



# ENMM20027 Maintenance Materials Management

## Term 2 - 2020

Profile information current as at 25/04/2024 09:11 am

All details in this unit profile for ENMM20027 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 focuses on maintenance and the supply function: slow moving spares, consumables, consignment stock, rotatable/repairable spares, commissioning, warranties, stores management, contracts and negotiation. Students will apply materials management principles to improve the effectiveness of their own materials management logistics functions and investigate methods for continuous improvements in the materials management system.

### 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

Prerequisites:- ENMM20023 and ENMM20025

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 - 2020

- 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 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: 40%

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

Weighting: 50%

### 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 Student emails

##### Feedback

Content of the unit are relevant to my work needs.

##### Recommendation

The content will be kept the same.

#### Feedback from Student emails

##### Feedback

Risk identification and its mitigation in the supply chain system needs to be improved.

##### Recommendation

Attention will be drawn on this aspect in the class with the help of more practical examples.

## Unit Learning Outcomes

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

1. Analyse the impact of materials management on maintenance and maintenance on materials management.
2. Demonstrate knowledge of the systems and considerations of the materials management logistics function
3. Apply materials management principles to improve the effectiveness of your own materials management logistics functions.
4. Investigate methods for continuous improvements in the materials management system.

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
1 - Written Assessment - 10%	•			
2 - Written Assessment - 40%	•	•	•	
3 - Presentation and Written Assessment - 50%	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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 - Written Assessment - 10%	○	○	○	○				
2 - Written Assessment - 40%	○	○	○	○				
3 - Presentation and Written Assessment - 50%	○	○	○	○	○	○	○	

## 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
- Unit Learning Guide

## 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 Uddin** Unit Coordinator

[m.uddin@cqu.edu.au](mailto:m.uddin@cqu.edu.au)

**Muralitheran V Kanagarajoo** Unit Coordinator

[m.kanagarajoo@cqu.edu.au](mailto:m.kanagarajoo@cqu.edu.au)

## Schedule

### Week 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 1: Introduction to Maintenance Materials Management Topic 1.1: Objective of Maintenance Materials Management Topic 1.2: Alignment of Strategic Objectives & Key Performance Indicators	Study Guide Reading Activities Maintenance Materials Management Maturity Assessment Tool	The first Weekly Zoom session starts this week with an overview of the unit activities. For weekly Zoom session schedule visit Moodle website of this unit and check emails.

### Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 1: Introduction to Maintenance Materials Management Topic 1.3: How Materials Management Impacts Maintenance Topic 1.4: Analysing the Impact of Materials Management on Maintenance	Study Guide Reading Activities	Forum discussions and Zoom session

### Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 1: Introduction to Maintenance Materials Management Topic 1.5: How Maintenance Impacts Materials Management Topic 1.6: Analysing the Impact of Maintenance on Materials Management	Study Guide Reading Activities Online Discussion Forum	Zoom session

### Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 2: Materials Management Logistics Function - Systems & Considerations Topic 2.1: The Role of Computers in Maintenance Materials Management Topic 2.2: The Role of Categorisation, Cataloguing and Equipment Bill of Material	Study Guide Reading Activities	Forum discussions and Zoom session  <b>Learning Activity Participation &amp; Written Assessment 1</b> Due: Week 4 Friday (7 Aug 2020) 11:55 pm AEST

### Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 2: Materials Management Logistics Function - Systems & Considerations Topic 2.3: Materials Replenishment Topic 2.4: Materials Requirements Planning	Study Guide Reading Activities Maintenance Materials Management Maturity Assessment Tool	Zoom session

### Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Vacation Week

NO TEACHING THIS WEEK

### Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 2: Materials Management Logistics Function - Systems & Considerations Topic 2.5: The Role of the Purchasing Function Topic 2.6: The Role of the Warehousing Function	Study Guide Reading Activities Online Discussion Forum	Forum discussions and Zoom session

### Week 7 - 31 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 3: Improving the Effectiveness of Materials Management Logistics Functions Topic 3.1: Improving the Control and Management of Critical Materials Topic 3.2: Managing Slow Moving Spares, Consumables and Rotables	Study Guide Reading Activities	Forum discussions and Zoom session  <b>Learning Activity Participation &amp; Written Assessment 2</b> Due: Week 7 Friday (4 Sept 2020) 11:55 pm AEST

### Week 8 - 07 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 3: Improving the Effectiveness of Materials Management Logistics Functions Topic 3.3: Improving the Efficiency and Effectiveness of the Purchasing Function Topic 3.4: Improving the Efficiency and Effectiveness of the Warehousing Function	Study Guide Reading Activities Maintenance Materials Management Maturity Assessment Tool	Zoom session

### Week 9 - 14 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 3: Improving the Effectiveness of Materials Management Logistics Functions Topic 3.5: Managing the Performance Gap in Maintenance Materials Management Topic 3.6: Improving the use of the Computerised Maintenance Management System	Study Guide Reading Activities Online Discussion Forum	Group discussions and Zoom session

### Week 10 - 21 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 4: Continuous Improvements in Materials Management Topic 4.1: Managing the Cost of Maintenance Materials Management Topic 4.2: Managing Supply Contracts and Supplier Performance	Study Guide Reading Activities	Zoom session

### Week 11 - 28 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 4: Continuous Improvements in Materials Management Topic 4.3: Improving Materials Management through Cross-Functional Collaboration	Study Guide Reading Activities Maintenance Materials Management Maturity Assessment Tool	Group discussions and Zoom session

### Week 12 - 05 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 4: Continuous Improvements in Materials Management Topic 4.4: Managing Supply Chain Risk to Improve Materials Availability Topic 4.5: Managing Change to drive Best Practice Materials Management	Study Guide Reading Activities Online Discussion Forum	Zoom session
<b>Review/Exam Week - 12 Oct 2020</b>		
Module/Topic	Chapter	Events and Submissions/Topic
		<b>Mini Project: Written Assessment 3 &amp; Presentation</b> Due: Review/Exam Week Monday (12 Oct 2020) 11:55 pm AEST
<b>Exam Week - 19 Oct 2020</b>		
Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Learning Activity Participation & Written Assessment 1

#### Assessment Type

Written Assessment

#### Task Description

This assessment item will require you to participate in learning activities and answer a range of questions. The details will be available on the Moodle site.

#### Assessment Due Date

Week 4 Friday (7 Aug 2020) 11:55 pm AEST

When saving your assignments for submission on Moodle please ensure you use the suggested file format: example:

John Smith\_S000111\_ENMM20027\_Assignment\_1.doc

#### Return Date to Students

Week 6 Monday (24 Aug 2020)

It is expected that the assignment will be returned in 2 weeks after the due date.

#### Weighting

10%

#### Assessment Criteria

This assignment will be assessed based on the following criteria:

- Written Assessment: Essay format. Number and state question, then provide responses. Understanding and use of the theory and concepts presented in the unit materials and the textbook. Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation. Appropriate referencing provided
- 90% Understanding and use of the theory and concepts presented in the course materials and associated learning resources.
- 5% Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation.
- 5% Appropriate in-text referencing and appropriate Reference List provided.
- Example filename format: J\_Smith\_S000111\_ENMM20027\_Ass1.doc

**Further details will be available in the unit Moodle website.**

#### Referencing Style

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

#### Submission

Online

#### Submission Instructions

Files should be MS Word and MS Excel files for Assessment submission. No PDF file submission will be accepted. When saving your assignments for submission on Moodle please ensure you use the following file format: example: John

### **Learning Outcomes Assessed**

- Analyse the impact of materials management on maintenance and maintenance on materials management.

### **Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research

## **2 Learning Activity Participation & Written Assessment 2**

### **Assessment Type**

Written Assessment

### **Task Description**

This assessment item will require you to participate in learning activities and answer a range of questions. The details will be available on the Moodle site.

### **Assessment Due Date**

Week 7 Friday (4 Sept 2020) 11:55 pm AEST

When saving your assignments for submission on Moodle please ensure you use the suggested file format: example: John Smith\_S000111\_ENMM20027\_Assignment\_2.doc

### **Return Date to Students**

Week 9 Friday (18 Sept 2020)

It is expected that the assessment item will be returned in 2 weeks after the due date.

### **Weighting**

40%

### **Assessment Criteria**

This assignment will be assessed based on the following criteria:

- Written Assessment: Essay format. Number and state question, then provide response. Understanding and use of the theory and concepts presented in the unit materials and the textbook. Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation. Appropriate referencing provided
- 90% Understanding and use of the theory and concepts presented in the course materials and associated learning resources.
- 5% Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation.
- 5% Appropriate in-text referencing and appropriate Reference List provided.
- Example filename format: J\_Smith\_S000111\_ENMM20027\_Ass2.doc

**Further details will be available in the unit Moodle website.**

### **Referencing Style**

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

### **Submission**

Online

### **Submission Instructions**

Files should be MS Word and MS Excel files for Assessment submission. No PDF file submission will be accepted. When saving your assignments for submission on Moodle please ensure you use the following file format: example: John Smith\_S000111\_ENMM20020\_Assignment\_2.doc

### **Learning Outcomes Assessed**

- Analyse the impact of materials management on maintenance and maintenance on materials management.
- Demonstrate knowledge of the systems and considerations of the materials management logistics function
- Apply materials management principles to improve the effectiveness of your own materials management logistics functions.

### **Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills



- Research

### 3 Mini Project: Written Assessment 3 & Presentation

#### Assessment Type

Presentation and Written Assessment

#### Task Description

This assessment item will require you to participate in learning activities, complete a mini-project, develop a MS PowerPoint Presentation and associated video. The details will be available on the Moodle site.

#### Assessment Due Date

Review/Exam Week Monday (12 Oct 2020) 11:55 pm AEST

When saving your assignments for submission on Moodle please ensure you use the following file format: example: John Smith\_S000111\_ENMM20027\_Assignment\_3.doc

#### Return Date to Students

It is expected that assignment will be returned in 2 weeks after the due date. Please note final marks may change after the moderation.

#### Weighting

50%

#### Assessment Criteria

This assessment item will be assessed based on the following criteria:

- Written Assessment: Report format is required (Cover page, Table of Contents, Executive Summary, Introduction, Body of Report, Conclusion, Appendices is optional). 1.5 line spacing; size 10 Arial font; 2 cm margins. Provide a Table of Contents that uses the auto-Table of Contents feature. Understanding and use of the theory and concepts presented in the unit materials and the textbook. Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation. Appropriate referencing provided
- 90% Understanding and use of the theory and concepts presented in the course materials and associated learning resources.
- 5% Clarity of expression, including use of appropriate terminology, ease of reading and logical presentation.
- 5% Appropriate in-text referencing and appropriate Reference List provided.
- Example filename format: J\_Smith\_S000111\_ENMM20027\_Ass3.doc

**Further details will be available in the unit Moodle website.**

#### Referencing Style

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

#### Submission

Online

#### Submission Instructions

Files should be MS Word and MS Excel files for Assessment submission. No PDF file submission will be accepted. When saving your assignments for submission on Moodle please ensure you use the following file format: example: John Smith\_S000111\_ENMM20020\_Assignment\_3.doc

#### Learning Outcomes Assessed

- Analyse the impact of materials management on maintenance and maintenance on materials management.
- Demonstrate knowledge of the systems and considerations of the materials management logistics function
- Apply materials management principles to improve the effectiveness of your own materials management logistics functions.
- Investigate methods for continuous improvements in the materials management system.

#### 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