engineer. Engineers and other professionals engage in CPD for a variety of reasons including staying up-to-date with current developments in their discipline, professional networking, and facilitating career progression. In this unit, you will demonstrate your commitment to CPD by undertaking and recording professional practice exposure. You will reflect on what you have learned from professional practice activities and you will develop a strategic approach to personal and professional growth in the workplace.

Details

Career Level: *Postgraduate*

Unit Level: *Not Applicable*

Credit Points: *0*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0*

Pre-requisites or Co-requisites

Students must have completed minimum 48uc in CV82 Master of Engineering before they enrol in 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 - 2018

- Distance
- Melbourne
- Perth
- 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 0-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 0 hours of study per week, making a total of 0 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: Pass/Fail

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](#).

Unit Learning Outcomes

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

1. Evaluate individual professional needs to ensure continuing professional development
2. Analyse the structure, products and services of an engineering organisation
3. Apply skills and knowledge developed in an academic course to engineering practice in an engineering organisation
4. Reflect on and map Engineers Australia's Stage 1 Competency Standards to professional practice activities
5. Develop a strategic approach to personal and professional growth in the workplace.

The learning outcomes for this unit are directly linked to the Engineers Australia 'Exposure to Professional Practice' requirements for professional engineers.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge			Professional Level		
2 - Communication		Intermediate Level		Intermediate Level	
3 - Cognitive, technical and creative skills			Professional Level		
4 - Research		Intermediate Level			
5 - Self-management	Intermediate Level			Intermediate Level	Intermediate Level
6 - Ethical and Professional Responsibility	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level
7 - Leadership					
8 - 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
1 - Portfolio - 0%	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level		

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)
- Microsoft Office 2010 or 2013 (Word, Excel and PowerPoint)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Lam Bui Unit Coordinator
l.bui@cqu.edu.au

Schedule

Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• Introduction to Continuing Professional Development (CPD) Unit• Key CPD requirements• CPD recording sheet• Acceptable and verifiable pieces of evidence for professional exposure• Self-assessments and reflections against Engineers Australia Stage 1 Competencies• CPD presentation and portfolio assessments• References and supporting materials	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Not applicable	<ul style="list-style-type: none">• None

Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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• None	• Not applicable	• None
Week 9 - 07 May 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• None	• Not applicable	• None
Week 10 - 14 May 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• None	• Not applicable	• None
Week 11 - 21 May 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• CPD portfolio presentation	• Not applicable	• CPD portfolio report submission opened
Week 12 - 28 May 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• None	• Not applicable	• CPD portfolio report submission due CPD portfolio Due: Week 12 Friday (1 June 2018) 12:59 pm AEST
Review/Exam Week - 04 Jun 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• None	• Not applicable	• None
Exam Week - 11 Jun 2018		
Module/Topic	Chapter	Events and Submissions/Topic
• None	• Not applicable	• None

Term Specific Information

This CPD unit is a core unit and provides a means for students to make up the 480 hours of engineering work experience required to satisfy Engineers Australia Stage 1 competencies. Those who have completed 480 hours of ENEP20001 Internship Work Experience will be given automatic credit for this unit. Students who have completed less than 480 hours in ENEP20001 will need to enroll in this unit which requires them to prepare a portfolio and perform a presentation on engineering work done outside of ENEP20001 to evidence the deficiency hours and therefore demonstrates that they have met the 480 hours of professional exposure. Students who already have 480 hours of engineering work may use this unit as an alternative to ENEP20001 but it is strongly advised that students have some exposure to the Australian professional engineering workplace.

Assessment Tasks

1 CPD portfolio

Assessment Type

Portfolio

Task Description

This portfolio is a collective and comprehensive presentation of the student's accumulative professional exposure. It is the ONLY opportunity for students to evidence their professional/industry experiences and therefore proving that they have met the requirements of the Masters of Engineering degree which is a professional engineering degree as articulated by Engineers Australia stage 1 competencies. There are two assessment-tasks associated with the portfolio submission: a) a verbal presentation and b) a written report. These two tasks provide students with the opportunities to demonstrate their professional exposures using complimentary means. The format of the presentation and the report must be strictly followed the guideline and the template which are provided at the start of term. Non-compliance portfolio (presentation/report) will automatically resulted in a failed grade. To pass this unit, you must convincingly demonstrate that you have accumulated a professional experience with VERIFIABLE evidences that is equivalent to a 12-

week worth of full-time work experience or a 480-hours of professional exposure.

Assessment Due Date

Week 12 Friday (1 June 2018) 12:59 pm AEST

The portfolio report is due on the Friday of Week 12. Portfolio presentation is on Week 11.

Return Date to Students

Exam Week Friday (15 June 2018)

Marked portfolios are returned to students at the end of term.

Weighting

Pass/Fail

Minimum mark or grade

The portfolio is only graded as Passed or Failed

Assessment Criteria

The portfolio is assessed against the reflections of the professional developments gained from the professional exposure and the demonstration of a MINIMUM of 12-weeks worth of experiences or the equivalence. Only experiences with a verifiable evidence are accounted for. It is important that the portfolio MUST be presented using the provided template without missing information. None compliance portfolio is automatically failed. Details of assessment criteria and the relevant portfolio templates are provided in the Unit's Moodle.

Referencing Style

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

Submission

Online

Submission Instructions

Submission MUST be a single PDF file that was prepared using the provided template.

Learning Outcomes Assessed

- Evaluate individual professional needs to ensure continuing professional development
- Analyse the structure, products and services of an engineering organisation
- Apply skills and knowledge developed in an academic course to engineering practice in an engineering organisation
- Reflect on and map Engineers Australia's Stage 1 Competency Standards to professional practice activities
- Develop a strategic approach to personal and professional growth in the workplace.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

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