



# ENMM20030 *Maintenance Leadership*

## Term 2 - 2020

Profile information current as at 05/07/2022 04:50 pm

All details in this unit profile for ENMM20030 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 management and leadership knowledge in a maintenance context; the theories of leadership, the influences on leadership practice and effectiveness, the skills for leading and managing a maintenance organisation, meeting market trends and facing policies and acts set by regulatory bodies

#### 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 & 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: 20%

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

Weighting: 70%

### 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 via phone

**Feedback**

Unit contents are relevant to the work

**Recommendation**

unit contents will be kept same and will be improved on a regular basis.

#### Feedback from Via email and phone

**Feedback**

Late marking of the assignment

**Recommendation**

Lecturer and marker will be informed about the assignment return schedule well in advance so that appropriate arrangements can be made in case industry based lecturer has to travel overseas.

## Unit Learning Outcomes

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

1. Compare different maintenance organisational philosophies, strategies and work processes.
2. Analyse the management and leadership of people and systems in a maintenance organisation.
3. Critique the various techniques, tactics and strategies of managing and leading a maintenance group/s towards achieving organisational goals and objectives.
4. Develop a comprehensive overview of the operational requirements in leading and managing a team of maintenance professionals.
5. Critique contemporary theories of leadership as well as the various influences on effective leadership.
6. Reflect on your participation in a multi-disciplinary professional network within or outside your organisation.

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 - 10%	•	•	•	•	•	
2 - Written Assessment - 20%		•	•	•	•	•
3 - Presentation and Written Assessment - 70%				•	•	

### 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 - 10%	○	○	○					
2 - Written Assessment - 20%	○	○	○	○	○	○	○	
3 - Presentation and Written Assessment - 70%	○	○				○	○	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

A study guide will be uploaded on the moodle website of the unit.

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Study Guide uploaded on the moodle web page
- Weekly Zoom Sessions

## 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

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**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
1 - Theories of leadership		Zoom session on overview of the unit activities. Student's expression of interest for face-to-face Leadership Assignment workshop (visit Moodle page)

### Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 - Theories of leadership	All sections	Zoom session

### Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 - Theories of leadership	Attempt Exercises at the end of module 1	Zoom session

### Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	All sections	Group discussion Zoom session

**Week 5 - 10 Aug 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	Attempt Exercises at the end of module 2	Zoom session <b>Written Assessment-1</b> Due: Week 5 Friday (14 Aug 2020) 10:59 pm AEST

**Vacation Week - 17 Aug 2020**

Module/Topic	Chapter	Events and Submissions/Topic
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**Week 6 - 24 Aug 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	Attempt Exercises at the end of module 2	Take part in a Group Discussion Zoom session

**Week 7 - 31 Aug 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	Attempt Exercises at the end of module 2	Take part in a Group Discussion Zoom session

**Week 8 - 07 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	All sections	Zoom session

**Week 9 - 14 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	All sections	Take part in a Group Discussion Zoom session <b>Written Assessment-2</b> Due: Week 9 Friday (18 Sep 2020) 11:45 pm AEST

**Week 10 - 21 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	Attempt Exercises at the end of module 3	Zoom session

**Week 11 - 28 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	Attempt Exercises at the end of module 3	Take part in a Group Discussion Zoom session

**Week 12 - 05 Oct 2020**

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	All Attempt Exercises at the end of modules	Zoom session

**Review/Exam Week - 12 Oct 2020**

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Presentation and Written Assessment-3</b> Due: Review/Exam Week Monday (12 Oct 2020) 9:00 am AEST

**Exam Week - 19 Oct 2020**

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

### 1 Written Assessment-1

**Assessment Type**

Written Assessment

**Task Description**

Detailed description of the assignment is given in the Assignment question sheet available on the Moodle web page of this unit. These questions are based on Module 1 and your understanding of maintenance leadership within your organization.

**Assessment Due Date**

Week 5 Friday (14 Aug 2020) 10:59 pm AEST

Submit word document only, no PDF files allowed.

**Return Date to Students**

Week 8 Monday (7 Sept 2020)

**Weighting**

10%

**Assessment Criteria**

Evaluation is criterion-based for this assessment (refer to <http://policy.cqu.edu.au/> — Assessment Policy—Criterion-Based Assessment). 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:

- (35%) Understanding and knowledge of leadership concepts, theories and terms specifically related to maintenance management and the unit content.
- (20%) Logical application of concepts, ideas and arguments to the student's workplace using appropriate technical language
- (15%) Ability to access and use relevant data and information from various sources, within and beyond the course materials, and to accurately reference these sources.
- (10%) Appropriate layout, organisation and presentation including the use of appropriate sentence/paragraph structures and accurate presentation of relevant graphs, tables, diagrams and/or drawings.
- (10%) Clarity of expression including readability, correct grammar, spelling and punctuation.
- (10%) Genuine participation within the learning environment.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Use file name format: Example -Smith\_J\_ENMM20030\_Ass1.doc

**Learning Outcomes Assessed**

- Compare different maintenance organisational philosophies, strategies and work processes.
- Analyse the management and leadership of people and systems in a maintenance organisation.
- Critique the various techniques, tactics and strategies of managing and leading a maintenance group/s towards achieving organisational goals and objectives.
- Develop a comprehensive overview of the operational requirements in leading and managing a team of maintenance professionals.
- Critique contemporary theories of leadership as well as the various influences on effective leadership.

**Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills

### 2 Written Assessment-2

**Assessment Type**

Written Assessment

**Task Description**

The assignment is based on Module 1 and 2. Assignment questions sheet is available on the Moodle web site of this unit for detailed description.

**Assessment Due Date**

Week 9 Friday (18 Sept 2020) 11:45 pm AEST

**Return Date to Students**

Week 11 Friday (2 Oct 2020)

In case of any delay a group message will be conveyed

**Weighting**

20%

**Assessment Criteria**

Evaluation is criterion-based (refer to <http://policy.cqu.edu.au/> —Assessment Policy—Criterion- Based Assessment). 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:

- (30%) Understanding and knowledge of leadership concepts and terms specifically related to maintenance management and the unit content.
- (25%) Logical application of concepts, ideas and arguments to the student's workplace using appropriate technical language.
- (15%) Appropriate layout, organisation and presentation including the use of appropriate sentence/paragraph structures and accurate presentation of relevant graphs, tables, diagrams and/or drawings.
- (15%) Clarity of expression including readability, correct grammar, spelling and punctuation.
- (15%) Ability to access and use relevant data and information from various sources within and beyond the unit materials and to accurately reference these sources.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Use file name format: Example -Smith\_J\_ENMM20030\_Ass2.doc

**Learning Outcomes Assessed**

- Analyse the management and leadership of people and systems in a maintenance organisation.
- Critique the various techniques, tactics and strategies of managing and leading a maintenance group/s towards achieving organisational goals and objectives.
- Develop a comprehensive overview of the operational requirements in leading and managing a team of maintenance professionals.
- Critique contemporary theories of leadership as well as the various influences on effective leadership.
- Reflect on your participation in a multi-disciplinary professional network within or outside your organisation.

**Graduate Attributes**

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

## 3 Presentation and Written Assessment-3

**Assessment Type**

Presentation and Written Assessment

**Task Description**

This assessment item relates to all unit learning outcomes as stated in this unit, enabling students to investigate a specific area of leadership impacting on the strategic maintenance function. Also, it covers all modules of the Learning Guide. On completion of this assignment, students will have a better understanding and appreciation of the human resource factors influencing maintenance in their workplace. The assignment is based on an Enterprise Agreement.



Details of assignment are available from the Assignment questions sheet on Moodle web page of this unit.

**Assessment Due Date**

Review/Exam Week Monday (12 Oct 2020) 9:00 am AEST

**Return Date to Students**

Exam Week Friday (23 Oct 2020)

Marking could be delayed and grades posted on the moodle will be subject to moderation.

**Weighting**

70%

**Assessment Criteria**

Evaluation is criterion-based (refer to [http://policy.cqu.edu.au/ -Assessment Policy-Criterion- Based Assessment](http://policy.cqu.edu.au/-Assessment Policy-Criterion- Based Assessment)). 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:

- (30%) Understanding and knowledge of leadership concepts and terms specifically related to maintenance management and the unit content.
- (25%) Logical application of concepts, ideas and arguments to the student's workplace using appropriate technical language.
- (15%) Appropriate layout, organisation and presentation including the use of appropriate sentence/paragraph structures and accurate presentation of relevant graphs, tables, diagrams and/or drawings.
- (15%) Clarity of expression including readability, correct grammar, spelling and punctuation.
- (15%) Ability to access and use relevant data and information from various sources within and beyond the unit materials and to accurately reference these sources.

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Use file name format: Example -Smith\_J\_ENMM20030\_Ass3.doc

**Learning Outcomes Assessed**

- Develop a comprehensive overview of the operational requirements in leading and managing a team of maintenance professionals.
- Critique contemporary theories of leadership as well as the various influences on effective leadership.

**Graduate Attributes**

- Knowledge
- Communication
- 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