ENEP20002 *Continuing Professional Development for Engineering Masters Students*

Term 3 - 2019

Profile information current as at 12/10/2024 07:16 pm

All details in this unit profile for ENEP20002 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

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 3 - 2019

- Melbourne
- Online
- 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.

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 Unit evaluation through Moodle

Feedback

Students completing a full-time internship was asked to submit the CPD portfolio.

Recommendation

All CV82 students must complete the CPD unit and pass the CPD presentation and CPD portfolio to meet the degree requirements.

Feedback from Unit evaluation through Moodle

Feedback

Why students require information about the units in the CPD portfolio?

Recommendation

Exposure to professional practice is an essential requirement of Engineer's Australia (EA) as outlined in G02 Accreditation Criteria Guidelines. To meet EA's Stage-1 competency requirements, students must record all the evidence of professional exposure acquired through the CV82 academic units including the internship in their CPD portfolio.

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

— 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	5
1 - Knowledge			∘		
2 - Communication		∘		∘	
3 - Cognitive, technical and creative skills			∘		
4 - Research		∘			
5 - Self-management	∘			∘	∘
6 - Ethical and Professional Responsibility	∘	∘	∘	∘	∘
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%	∘	∘	∘	∘	∘	∘		

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

Md Nurun Nabi Unit Coordinator
m.nabi@cqu.edu.au

Schedule

Week 1 - 11 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Gather your professional exposures and experiences and populate them into the CPD record sheet.

Week 2 - 18 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Complete your CPD record sheet, making sure that the total hours add up to at least 480 hours.

Week 3 - 25 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Obtain evidence for each entry in the CPD record sheet. Each evidence must clearly state the company/provider name, the duration of experience and the number of hours and the nature of the experience. The evidence must also be verifiable by having valid and full contact information.

Week 4 - 02 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Continue to gather necessary evidence required for the CPD record sheet.

Vacation Week - 09 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
Vacation Week	Vacation Week	Vacation Week

Week 5 - 16 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Continue to gather necessary evidence required for the CPD record sheet.

Week 6 - 23 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Aim to have all evidence available at this stage.

Week 7 - 06 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

No guided learning	N/A	Activity: For each evidence, write a descriptive narrative which consists of the following 4 compulsory components: 1. A certification of evidence: e.g. a letter from the employer or company, certificate of attendance or completion of training, etc. Only certifications that could be verified are acceptable. 2. A description: gives a brief overview of the evidence and explains what it is. 3. An analysis: explains why you chose to include that evidence, including its relevance to the particular element of competence as listed in Section 9 of this portfolio. 4. A reflective statement is a thoughtful statement that tells what this evidence means to you. Your comments should express the commitment to professional growth and tell how you will apply your understanding in the future.

Week 8 - 13 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Complete the descriptive narratives for the evidence used in the CPD record sheet. 1. Self-assess and reflect on the various attributes as per the Engineers Australia's Stage 1 Competency Standard for professional engineers. Prepare the CPD Portfolio presentation using the provided PowerPoint template. 2. Prepare CPD PowerPoint Slides. 3. Prepare and record a 10 mins long formal CPD presentation video.

Week 9 - 20 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Working on CPD Portfolio document Recorded Formal CPD Presentation Video due this week on Friday at 9.45 PM

Week 10 - 27 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Work on the CPD portfolio.

Week 11 - 03 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic
No guided learning	N/A	Activity: Prepare your CPD portfolio.

Week 12 - 10 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic

No guided learning	N/A	Activity: Complete the CPD Portfolio document Continuing Professional Development (CPD) Portfolio Due: Week 12 Friday (14 Feb. 2020) 11:45 pm AEST **Continuing Professional Development (CPD) Portfolio** Due: Week 12 Friday (14 Feb 2020) 11:45 pm AEST
Exam Week - 17 Feb 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
	N/A	N/A

Term Specific Information

Unit Coordinator: Md Nurun Nabi
Location: 10 William St, Perth, WA 6000
Phone: +61892604055
Email: m.nabi@cqu.edu.au
Prior to enrolling in this Unit, students must assess themselves that they have accrued at least 480 hours of professional experiences. This is crucially important as any shortage of hours (less than 480 hours) will result in immediately fail of the Unit. If in doubt, please contact the Unit Coordinator for consultations.

Assessment Tasks

1 Continuing Professional Development (CPD) Portfolio

Assessment Type
Portfolio

Task Description
The portfolio is the opportunity for you to demonstrate that you have accumulated a professional experience equivalent to 480 hours of industry and/or professional engineering work. Through this portfolio, you must convince the portfolio's assessors that you have met the Engineers Australia's Stage 1 Competency Standards for Professional Engineers by providing verifiable evidence that you have accrued at least 480 hours of professional engineering practice and reflecting and assessing your gained knowledge and skills against these standards.
In order to demonstrate this within this Unit, you are required to present your experiences as a formal (video recorded) portfolio presentation in Week 9 and a full portfolio submission in Week 12. The portfolio assessments comprise of these two integrated components and you must pass both to pass the Unit. Students who do not present the CPD portfolio on Week 9 shall automatically fail this Unit.

Assessment Due Date
Week 12 Friday (14 Feb 2020) 11:45 pm AEST

Return Date to Students
Exam Week Friday (21 Feb 2020)

Marked portfolio will be returned to students

Weighting
Pass/Fail

Assessment Criteria
The portfolio will be assessed based on 5 major criteria namely:
1. Formatting and Presentation: This assesses your written communication and report writing skills. The details of marking for these criteria is provided in the portfolio marking sheet. You must achieve a 50% mark for this criteria to pass this Unit.

2. Resume: This assesses the quality of your professional resume. You must use the provided template to prepare your resume. It is suggested that you are thinking carefully about who you want to nominate to be your referees as they need

to be relevant to your experiences and they may be contacted to verify information claimed in your portfolio.

3. CPD record sheet: this is the core information of your CPD portfolio. The hours claimed for your professional practices must be presented using the CPD record sheet provided. You must demonstrate at least 480 hours of professional experiences to pass this Unit and this must be evident in the table.

4. Summative mapping and reflections: this is the mapping of your skills against the Engineers Australia Stage 1 Standard for professional engineers. You must describe how you have met each of the standards and reflect on what skills you have developed or enhanced through your professional experiences and how you will utilize them in your future career. This mapping must be prepared using the provided template and marking criteria for this mapping is given in the portfolio marking sheet.

5. Professional evidence: For each of the evidence that you use in your CPD portfolio, you must articulate it in the professional evidence section. If the evidence is missing from this section, it will not be counted as valid and acceptable evidence for claiming the professional hours. Details of how to articulate evidence are explained in the portfolio template. In brief, for each evidence, you must have four major pieces of information, namely a) certification of evidence; b) a description; c) an analysis and d) a reflective statement. Evidence that has missing and/or incomplete articulation will be invalid for the hour claim.

Each of the criteria will be assessed as pass or fail. You must pass all criteria to pass the Unit.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Online

assessmentOutcome

- 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.

assessmentGradAttribute

- 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