ENMM20030 *Maintenance Leadership*

Term 2 - 2021

Profile information current as at 20/04/2024 04:25 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 - 2021

- 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: 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 Have Your Say

Feedback
Zoom sessions, course contents and assignments all were appropriate.

Recommendation
Good practices will be maintained.

Feedback from Have Your Say

Feedback
Lecturer was very knowledgeable, but some times too fast and looses focus from the topic. Zoom recordings needs to be improved.

Recommendation
Lecturers will be advised to focus on the topic, manage the time and take verbal feedback from students after the lecture and tutorials. To record lectures from remote areas recording system will be improved.

Feedback from Have your say

Feedback
Lectures were very good.

Recommendation
Good practices will be further improved.

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

— N/A Level | ● Introductory Level | ● Intermediate Level | ● Graduate Level | ○ Professional Level | ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Written Assessment - 10%	●	●	●	●	●	

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
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.

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
- Students must have necessary equipment/accessories to attend online lectures via Zoom or Microsoft Teams

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
Muralitheran V Kanagarajoo Unit Coordinator
m.kanagarajoo@cqu.edu.au

Schedule

Week 1 - 12 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
1 - Theories of leadership		Check the weekly schedule on the moodle and attend the first Zoom session on overview of the unit activities.

Week 2 - 19 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 - Theories of leadership	All sections	Zoom session on the theories of Leadership.

Week 3 - 26 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 - Theories of leadership	Attempt Exercises at the end of module 1	Zoom session: examples of Leadership: By Guest speaker for details visit the moodle website.

Week 4 - 02 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	All sections	Group discussion Zoom session **Census Date: Please note week 4, Tuesday is the census date, after this date you will not be allowed to drop or withdraw this unit.**

Week 5 - 09 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 - Skills for effective leadership	Attempt Exercises at the end of module 2	Zoom session on skills of Leadership **Written Assessment-1** Due: Week 5 Friday (13 Aug 2021) 11:59 pm AEST

Vacation Week - 16 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		NO LECTURE CLASS THIS WEEK

Week 6 - 23 Aug 2021

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 - 30 Aug 2021

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 - 06 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	All sections	Zoom session: A guest lecture by an expert will be announced in the moodle.

Week 9 - 13 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
3 - Leadership issues	All sections	Take part in a Group Discussion Zoom session **Written Assessment-2** Due: Week 9 Friday (17 Sept 2021) 11:59 pm AEST

Week 10 - 20 Sep 2021

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

Week 11 - 27 Sep 2021

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 - 04 Oct 2021

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

Review/Exam Week - 11 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Presentation and Written Assessment-3 Due: Review/Exam Week Monday (11 Oct 2021) 11:00 am AEST

Exam Week - 18 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic

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 (13 Aug 2021) 11:59 pm AEST
Submit word document only, no PDF files allowed.

Return Date to Students
Week 7 Friday (3 Sept 2021)
Marks will be posted in the moodle gradebook within 2 weeks from the date of submission of the assignment.

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 (17 Sept 2021) 11:59 pm AEST
Please submit word file only NO PDF document will be accepted.

Return Date to Students
Week 11 Friday (1 Oct 2021)
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 (11 Oct 2021) 11:00 am AEST
only NO PDF document will be accepted.

Return Date to Students

Marking could be delayed up to 3 weeks from the submission date 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). 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