ENMM20029 *Maintenance Organisation*
Term 1 - 2019

Profile information current as at 14/12/2025 12:39 pm

All details in this unit profile for ENMM20029 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 provides an introduction to maintenance organisation and strategies. Students will identify organisational needs of a maintenance unit and evaluate organisational structure. They will compare different maintenance organisation philosophies, strategies and work processes and develop a rudimentary organisational structure for a maintenance unit meeting the regulatory requirements. Students will also research and evaluate changes in organisational philosophies driven by market trends and the industrial and regulatory environment including contracting strategies.

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
Prerequisite: ENMM20023 Introduction to Asset and Maintenance Management
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 - 2019

- 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: 30%
2. **Written Assessment**
Weighting: 60%
3. **Presentation and Written Assessment**
Weighting: 10%

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.

Unit Learning Outcomes

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

1. Compare different maintenance organisation philosophies, strategies and work processes.
2. Identify and communicate organisational needs of a maintenance unit.
3. Evaluate organisational structure in a maintenance setup.
4. Research and evaluate changes in organisational philosophies driven by market trends and the industrial and regulatory environment including contracting strategies.
5. Develop a rudimentary organisational structure for a maintenance unit meeting the regulatory requirements.
6. Reflect on your role within your organisation and identify ways in which you can develop your professional network.

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
1 - Written Assessment - 30%	●	●	●	●	●	
2 - Written Assessment - 60%		●	●	●	●	●
3 - Presentation and Written Assessment - 10%				●	●	

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						

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Written Assessment - 30%	○	○	○					
2 - Written Assessment - 60%	○	○	○	○		○		
3 - Presentation and Written Assessment - 10%	○	●					○	

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)
- Zoom lessons and study guides / learning material

Referencing Style

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

Teaching Contacts

Umer Izhar Unit Coordinator
u.izhar@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Maintenance Organisation Outline Subject and Assignment Overview	Week 1 Resources	The lecturer will announce the schedule of the online lectures via Zoom link in the first week of the term. Go through the Week 1 material and resources.

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
The Maintenance Workload Work Classification (Maintenance Policy, Maintenance Organization, Maintenance Planning)	Modules 1 and 2 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Maintenance Resource Structure	Module 3 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic

Maintenance Administration Structure	Module 4 Learning Guide	**Assignment 1: Introductions and data gathering** Due: Week 4 Friday (5 Apr 2019) 11:55 pm AEST

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Auditing Human Factors in Maintenance Management	Module 5 Learning Guide	Revise learning material and actively participate in zoom sessions

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Spare parts Management	Module 6 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
History and Trends in Maintenance Organisations	Module 7 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Case Study: Moving wWth the Times	Module 8 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Case Studies: Cautionary Tales of Organisational Change	Module 9 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Case Study : Reorganisation of a Colliery	Module 10 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Total Productive Maintenance (TPM)	Module 11 Learning Guide	Revise learning material and actively participate in zoom sessions

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Revision	Module 12 Learning Guide	**Assignment 2: Identifying improvement initiatives** Due: Week 12 Monday (3 June 2019) 11:55 pm AEST

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Assignment 3: Stores operation Due: Review/Exam Week Monday (10 June 2019) 11:55 pm AEST

Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assignment 1: Introductions and data gathering

Assessment Type
Written Assessment

Task Description
This assignment firstly is aimed at promoting team working between students through the need to establish communication links and introductions. Secondly, it focuses on the identifying and obtaining the data on some key organisational elements to enable a logical analysis of the current position.

Assessment Due Date
Week 4 Friday (5 Apr 2019) 11:55 pm AEST

Return Date to Students
Vacation Week Friday (19 Apr 2019)

Weighting
30%

Assessment Criteria
· (40%) Demonstration of knowledge and understanding of concepts.
· (40%) Application of concepts into real life situations
· (10%) Quality of presentation including neatness, appropriate use of figures and tables.
Clarity of expression, including use of terminology, ease of reading, spelling and
grammar, orderly and logical presentation and use of diagrams to illustrate points
· (5%) Evidence of research beyond own experience and course material.
· (5%) Use of correct and accurate referencing.

Referencing Style

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

Submission
Online

Submission Instructions
Please upload to the submission link provided in Moodle site as a WORD file. Please follow the file naming format: Use file name format: Example –Smith_J_ENMM20029_Ass1.doc

Learning Outcomes Assessed

- Compare different maintenance organisation philosophies, strategies and work processes.
- Identify and communicate organisational needs of a maintenance unit.
- Evaluate organisational structure in a maintenance setup.
- Research and evaluate changes in organisational philosophies driven by market trends and the industrial and regulatory environment including contracting strategies.
- Develop a rudimentary organisational structure for a maintenance unit meeting the regulatory requirements.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills

2 Assignment 2: Identifying improvement initiatives

Assessment Type
Written Assessment

Task Description
This assignment comprises of 3 questions
Q1 Involves the practical application of the data in identifying areas of under performance and making recommendations for improvements within the students Organisation or one known to them.
Q2 Requires the students to undertake an analysis of their companies current contractor use. Obtain the data on the current position identifying the systems used to engage, instruct and measure performance of the contractor. Then undertake interviews with a contractor and inhouse contractor supervisor to understand the barriers each face to the efficient operation of the contracting resource and the work systems which may be creating these barriers.
Q3 Requires the student to complete a reading on the role of the 1st line supervisor. Then interview a supervisor to understand their current duties, overlay Riddles supervisory matrix onto these answers and determine whether or not the supervisor is completing all of Riddles suggested tasks and if not what changes to their routine or work systems can be made to make the supervisor more efficient and effective in their role.

Assessment Due Date
Week 12 Monday (3 June 2019) 11:55 pm AEST

Return Date to Students

Within 2 weeks from submission

Weighting
60%

Assessment Criteria
· (40%) Demonstration of knowledge and understanding of concepts.
· (40%) Application of concepts into real life situations
· (10%) Quality of presentation including neatness, appropriate use of figures and tables.
Clarity of expression, including use of terminology, ease of reading, spelling and
grammar, orderly and logical presentation and use of diagrams to illustrate points
· (5%) Evidence of research beyond own experience and course material.
· (5%) Use of correct and accurate referencing.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Please upload to the submission link provided in Moodle site as a WORD file. Please follow the file naming format: Use file name format: Example –Smith_J_ENMM20029_Ass2.doc

Learning Outcomes Assessed

- Identify and communicate organisational needs of a maintenance unit.
- Evaluate organisational structure in a maintenance setup.
- Research and evaluate changes in organisational philosophies driven by market trends and the industrial and regulatory environment including contracting strategies.
- Develop a rudimentary organisational structure for a maintenance unit meeting the regulatory requirements.
- Reflect on your role within your organisation and identify ways in which you can develop your professional network.

Graduate Attributes

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

3 Assignment 3: Stores operation

Assessment Type
Presentation and Written Assessment

Task Description
Assignment 3 asks the student to map and model the operation of their companies store. Identify and measure 6 KPI's which will highlight areas of poor performance, then using the data collected make recommendations to close the gap.

Assessment Due Date
Review/Exam Week Monday (10 June 2019) 11:55 pm AEST

Return Date to Students

Marking will be released after grade finalization

Weighting
10%

Assessment Criteria
· (40%) Demonstration of knowledge and understanding of concepts.
· (40%) Application of concepts into real life situations
· (10%) Quality of presentation including neatness, appropriate use of figures and tables.
Clarity of expression, including use of terminology, ease of reading, spelling and
grammar, orderly and logical presentation and use of diagrams to illustrate points
· (5%) Evidence of research beyond own experience and course material.
· (5%) Use of correct and accurate referencing.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Please upload to the submission link provided in Moodle site as a WORD/PPT file. Please follow the file naming format:
Use file name format: Example –Smith_J_ENMM20029_Ass3.doc

Learning Outcomes Assessed

- Research and evaluate changes in organisational philosophies driven by market trends and the industrial and regulatory environment including contracting strategies.
- Develop a rudimentary organisational structure for a maintenance unit meeting the regulatory requirements.

Graduate Attributes

- Knowledge
- Communication
- 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