



ENMM20023 *Introduction to Asset and Maintenance Management*

Term 2 - 2021

Profile information current as at 02/10/2022 12:57 pm

All details in this unit profile for ENMM20023 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 is designed to introduce students to maintenance strategies, philosophies and procedures, including the basic principles of asset management systems. Students will investigate and report on key concepts relating to asset and maintenance management in their organisation. They will analyse causes and develop solutions to asset and maintenance management problems and recognise and apply quality control procedures and quality assurance systems. This unit also helps students to develop the multi-literacy skills they will require to be a successful learner.

Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

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 2 - 2021

- 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).

Residential Schools

This unit has a Optional Residential School for distance mode students and the details are:

Click here to see your [Residential School Timetable](#).

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 Postgraduate 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. **Written Assessment**

Weighting: 10%

2. **Written Assessment**

Weighting: 30%

3. **Presentation and Written Assessment**

Weighting: 60%

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 Have your Say

Feedback

The unit has valuable information that I managed to apply straight away at work. The content helped me grow and improve my work experience. The lecturer was very helpful and knowledgeable.

Recommendation

Good practices will be retained as is.

Feedback from Moodle

Feedback

Option of enrolling in only one unit, in the first term of the Graduate certificate to make an easy start and one unit in Term 3 of the year must be explained well before the census date.

Recommendation

Students will be explained the advantages of enrolling in only one unit in the term they start the course, two units in the subsequent term and one unit in Term 3 of the academic year well before the census date. The Student Advisors Team will be informed in advance that new students should not be allowed to enroll in second unit until they specifically ask for it.

Feedback from Moodle

Feedback

Weekly lectures are very helpful and unit contents can be directly applied at the workplace.

Recommendation

Good practices will be maintained

Unit Learning Outcomes

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

1. Develop multi-literacy skills required to become a successful learner, including reflection, communication, referencing and presentation skills.
2. Investigate and report on the key concepts relating to asset and maintenance management in your organisation.
3. Explain the management of maintenance from a business centred perspective.
4. Analyse the causes and develop solutions to asset and maintenance management problems.
5. Apply asset and maintenance management principles to improve organisational effectiveness.
6. Recognise and apply quality control procedures and quality assurance systems.

n/a

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6

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)
- Learning guide in the form of a Moodle book uploaded on the moodle web page
- Online lectures via zoom

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

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Schedule

Week 1 - 12 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1- Introduction to University Study & Writing Skills	Study all chapters and practise self check activities	Check moodle webpage for scheduled online lecture, get introduced with your class mates and the lecturer. Know about online Residential School to be held next week and activities related to this unit. Lecturer will discuss with you the lecture schedule. Remember: Please keep your two evenings free in the next week for online Residential school. Details are available on the moodle web page of this unit. https://handbook.cqu.edu.au/facet/residential-schools

Week 2 - 19 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2- Introduction to maintenance	Study all chapters and practice self check activities	Online Residential School will be held this week in two blocks. It is important for all students to know the key persons, university systems, important links and most important the resources for attempting assignments. This will be held on Tuesday (Block A) and Thursday (Block B) evenings, please visit moodle website for further details. Don't miss this event.

Week 3 - 26 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Module 3- Introduction to Asset Management	Study all chapters, practice self check activities. Collect information for assignment analyse it and prepare assignment.	Lecture via zoom and tutorial session via pre-booked zoom or phone.
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Week 4 - 02 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Review Module 1-3	Study all chapters and practice self check activities and Finalize Assignment 1.	Attend Zoom Session and ask questions about Assignment 1. This Tuesday is the Census Date, you cannot drop this unit after this date.

Week 5 - 09 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4- Principles of Management	Assignment due on Monday. Study all chapters and practice self check activities	Assignment-1 is due on Monday this week. Clarify your questions in the Zoom session before the final assignment submission. Assignment 1- Due: Week 5 Monday (9 Aug 2021) 11:59 am AEST

Vacation Week - 16 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Vacation		

Week 6 - 23 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 5- Financial analysis and maintenance management	Study all chapters, practice self check activities and start preparing assignment	Zoom Lecture session on the topic.

Week 7 - 30 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1-5 revise	Analyse collected data and prepare assignment	Ask questions about your assignment on the tutorial class to be announce via moodle. Discussion forum activities on forthcoming Assignment-2

Week 8 - 06 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 6- Maintenance Management Techniques - Analytical	Study Module 6, practice self check activities finalize Assignment 2.	Attend Zoom Session and ask questions about Assignment 2.

Week 9 - 13 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 7- Maintenance management techniques - Statistical	Assignment 2 is due on Monday. Study all chapters , practice self check activities and start collecting information for Assignments 3	Plan your assignment and discuss questions on the discussion forum Assignment 2- Due: Week 9 Monday (13 Sep 2021) 11:00 am AEST

Week 10 - 20 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 8- Maintenance Quality, Safety & Environment	Study all chapters and revise Chapter 1, practice self check activities, analyse information and start preparing assignment 3.	Ask assignment related questions in the Zoom session

Week 11 - 27 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1,6, 7 & 8	Analyse information, finalise assignment and prepare outlines of Power Point slides	Attend zoom session for Assignment 3 discussions. Ask questions in the tutorial session either pre-booked via zoom or via phone.
Week 12 - 04 Oct 2021		
Module/Topic	Chapter	Events and Submissions/Topic
Module 1,6,7& 8	Prepare Power Point slides for assignment Part B and finalise Assignment 3.	Attend Zoom Session and ask questions about Assignment 3. Assignment due Monday of next week.
Review/Exam Week - 11 Oct 2021		
Module/Topic	Chapter	Events and Submissions/Topic
	Assignment 3 is due on Monday	Assignment 3- Due: Review/Exam Week Monday (11 Oct 2021) 11:45 pm AEST
Exam Week - 18 Oct 2021		
Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assignment 1-

Assessment Type

Written Assessment

Task Description

The assignment question/s will be uploaded on the Moodle web page of this unit two weeks prior to start of the term. This assessment relates to Module 1,2 and 3 of this unit. The objectives of this assignment are to :

- Demonstrate the concept of using models to relate theory to practical application
- Develop multi-literacy skills through the concept of accessing university information and resources, assignment writing, referencing and submission
- Explore some of the fundamental concepts of maintenance and asset management

Your assignment is to be submitted in 'report format.' You will find an 'example assignment report template' in your Module 1. Use standard format for choosing a file name of your assignment.

Academic writing is different from other types of writings, please follow these guideline as given in Module 1. Please note that the assignment has a word limit and is subjected to penalty.

There are 2 questions in this assignment, these are available on Moodle web site.

For further information please visit the Moodle Website of this unit..

Assessment Due Date

Week 5 Monday (9 Aug 2021) 11:59 am AEST

Assignment Due on Monday Week 5

Return Date to Students

Week 7 Monday (30 Aug 2021)

It is expected that marked assessment will be returned within 2 weeks of the due date when submitted on time. Please check your moodle website for feedback

Weighting

10%

Assessment Criteria

Marks for each part of question will be available from the moodle website. However, the following assessment criteria will be used for marking the assignment:

- Demonstration of knowledge and understanding of concepts
- Evidence of research (beyond own experience), including through the university systems
- Clarity of expression, including use of terminology, ease of reading, spelling and grammar, orderly and logical presentation and use of diagrams to illustrate points.

- Quality of technical presentation including neatness, appropriate use of figures and tables and references.
- Use of correct and accurate referencing.

Referencing Style

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

Submission

Online

Submission Instructions

Please submit word file only NO PDF document will be accepted. The required standard file name format, Example -'John Smith_ENMM20023_Assignment 1

Learning Outcomes Assessed

- Develop multi-literacy skills required to become a successful learner, including reflection, communication, referencing and presentation skills.
- Investigate and report on the key concepts relating to asset and maintenance management in your organisation.

Graduate Attributes

- Knowledge
- Communication
- Self-management

2 Assignment 2-

Assessment Type

Written Assessment

Task Description

The assignment question/s will be uploaded on the moodle web page of this unit two weeks prior to start of the term. This assignment has three questions which relate to Module 1,4 & 5 of Learning Guide. This will require collection of information from your own company either from company reports or by interviewing other employees and resources beyond Learning Guide. The objective of the assessment are to:

- Develop multi-literacy skills through reflection, written communication and referencing
- Explore some of the fundamental concepts of management and maintenance
- Introduce the concept of asset life cycles and maintenance financial analysis models
- Apply asset and maintenance management principles to improve organisational effectiveness

Assessment Due Date

Week 9 Monday (13 Sept 2021) 11:00 am AEST

Return Date to Students

Week 11 Monday (27 Sept 2021)

It is expected that marked assessment will be returned within 2 weeks of the due date when submitted on time. Please check your moodle website for feedback.

Weighting

30%

Assessment Criteria

This is a criterion-based assessment item. Please note that it is highly recommended that you read beyond the unit materials to complete assessment items. Your submission for this assessment will be evaluated by the following criteria:

- Demonstration of knowledge and understanding of concepts.
- Evidence of research beyond own experience and unit
- Clarity of expression, including use of terminology, ease of reading, spelling and grammar, orderly and logical presentation and use of diagrams to illustrate points.
- Quality of technical presentation including neatness, appropriate use of figures and tables and references.
- Use of correct and accurate referencing.

For further information and marking guide please visit Moodle web site.

Referencing Style

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

Submission

Online

Submission Instructions

Please submit word file only NO PDF document will be accepted. The required standard file name format, Example -'John Smith_ENMM20023_Assignment 2.

Learning Outcomes Assessed

- Develop multi-literacy skills required to become a successful learner, including reflection, communication, referencing and presentation skills.
- Explain the management of maintenance from a business centred perspective.
- Analyse the causes and develop solutions to asset and maintenance management problems.
- Apply asset and maintenance management principles to improve organisational effectiveness.
- Recognise and apply quality control procedures and quality assurance systems.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Self-management

3 Assignment 3-

Assessment Type

Presentation and Written Assessment

Task Description

The assignment question/s will be uploaded on the moodle web page of this unit two weeks prior to start of the term. This assignment has Part A and Part B. There are three questions in Part A. Part B requires the preparation of power Point slides for presentation of your mini-project. This report is based on the information collected from your own company and from resources beyond Learning Guide. If required, your organisation information may be altered to protect confidentiality provided it is still reasonably close to real life assumptions. Besides the content and the formatting of the report, correct referencing is of utmost importance. Use standard file name format and follow the word count limit.

The objectives of Assignment 3 are also to:

- Develop multi-literacy skills including reflection, communication and presentation skills
- Explore some of the fundamental concepts of maintenance analysis technique and their application to practical problems
- Analyse the causes and develop solutions to asset and maintenance management problems
- Introduce the maintenance safety through quality control and assurance systems and procedures
- Prepare a PowerPoint Presentation

Key notes to consider when writing your report are:

- Ensure that you write in full sentence structure ensuring you use the correct tense and grammar
- Your paragraphs (especially in your discussion) need to have a cohesive flow of the topic being discussed
- In academic writing , avoid the use of first person (e.g. I, my, ours). That is, reports are to be written in third person (e.g. 'In the author's opinion, maintenance management can be described as...' instead of '**my** understanding of maintenance management is...')
- Be sure to clearly and accurately reference other's ideas, words, figures/tables etc. in accordance with the CQUniversity's Harvard referencing guide

Assessment Due Date

Review/Exam Week Monday (11 Oct 2021) 11:45 pm AEST

Return Date to Students

Exam Week Friday (22 Oct 2021)

Marks will not be officially uploaded on the Moodle until approved by the committee a delay in posting marks is expected.

Weighting

60%

Assessment Criteria

This is a criterion-based assessment item. Please note that it is highly recommended that you read beyond the unit materials to complete assessment items. Your submission will be evaluated by the following criteria:

- Selection of problem, description of problem and supporting evidence.
- Plan for the solution of the problem, including selection of relevant techniques and use of resources.

- Analysis of the problem.
- Conclusion.
- Quality of technical presentation including neatness of presentation, appropriate use of figures and tables and referencing.
- Marks will be PowerPoint Presentation.

Marks will be allocated using a marking scheme that will be available on the moodle web site.

Referencing Style

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

Submission

Online

Submission Instructions

Please submit word file only, no PDF document will be accepted. The required standard file name format, Example -'John Smith_ENMM20023_Assignment 3

Learning Outcomes Assessed

- Develop multi-literacy skills required to become a successful learner, including reflection, communication, referencing and presentation skills.
- Analyse the causes and develop solutions to asset and maintenance management problems.
- Apply asset and maintenance management principles to improve organisational effectiveness.
- Recognise and apply quality control procedures and quality assurance systems.

Graduate Attributes

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

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