



ENMM20032 *Maintenance Audit*

Term 1 - 2021

Profile information current as at 09/12/2022 10:14 pm

All details in this unit profile for ENMM20032 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 develops skills required for conducting an audit in a maintenance organisation. The unit focuses on the application of an audit methodology for the evaluation and development of an organisation's maintenance management system. Students will establish benchmarking criteria for a maintenance organisation and critique the methodology for auditing industrial maintenance functions.

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, ENMM20029 & ENMM20024

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 - 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: 20%

2. **Written Assessment**

Weighting: 70%

3. **Presentation**

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](#).

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 Feedback Survey- HAVE YOUR SAY

Feedback

Unit contents needed to be review and updated where possible.

Recommendation

Students' observations regarding the study guide links that are not working will be checked. Attempts will be made to fix or replace the broken links with new ones where possible.

Feedback from Feedback Survey- HAVE YOUR SAY

Feedback

Lecture and online resources should be more supportive for student.

Recommendation

An improved continuous improvement approach will be in place to enhance the quality of the unit contents by adding new case studies and clear instructions for assignment requirements. Students will be given adequate time in the class to ask questions to ensure lecture contents and assignment questions are aligned.

Unit Learning Outcomes

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

1. Critique the methodology for auditing industrial maintenance functions.
2. Evaluate audit procedures.
3. Analyse an audit report of an organisation's maintenance objectives, strategy and workload.
4. Develop a full audit report.
5. Establish bench marking criteria in a maintenance 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
1 - Written Assessment - 20%	•	•	•	•	•
2 - Written Assessment - 70%	•	•	•	•	•
3 - Presentation - 10%			•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - 20%	○	○	○	○				
2 - Written Assessment - 70%	○	○	○	○	○	○	○	
3 - Presentation - 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)
- Learning guide in the form of a Moodle book uploaded on the moodle web page
- Online lecture sessions via Zoom

Referencing Style

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

Teaching Contacts

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Muralitheran V Kanagarajoo Unit Coordinator

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Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-1 Business centered maintenance and its application to maintenance Auditing	Topic 1 and complete the review questions at the end of the module	Online lecture via Zoom session date and time will be announced - Visit the Moodle web page and look for the Zoom session announcements.

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-1 Business centered maintenance and its application to maintenance Auditing	Read Module 1, Topic 2, and complete the review questions at the end of the module.	Review all chapters and ask questions in the zoom session.

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-1 Business centered maintenance and its application to maintenance Auditing	Read Module 1, Topic 3, and complete the review questions at the end of the module.	Forum activities and Zoom session

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-1 Business centered maintenance and its application to maintenance auditing	Read Module 1, Topic 4, and complete the review questions at the end of the module.	Assignment-1 due Monday next week, ask questions during the Zoom session. Week 4 Tuesday is the Census date. This course cannot be dropped after this date.

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-2 Examples of full, snapshot and fingerprint audits	Read Module 2, Topic 5, and complete the review questions at the end of the module. Assignment 1 due this week.	Zoom session Written Assessment-1 Due: Week 5 Monday (5 Apr 2021) 11:45 pm AEST

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Module-2 Examples of full, snapshot and fingerprint audits	Read Module 2, Topic 6, and complete the review questions at the end of the module. Assignment due this week.	Group discussions, forum activities and Zoom session
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Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-3 Case studies of the application of the auditing procedure to a variety of industries	Read Module 3, Topic 7, and complete the review questions at the end of the module.	Forum activities and Zoom session

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-3 Case studies of the application of the auditing procedure to a variety of industries	Read Module 3, Topic 8, and complete the review questions at the end of the module.	Assignment due Monday next week ask questions in the Zoom session.

Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-3 Case studies of the application of the auditing procedure to a variety of industries	Read Module 3, Topic 9, and complete the review questions at the end of the module.	Group discussion and Zoom session

Week 10 - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-3 Case studies of the application of the auditing procedure to a variety of industries	Read Module 3, Topic 10, and complete the review Topic 10 and complete the review questions at the end of the module.	Forum activities and Zoom session Assessment 2 due next week.

Week 11 - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-2 Examples of full, snapshot and fingerprint audits	Read Module 2, Topic 11, and complete the review questions at the end of the module. Written Assessment-2- Mini-Project submission this week	Discuss on assignment 2 and 3 in Zoom session Assignment 2 is due next week Monday.

Week 12 - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module-2 Examples of full, snapshot and fingerprint audits	Read Module 2, Topic 12, and complete the review questions at the end of the module.	Assignment due Monday next week ask questions in the zoom session. Written Assessment-2, Due: Week 12 Monday (31 May 2021) 11:55 pm AEST

Review/Exam Week - 07 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 14 Jun 2021

Module/Topic

Chapter

Events and Submissions/Topic

Assessment Tasks

1 Written Assessment-1

Assessment Type

Written Assessment

Task Description

The assignment question/s will be uploaded on the Moodle web page of this unit two weeks prior to start of the term. This assessment relates to Module 1, of this unit. Some of the required information may be difficult to obtain due to its confidential nature. If this is the case the information can be change by a factor to maintain relevance yet provide the confidentiality required, or information may also need to be obtained through interviews or estimations. The objectives of this assignment is to :

- Check your understanding of practical application of theoretical information
- Develop understanding of maintenance theory and introduce techniques to relate theory to practical application
- Introduce and develop multi-literacy skills through the concept of assignment writing, referencing and submission
- Collect data on current performance of the maintenance organisation within the company targeted in the assignment, so as to assist with the application of the audit process (assignment 3)

Your assignment is to be submitted in 'report format.' You will find an 'example assignment report template' in your Module 1. Use standard format for choosing a file name of your assignment.

Please note that the assignment has a word limit and is subjected to penalty.

There are 3 questions in this assignment These are available on Moodle website.

For further information please visit the Moodle Website of this course.

Assessment Due Date

Week 5 Monday (5 Apr 2021) 11:45 pm AEST

Only word documents should be submitted

Return Date to Students

Week 6 Monday (19 Apr 2021)

Assignment will be marked and returned within two weeks of submission on time

Weighting

20%

Assessment Criteria

Marks for each part of question will be available from the moodle website.

However, the following assessment criteria will be used for marking the assignment:

- Demonstration of knowledge and understanding of concepts
- Evidence of research beyond own experience and course
- 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 and references.
- Use of correct and accurate referencing.

Referencing Style

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

Submission

Online

Submission Instructions

Use standard file name format, Example -John_Smith_ENMM20032_Ass1.doc

Learning Outcomes Assessed

- Critique the methodology for auditing industrial maintenance functions.
- Evaluate audit procedures.
- Analyse an audit report of an organisation's maintenance objectives, strategy and workload.
- Develop a full audit report.
- Establish bench marking criteria in a maintenance organisation

Graduate Attributes

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

2 Written Assessment-2,

Assessment Type

Written Assessment

Task Description

The assignment question/s will be uploaded on the Moodle web page of this unit two weeks prior to start of the term.

This assignment has 2 questions (Question 1 and Question 2). In question 1 it has 14 elements (a to n) and which relate to Module 1 to 11 of the Learning Guide. Question 2 asks to make recommendations for a revised maintenance organisation that will address the short comings identified in question 1.

This assignment draws on the learnings from the 4 units in the Maintenance management certificate program. In particular, the methodologies used in the collection, display and analysis of relevant information. The objectives of the assignment are to:

- Check your understanding on the practical applications of the collection, display and analysis of data that relates to the maintenance function
- Explore cause and effects options within and between the analysed elements
- Analyse the causes and develop solutions to asset and maintenance management problems
- Develop a prioritised action list based on analysis of the data and in line with best practice
- Develop multi-literacy skills through reflection, written communication and referencing

Assessment Due Date

Week 12 Monday (31 May 2021) 11:55 pm AEST

Only word documents should be submitted

Return Date to Students

Marks of this assignment will be posted on the moodle only after the moderation meeting

Weighting

70%

Assessment Criteria

This is a criterion-based assessment item. Please note that it is highly recommended that you read beyond the course materials to complete assessment items. Your submission for this assessment will be evaluated by the following criteria:

- Demonstration of knowledge and understanding of concepts.
- Evidence of research beyond own experience and course
- 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 and references.
- Use of correct and accurate referencing.

For further information and marking guide please visit Moodle web site.

Please note that the assignment has a word limit and is subjected to penalty.

Referencing Style

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

Submission

Online

Submission Instructions

Use standard file name format, Example -John_Smith_ENMM20032_Ass2.doc

Learning Outcomes Assessed

- Critique the methodology for auditing industrial maintenance functions.
- Evaluate audit procedures.
- Analyse an audit report of an organisation's maintenance objectives, strategy and workload.
- Develop a full audit report.
- Establish bench marking criteria in a maintenance organisation

Graduate Attributes

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

3 Written Assessment-3- Presentation,

Assessment Type

Presentation

Task Description

The assignment will be uploaded on the moodle web page of this course

two weeks prior to start of the term. This assignment requires the preparation of a power Point slides presentation of your mini-project. It should be aimed at senior management for the purpose of gaining support for your recommendations it should last approx. 15 min duration. Slides should show key points with speaker notes provide the information used to speak to each point.

The objectives of Assignment 2 are also to:

- Develop multi-literacy skills including reflection, communication and presentation skills
- Prepare a PowerPoint Presentation

Be sure to clearly and accurately reference other's ideas, words, figures/tables etc. in accordance with the CQUniversity's Harvard referencing guide.

Assessment Due Date

Review/Exam Week Monday (7 June 2021) 11:55 pm AEST

Only word documents should be submitted

Return Date to Students

Marks posted on the moodle will be subjected to moderation process.

Weighting

10%

Assessment Criteria

This is a criterion-based assessment item. Please note that it is highly recommended that you read beyond the course 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.
- application of analysis to the problem.
- Conclusion.
- Quality of technical presentation including neatness of presentation,

- appropriate use of figures and tables and referencing.
- overall PowerPoint Presentation.

Referencing Style

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

Submission

Online

Submission Instructions

Use standard file format: example: John Smith_S000111_ENMM20032_Assignment_3.doc

Learning Outcomes Assessed

- Analyse an audit report of an organisation's maintenance objectives, strategy and workload.
- Develop a full audit report.
- Establish bench marking criteria in a maintenance organisation

Graduate Attributes

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