



OCHS13018 Safety Systems

Term 1 - 2021

Profile information current as at 20/09/2024 03:06 pm

All details in this unit profile for OCHS13018 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 students with the ability to manage health and safety in organisations in order to optimise work systems, procedures and processes. Topics covered include the application of organisational behaviour and management principles, the development and analysis of safety management systems, the alignment of safety with quality and environmental management systems, the systematic management of high-consequence hazards, the integration of management systems for compliance, risk, security, emergency, crisis and disaster management and recovery, and business continuity management.

Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

The unit requires an understanding of risk concepts and OHS Law. Accordingly, pre-requisites for this unit are OCHS11025 H&S Risk Management AND any one of the following OCHS11027 OHS Fundamentals or OCHS12015 OHS Law or AINV12004 Investigation Domain Contexts.

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 Undergraduate 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. **Group Discussion**

Weighting: Pass/Fail

2. **Practical and Written Assessment**

Weighting: 50%

3. **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 Staff reflection

Feedback

Assessment tasks can be broken down further and explained more fully.

Recommendation

The assessment items will be broken down into separate components in order to enable students to better address the requirements and expectations of each.

Unit Learning Outcomes

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

1. Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
2. Develop and maintain an organisational health and safety management system.
3. Analyse organisational performance against an established health and safety management system and safety plans.
4. Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
5. Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

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 - Group Discussion - 0%	•	•	•	•	•
2 - Practical and Written Assessment - 50%	•	•			•
3 - Written Assessment - 50%	•		•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•		•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
2 - Problem Solving	•	•		•	
3 - Critical Thinking	•	•	•	•	•
4 - Information Literacy		•	•	•	
5 - Team Work					
6 - Information Technology Competence		•			•
7 - Cross Cultural Competence			•		•
8 - Ethical practice	•	•	•	•	•
9 - Social Innovation					
10 - 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	9	10
1 - Group Discussion - 0%	•	•	•	•			•	•		
2 - Practical and Written Assessment - 50%	•	•	•	•			•	•		
3 - Written Assessment - 50%	•	•	•	•			•	•		

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

There are no required textbooks. Training material and links to relevant publications will be provided in Moodle.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Frank Bogna Unit Coordinator
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Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Systems thinking in an organisational context	BOK. Chapter 10.1 The Organisation BOK. Chapter 12.1 Systems Terms and definitions (AS/NZS ISO 45001:2018) Lutchman, C, Maharaj, R & Ghanem, W 2012, <i>Safety Management: A Comprehensive Approach to Developing a Sustainable System</i> , Taylor & Francis. (Chapter 1 & Chapter 4)	Lecture Monday 8/3/21 11.00am – 12.00pm Tutorial 12/3/21 Friday 11.00am – 12.00pm

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Systems thinking and planning (sociotechnical and socio-political environments)	BOK. Chapter 9.1 Socio-Political Context for OHS in Australia Maier, D, Olaru, M, Hohan, A & Maier, A 2013 "Development of an organisation by adopting the integrated management systems", Proceedings of the European Conference on Management, Leadership & Governance, pp. 507-514. Zanko, M & Dawson, P 2012, 'Occupational Health and Safety Management in Organisations: A Review', International Journal of Management Reviews, vol. 14, pp. 328-344.	Lecture Monday 15/3/21 11.00am – 12.00pm Tutorial Friday 19/3/21 11.00am – 12.00pm

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Planning: Profiling the organisation and developing objectives	Health and Safety Executive 2013, <i>HSG65: Managing for health and safety</i> (Part 1, Part 2) AS/NZS ISO 45001: Part 6.1 Actions to address risks and opportunities, Part 6.2 OH&S objectives and planning to achieve them, Part 8.1.3 Management of change BOK. Chapter 13: Managing Process Safety	Lecture Monday 22/3/21 11.00am – 12.00pm Tutorial 26/3/21 Friday 11.00am – 12.00pm

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
'Plan' and 'Do' within the PDCA concept	HSG65: Part 3 Do - Organising for health and safety AS/NZS ISO 45001: Part 7 Support Actions to address risks and opportunities ISO 45001 – The New Standard, Risk-based thinking and new requirements (Machado 2017)	Lecture Monday 29/3/21 11.00am – 12.00pm Tutorial 2/4/21 Friday 11.00am – 12.00pm

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Consultation and participation	AS/NZS ISO 45001: Part 5.4 Consultation and participation of workers, Part 7 Support HSG65: Part 3 Do - Communication, Implementing your plan ISO 45001 - The New Standard, Risk-based thinking and new requirements (Machado 2017)	Lecture Monday 5/4/21 11.00am - 12.00pm Tutorial Friday 9/4/21 11.00am - 12.00pm Reflections on Safety System Requirements Due: Week 5 Friday (9 Apr 2021) 12:00 pm AEST

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Vacation Week - Independent study.		

Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Planning: Elements of the OHSMS	Redinger, C.F & Levine, S.P. 1998, 'Development and Evaluation of the Michigan Occupational Health and Safety Management System Assessment Instrument: A Universal OHSMS Performance Measurement Tool', <i>American Industrial Hygiene Association Journal</i> , vol 59, pp. 572-581. Makin, A & Winder, C 2009, 'Managing hazards in the workplace using organisational safety management systems: a safe place, safe person, safe systems approach', <i>Journal of Risk Research</i> , vol. 12, no. 3-4, pp. 329-343. AS/NZS ISO 45001 (Annex A)	Lecture Monday 19/4/21 11.00am - 12.00pm Tutorial Friday 23/4/21 11.00am - 12.00pm

Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Planning: Operational control of risk	BOK. Chapter 12.3.1 Rules and Procedures AS/NZS ISO 45001:2018 - Part 8 Operational Planning and Control HSG65: Part 3 Do - Organising for Health and Safety, Implementing your plan	Lecture Monday 26/4/21 11.00am - 12.00pm Tutorial Friday 30/4/21 11.00am - 12.00pm

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
The 'Checking' part of PDCA	AS/NZS ISO 45001: Part 9.1 Monitoring, measurement, analysis, and performance evaluation Reiman, T & Pietikainen, E 2012, 'Leading indicators of system safety - Monitoring and driving the organizational safety potential', <i>Safety Science</i> , Vol 50, pp. 1993-2000. HSG65: Part 3 Do - Check Health and Safety Executive (HSE) Measuring Performance	Lecture Monday 3/5/21 2.00pm - 3.00pm Tutorial Friday 7/5/21 11.00am - 12.00pm Safety Management System Due: Week 8 Friday (7 May 2021) 12:00 pm AEST

Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
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PDCA – Linking planning, implementation and monitoring of the OHSMS	HSG65: Part 3 Do – Check AS/NZS ISO 45001:2018 Annex A Li, Y & Guldenmund, F 2018, 'Safety management systems: A broad overview of the literature', <i>Safety Science</i> , vol 103, pp. 94-123.	Lecture Monday 10/5/21 2.00pm – 3.00pm Tutorial Friday 14/5/21 11.00am – 12.00pm
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Week 10 - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
PDCA – Conducting an OHS Audit	Robson, L, Clarke, J, Cullen, K, Bielecky, A, Severin, C, Bigelow, P, Irvin, E, Cuyler, A & Mahood, Q 2007, 'The effectiveness of occupational health and safety management system interventions: A systematic review', <i>Safety Science</i> , vol. 45, pp. 329-353. <i>AS/NZS ISO 19011:2019 Guidelines for auditing management systems</i> CQU Learning Guide Conducting an OHS Audit	Lecture Monday 17/5/21 2.00pm – 3.00pm Tutorial Friday 21/5/21 11.00am – 12.00pm

Week 11 - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Conducting an audit: Developing an audit plan	<i>AS/NZS ISO 19011:2019 Guidelines for auditing management systems</i> CQU Learning Guide Conducting an OHS Audit	Lecture Monday 24/5/21 2.00pm -3.00pm Tutorial Friday 28/5/21 11.00am – 12.00pm

Week 12 - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Review		Audit and Management Review Due: Week 12 Friday (4 June 2021) 12:00 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
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Assessment Tasks

1 Reflections on Safety System Requirements

Assessment Type

Group Discussion

Task Description

Group Discussion

Word limit: 750 words

This Assessment requires you to reflect on the safety systems needs for a given organisation. You will appraise and discuss the nature and risks of an organisation in order to determine its risk profile and the resources necessary for delivering a safe outcome. This discussion is the basis for developing your safety management system in Assessment 2. The selected organisation may be an actual organisation, but the identity may be withheld by using a fictional name. Post your ideas on the following issues to the class discussion forum:

1. Describe the organisation and management structure. This may be supported by a graphic presentation.
2. Explain how hazards and associated risks within the organisation can be identified.
3. Identify the hazards and risks for key current business activities (including higher risk activities).
4. Identify the key safety legislation relating to the business activities.
5. Summarise the benefits of a new AS/NZS ISO 45001:2018 compliant OHSMS.
6. Explain how an OHS management system can be integrated with other systems in the organisation.

Assessment Due Date

Week 5 Friday (9 Apr 2021) 12:00 pm AEST

To achieve a passing grade in this assessment, students must contribute meaningful ideas to the class discussion. Students must pass this assessment to pass this unit.

Return Date to Students

Week 7 Friday (30 Apr 2021)

Weighting

Pass/Fail

Assessment Criteria

- Describes the organisation and management structure.
- Explains how hazards and associated risks associated with the organisation can be identified.
- Identifies key safety legislation relating to the business activities.
- Summarises the benefits of a new ISO45001 compliant OHSMS.

Referencing Style

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

Submission

Online

Submission Instructions

Post your submission in the class discussion forum

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Cross Cultural Competence
- Ethical practice

Learning Outcomes Assessed

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Develop and maintain an organisational health and safety management system.
- Analyse organisational performance against an established health and safety management system and safety plans.
- Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

2 Safety Management System

Assessment Type

Practical and Written Assessment

Task Description

Total weighting: 50%

Word limit: 2500 words (submitted as a MS Word document)

This assessment provides you with an opportunity to develop an OHS Safety Management System (OHSMS) manual for a small organisation. You will build on the discussion conducted for Assessment 1 using a selected organisation of your choice and your further research.

Note: The selected organisation may be an actual organisation, but the identity may be withheld by using a fictional name.

Prepare an AS/NZS ISO 45001:2018 compliant OHS Safety Management System (OHSMS) manual that describes the way the organisation will manage safety. The system outlined in the manual needs to be contextualised to the needs of the organisation used in Assessment Task 1. Use learnings from the material submitted in Assessment 1 discussion to ensure it addresses the key risks and activities identified for the organisation.

Include the following items.

- i) A minimum of 10 elements, representing the main framework of the OHS management system (based on principles

prescribed in Annex A of AS/NZS ISO 45001:2018)

ii) An OHS Policy statement

iii) An appended risk register representing broad classifications of risk.

Ensure that the main body of the manual, while complete, complies with the prescribed word limit.

The suggested word length of the main body of the manual is 2500 words. Use additional relevant appendices and tables as required, as these are not included in the word count but should not add significantly to the word count).

Use the CQUniversity Harvard style guide for all referencing.

Assessment Due Date

Week 8 Friday (7 May 2021) 12:00 pm AEST

Assignments are to be submitted through Moodle Turnitin in MS Word

Return Date to Students

Week 10 Friday (21 May 2021)

Weighting

50%

Minimum mark or grade

50%

Assessment Criteria

1. OHSMS manual that complies with the AS/NZS ISO 45001:2018 Plan-Do-Check-Act improvement cycle, is concise and addresses the organisation's OHS risks.(40%)

2. Evidence-based practice: in-text referencing and Reference list. (5%)

3. Professional business presentation. (5%)

Referencing Style

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

Submission

Online

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Cross Cultural Competence
- Ethical practice

Learning Outcomes Assessed

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Develop and maintain an organisational health and safety management system.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

3 Audit and Management Review

Assessment Type

Written Assessment

Task Description

Total weighting: 50%

Checking of the safety management system implementation is generally completed in two parts; monitoring of the organisation's activities and management review of the organisation's performance against safety objectives. This assessment has two parts and is based upon the organisation used for Assessments 1 and 2.

Part A: Audit Plan (30 %)

This task provides you with an opportunity to determine the audit requirements for a specific element within the OHS management system by developing an audit plan. Note that the task is to develop a comprehensive plan to conduct the audit, but you are not required to conduct (carry out) the audit.

Based upon the OHS management system outlined in the manual submitted for Assessment 2, develop an audit plan for one element. As an example, the audit plan could focus on one of the following elements (i.e. 'OHS risk management',

'Training' or 'Communication and Consultation' or some other element).

Your audit plan should be self-explanatory with defined audit criteria (i.e. from an embedded description of the audit scoring criteria and a summary of the context in which the audit will be applied. The key to this assignment is to first determine the scope and then catalogue the auditable criteria (i.e., from the OHS management system, and/or AS/NZS ISO 45001:2018 and/or a compliance requirement).

The plan must be related to one element of the OHS management system in sufficient detail that an auditor using the plan will be able to conduct a comprehensive audit.

When developing your audit plan, ensure a logical evidence-based practice is provided for each criterion (auditable criteria, source reference for each criterion, auditor observation and verification, auditor findings and auditor grading for each finding).

Auditor grading should use the format of Comment, Observation, Minor non-conformance and Major nonconformance. There is no particular word limit for this assessment piece because the target is to be comprehensive in identifying the audit criteria and providing a comprehensive audit plan. A number of resources and exemplars are provided in Moodle for this task. A tabulated format (use A3 if necessary) of say 3 pages is suggested.

Part B: Management Review Report (20%)

This section will provide you with the opportunity to develop your Management Review skills.

Based upon the development of the OHS management system manual in Assessment 2 and principles prescribed in section '9.3 Management review' contained in AS/NZS ISO 45001:2018, write a report to management for their consideration.

This review should outline the process followed, from the reflections on Safety System Requirements (Assessment 1), the creation of an OHS management system manual (Assessment 2) and the proposed audit plan (Assessment 3, Part A).

Document the issues requiring attention and your recommendations for the relevant management review topics which may include:

- Documents and data on the status of the organisation.
- Key management review issues requiring attention.
- Key factors to be considered for sub-contractor management.
- Issues in organisational learning from failure.
- Key organisational change strategies.
- Your current AS/NZS ISO 45001:2018 rollout status within the business.
- A proposed improvement strategy for the business in the following year.

While there is no set length for this assignment piece, reports less than 1500 words or greater than 3000 words are unlikely to be successful. Use a formal report style and support your report with evidence-based practice.

Further details for both parts will be provided in Moodle during the term.

Assessment Due Date

Week 12 Friday (4 June 2021) 12:00 pm AEST

Return Date to Students

Exam Week Friday (18 June 2021)

Weighting

50%

Minimum mark or grade

50%

Assessment Criteria

Part A: Audit Plan (30%)

The Audit Plan must address the following items.

- Self-explanatory – comprehensive audit plan. (5%)
- Clear instructions regarding how the audit is to be conducted. (10%)
- Audit criteria extracted from reputable evidence base. (5%)
- Catalogue of auditable criteria in sufficient detail that an auditor following the plan can perform a comprehensive audit. (10%)
- Logical evidence-based practice for each criterion (auditable criteria, source reference for each criterion, space for auditor observation, auditor findings and, auditor grading for each finding). (10%)
- Grading format of Comment, Observation, Minor non-conformance and Major non-conformance. (5%)
- Evidence-based practice supporting the delivery of each learning outcome.(5%)

Part B: Management Review Report (20%)

Documents the issues and your recommendations for each of the relevant management review topics, as required by the case study and the AS/NZS ISO 45001:2018 Standard.

- Information on OHS performance and trends. (2%)
- Documents and data on the status of the organisation. (2%)
- Current AS/NZS ISO 45001:2018 rollout status within the business. (2%)

- Status of required actions/key review issues requiring attention. (3%)
- Communication undertaken with relevant stakeholders. (2%)
- Adequacy of resources for implementing and maintaining the system. (2%)
- A proposed improvement strategy for the business in the following year. (2%)
- Formal report suitable for submission to a board of directors/management team. (3%)
- Report is supported with evidence-based practice. (2%)

Referencing Style

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

Submission

Online

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Cross Cultural Competence
- Ethical practice

Learning Outcomes Assessed

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Analyse organisational performance against an established health and safety management system and safety plans.
- Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

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