



# ENMM20023 *Introduction to Asset and Maintenance Management*

## Term 1 - 2022

Profile information current as at 14/12/2025 06:57 am

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 1 - 2022

- Mixed Mode
- Online

### 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 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: 30%

#### 2. **Written Assessment**

Weighting: 40%

#### 3. **Presentation and Written Assessment**

Weighting: 30%

### 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 as outlined in asset management policy
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 as a part of the continuous improvement plan
6. Recognise and apply quality control procedures and quality assurance systems required in a quality management plan.

N/A

## 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 - Written Assessment - 30%	•	•	•			
2 - Written Assessment - 40%	•	•	•	•	•	
3 - Presentation and Written Assessment - 30%				•		•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
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						

## 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)
- Online lectures via zoom
- Recorded lectures

## Referencing Style

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

## Teaching Contacts

**Subhash Sharma** Unit Coordinator  
[s.sharma2@cqu.edu.au](mailto:s.sharma2@cqu.edu.au)

## Schedule

### Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 2- Introduction to maintenance	Study all chapters and practice self check activities. Read this module before the class.	<p>Check moodle webpage for scheduled online lectures. Introduce yourself to the class via online/discussion forum. Know about online Residential School being held next week, online attendance is highly recommended. An overview of Maintenance and unit as a whole will be discussed in the lecture class.</p> <p><b>Note: 1.</b> Please <b>keep your two evenings free in the next week</b> for online Residential school. Final days and time details will be announced on the moodle webpage of this unit.</p> <p><b>2.</b> Classes falling on <b>public holidays</b> will be rescheduled after a consultation in the class.</p>

### Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
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Module 1- Introduction to University,  
**Study & Writing Skill**

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, most important the resources for attempting assignments and take part in class writing activities. Further details will be available on the moodle website of this unit. **Don't miss this event.**

### Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 4- Principles of Management	Study all chapters, practice self check activities. Collect information for assignment analyse it and prepare assignment.	Lecture be followed by an Overview of Assignment 1. Practice on developing a continuous improvement plan as a class a Tutorial /class activity.

### Week 4 - 28 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Revision of Module 1, 2 and 4	Study all chapters and practice self check activities and Finalize Assignment 1.	Keep working on developing a Continuous improvement plan and discuss Assignment 1 questions. Assignment is due on Monday next week. ALC Lecture- Tips for writing assignment by ALC Lecturer. <b>This Tuesday is the Census Date, you cannot drop this unit after this date.</b>

### Week 5 - 04 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 3- Introduction to Asset Management	Study all chapters and practice self check activities	Lecture followed by Tutorial and discussion on Assignment 2 overview. Guest Lecture by an expert on Asset Management  <b>Assignment 1</b> Due: Week 5 Monday (4 Apr 2022) 11:45 pm AEST

### Vacation Week - 11 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Vacation		NO TEACHING THIS WEEK

### Week 6 - 18 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
An Overview of ISO 55000 Suite of Standards.	Study asset management suite of ISO standards from Nick Hastings book, Chapter 29. or access Standards from CQU Library.	Zoom Lecture session on the topic. Followed by questions relevant to Assignment 2. Tutorial activity- access different Asset Management organizations within Australia and outside including their activities.

### Week 7 - 25 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Basic Principles and models of Asset Management	Refer AMBOK from Asset Management Council Website.	Ask questions about Assignment 2 and practice on developing an Asset Management Policy statement in the class as a tutorial activity.

### Week 8 - 02 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
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Module 5- Financial analysis and maintenance management Module 1-5 revise

Study all chapters of the module and practice self check activities.

Study module 5 at home and ask questions in the class. Keep working on Assignment 2 as a class activity, assignment is due Monday next week.  
ALC Lecture- Feedback on assignment writing

#### Week 9 - 09 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 6- Maintenance Management Techniques - Analytical	Study Module 6, practice self check activities finalize Assignment 2. Assignment 2 is due on Monday. Study all chapters, practice self check activities and start collecting information for Assignments 3	After the lecture class an over view of Assignment 3 and a discussion on Quality improvement plan- A case study.  <b>Assignment 2</b> Due: Week 9 Monday (9 May 2022) 11:45 pm AEST

#### Week 10 - 16 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 7- Maintenance management techniques - Statistical	Study all chapters and revise Chapter 1, practice self check activities, analyze	Lecture followed by discussion on assignment questions as well as quality improvement plan. Industry Speaker- Quality Management

#### Week 11 - 23 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Module 8- Maintenance Quality, Safety & Environment	Analyse information, finalise assignment and prepare outlines of Power Point slides	Lecture followed by discussion on Assignment 3 questions and quality improvement plan.

#### Week 12 - 30 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Revision of all modules	Plan a Power Point slides for Assignment 3.	Attend Zoom Session and ask questions about Assignment 3. Assignment due Monday of next week. Improvement plan slides.

#### Review/Exam Week - 06 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic
Assignment week	Assignment 3 is due this week	<b>Assignment 3</b> Due: Review/Exam Week Monday (6 June 2022) 11:45 pm AEST

#### Exam Week - 13 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Assignment 1

#### Assessment Type

Written Assessment

#### Task Description

Details of the assessment will be available on the unit Moodle site. This assessment is based upon the Modules 1 – 2 and 4 of the Unit Learning-guide. In answering the questions, you will relate the theoretical processes you have read about maintenance in the learning material to your own organization or facility.

#### Assessment Due Date

Week 5 Monday (4 Apr 2022) 11:45 pm AEST

**Return Date to Students**

Week 7 Monday (25 Apr 2022)

It is expected that marked assessment will be returned within 2 weeks of the due date when submitted on time.

**Weighting**

30%

**Assessment Criteria**

This is a criterion - based assessment item. It is highly recommended that you read beyond the unit materials to complete assessment items. A detailed marking guide is available on the unit Moodle site. Your submission for this assessment will be evaluated according to the following criteria:

- Demonstration of knowledge and understanding of concepts
- Evidence of research beyond own experience and unit material
- 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
- Use of correct and accurate referencing techniques
- Assignment word count

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. When uploading your assignment on Moodle, ensure you use the following file format, Example - 'Albert Jones\_s024789

**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 as outlined in asset management policy
- Explain the management of maintenance from a business centred perspective

## 2 Assignment 2

**Assessment Type**

Written Assessment

**Task Description**

Details of the assessment will be available on the unit Moodle website. This assessment is based upon the unit Learning-guide modules 1,3, 5, and an overview of suite of ISO 55000 standard. Questions are based on the basic principles of asset management that will relate to your own workplace.

Marks have been assigned to each part of the question, you must read question carefully and answer each part.

**Assessment Due Date**

Week 9 Monday (9 May 2022) 11:45 pm AEST

**Return Date to Students**

Week 11 Monday (23 May 2022)

It is expected that marked assessment will be returned within 2 weeks of the due date when submitted on time.

**Weighting**

40%

**Assessment Criteria**

This is a criterion - based assessment item. It is highly recommended that you read beyond the unit materials to complete assessment items. A detailed marking guide is available on the unit Moodle site. Your submission for this assessment will be evaluated according to the following criteria:

- Demonstration of knowledge and understanding of concepts
- Evidence of research beyond own experience and unit material



- 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
- Use of correct and accurate referencing techniques
- Assignment word count

### Referencing Style

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

### Submission

Online

### Submission Instructions

Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. When uploading your assignment on Moodle, ensure you use the following file format, Example - 'Albert Jones\_s024789\_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 as outlined in asset management policy
- 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 as a part of the continuous improvement plan

## 3 Assignment 3

### Assessment Type

Presentation and Written Assessment

### Task Description

Details of the assessment will be available on the unit Moodle website. This assessment is based upon the unit Learning-guide modules 1, 6, 7 and 8. In answering the questions, you will relate the theoretical processes you have read about in the learning material to your own organization or facility. Marks have been assigned to each part of the question, you must read question carefully and answer each part. This assignment also requires you to prepare few PowerPoint slides to assess your communication skills.

### Assessment Due Date

Review/Exam Week Monday (6 June 2022) 11:45 pm AEST

### Return Date to Students

Exam Week Friday (17 June 2022)

Assignment marks will be posted only after the approval of School committee.

### 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 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

Assignments must be submitted electronically (in "MSWord" format NOT pdf) in Moodle. When uploading your assignment on Moodle, ensure you use the following file format, Example - 'Albert Jones\_s024789\_ENMM20023\_Assignment 1'.

### Learning Outcomes Assessed

- Analyse the causes and develop solutions to asset and maintenance management problems
- Recognise and apply quality control procedures and quality assurance systems required in a quality management plan.

## 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