



PSIO11004 *Foundations of Physiotherapy*

Practice 1

Term 1 - 2019

Profile information current as at 05/05/2024 08:44 am

All details in this unit profile for PSIO11004 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 introduces you to the physiotherapy profession, including regulatory, ethical and legal frameworks underpinning practice within the context of the changing healthcare environment. This unit includes fundamental aspects of physiotherapy practice, including the International Classification of Functioning, Disability and Health (ICF) Framework, communications skills and the therapeutic relationship, cultural competence, inter-professional healthcare, and gathering, analysing and problem-solving information through a process of clinical reasoning. You will also develop practical skills in relation to subjective examination, therapeutic massage, assessment of posture and movement, patient manual handling, walking aid prescription, and clinical documentation.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

To enrol in this unit, you must be enrolled in the CB85 Course and meet the following co-requisites: BMSC11007 Medical Anatomy and Physiology 1

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2019

- Bundaberg
- Rockhampton

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. **Practical Assessment**

Weighting: 30%

2. **Online Quiz(zes)**

Weighting: 25%

3. **On-campus Activity**

Weighting: Pass/Fail

4. **Practical Assessment**

Weighting: 45%

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 Unit evaluation data, have your say, direct student feedback, self reflection.

Feedback

Unit data indicates that students were satisfied with this unit and achieved high levels of learning. Overall, students were satisfied with the unit content, clinical focus and engaging delivery and were very complimentary regarding the quality and support of the teaching team.

Recommendation

This unit should continue to be designed and delivered to ensure it is clinically focused, engaging, supportive and well moderated.

Feedback from Unit evaluation data, have your say, direct student feedback, self reflection.

Feedback

Cross campus technology limited teaching and learning experiences.

Recommendation

A full review of technology has already been completed by IT and recommendations for improvement implemented. New technology platforms have been introduced in Bundaberg. Implemented changes will be evaluated following their use during term 2, 2018.

Feedback from Unit evaluation data, have your say, direct student feedback, self reflection.

Feedback

Moodle navigation was challenging for some students.

Recommendation

Moodle will be reviewed to ensure the page for this unit is consistent with other units. Given that this is a first year, first term unit, students will also be actively directed to other services within the university that assist in transitioning to university study (e.g. ALC and student support services).

Unit Learning Outcomes

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

1. Develop an awareness of ethical, legal, cultural and professional issues and responsibilities related to physiotherapy practice
2. Develop an awareness of evidence-based physiotherapy practice in the context of client-centred and inter-professional healthcare utilising the International Classification of Functioning, Disability and Health Framework (ICF)
3. Demonstrate effective skills in communication and the therapeutic relationship through conducting and documenting a subjective examination
4. Demonstrate theoretical and applied knowledge in human movement, including patient handling and walking aid prescription
5. Demonstrate theoretical and applied knowledge of therapeutic massage
6. Demonstrate acceptable professional and ethical behaviours consistent with a physiotherapy practitioner.

Learning outcomes and assessment tasks have been mapped against and aligned with the Physiotherapy Practice Thresholds in Australia and Aotearoa New Zealand.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

Alignment of Assessment Tasks to Learning Outcomes

Alignment of Graduate Attributes to Learning Outcomes

Alignment of Assessment Tasks to Graduate Attributes

[illegible]

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
3 - On-campus Activity - 0%	•	•	•	•	•	•	•	•		
4 - Practical Assessment - 45%	•	•	•		•		•	•		

Textbooks and Resources

Textbooks

PSIO11004

Prescribed

Orthopaedic Physical Assessment

6th Edition (2014)

Authors: David Magee

Saunders Elsevier

Philadelphia , PA , America

ISBN: 9781455709779

Binding: Other

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Clinics in Motion Website

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Sasha Job Unit Coordinator

s.job@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Course and Unit Introduction Code of Conduct Pre-Clinical Requirements	Magee, D. (2014). Orthopedic physical assessment (6th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
ICF Framework Therapeutic Relationship and Communication Skills	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Subjective Examination Documentation	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Pain Introduction to Soft Tissue Injury	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Physical Examination	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	Practical Assessment 1 (30%)

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Therapeutic Massage	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Observation and Analysis of Posture and Movement	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Manual Handling	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.
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Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Balance and Gait	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	Have Your Say - Unit Evaluation

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Walking Aid Prescription	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	Have Your Say - Unit Evaluation Supervised Online Quiz Due: Week 10 Friday (24 May 2019) 8:00 am AEST

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Evaluation and Planning of Care Career Pathways in Physiotherapy Cultural Awareness	Magee, D. (2014). Orthopedic physical assessment (6 th ed.). Australia: Elsevier. Refer to Moodle for prescribed textbook chapters and additional resources.	Have Your Say - Unit Evaluation

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Revision	Refer to Moodle for additional resources.	Have Your Say - Unit Evaluation Hurdle Assessment (P/F) Due: Week 12 Friday (7 June 2019) 4:00 pm AEST

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Practical Assessment 2 (45%) may be scheduled within week 1 or week 2 of the CQUniversity Examination Period Have Your Say - Unit Evaluation

Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Practical Assessment 2 (45%) may be scheduled within week 1 or week 2 of the CQUniversity Examination Period Have Your Say - Unit Evaluation

Term Specific Information

Workplace learning experiences within the physiotherapy course provide you with a broad a range of clinical experiences that enable you to develop capabilities and competencies that reflect the requirements to practice safely and independently as a physiotherapist in a diversity of settings and contexts. Workplace learning experiences are assessed and occur over the first, second, third and fourth years of this course. Prior to your commencement of any clinical placement, there are a number of mandatory pre-clinical requirements that must be completed. In order to be eligible to PASS this unit, all pre-clinical requirements must be completed, and evidence of completion of each requirement submitted to the clinical educator coordinator, by no later than week 12 of term 1. The following list documents the current pre-clinical requirements, however, please note that these requirements are mandated by authorities and facilities external to CQUniversity and are subject to change at any time.

Pre-Clinical Requirements:

- CQU Pre-Clinical Student Declaration
- Australian Federal Police Check
- Queensland Blue Card - Working with Children Check
- First Aid and CPR
- Vaccination Evidence Record
- TB Mantoux Screen Testing
- Queensland Health Orientation Requirements

The CQUniversity Physiotherapy Clinical Placement Moodle Site contains all information required to complete the pre-clinical requirements

- <https://moodle.cqu.edu.au/course/view.php?id=8317>

Assessment Tasks

1 Practical Assessment 1

Assessment Type

Practical Assessment

Task Description

There are two parts of Practical Assessment 1. The weighting of Practical Assessment 1 is 30% of the overall unit grade, with Part 1 constituting 15% of the overall unit grade and Part 2 constituting 15% of the overall unit grade.

Part 1: Subjective Examination (15%)

You are required to conduct a patient interview and provide a summary of the most important findings that were obtained in the interview.

Five clinical scenarios will be utilised for this assessment task. You will have access to all clinical scenarios on Moodle by no later than the end of week 2. You will be randomly allocated one scenario at the time of your assessment.

To assist in developing your ability to both structure a systematic interview and recall important findings, you are permitted to utilise notepaper or a template during the interview.

The clinical scenario will be provided to you 15 minutes prior to the practical examination. The patient interview must be no longer than 10 minutes and the summary no longer than 2 minutes.

Part 2: Documentation (15%)

You are required to watch a video of a physiotherapist conducting a patient interview and organise, structure and record the interview as if you were documenting a formal patient record.

You will watch the video twice with a 10 minute interval between viewings. Following the final viewing, you will have 30 minutes to complete your documentation. You will be provided with blank paper, a body chart and ICF form.

Assessment Due Date

Week 5 (Part 1 Wednesday 10th April from 8am; Part 2 Friday 12th April at 8am)

Return Date to Students

Results will be accessible on Moodle within two weeks of the submission date.

Weighting

30%

Assessment Criteria

The assessment rubric for this task is based on the Australian Standards for Physiotherapy, the Accreditation Standard set by the Australian Physiotherapy Council and The Assessment of Physiotherapy Practice Instrument. These quality frameworks are mapped against the CQUniversity Graduate Attributes and are intended to give a holistic understanding of standards expected for the assessment task. The rubric for this assessment will be based on the following categories and weightings:

Part 1: Subjective Examination (15%)

- Professional Behaviour (10%)
- Communication (30%)
- Patient Interview (50%)
- Interview Summary (10%)

Part 2: Documentation (15%)

- Compliance with Medicolegal Documentation Requirements (20%)
- Organisation and Structure of Patient Record (30%)
- Accuracy and Completeness of Patient Record (30%)
- Accuracy and Completeness of Body Chart (10%)
- Accuracy and Completeness of ICF form (10%)

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Offline

Learning Outcomes Assessed

- Develop an awareness of evidence-based physiotherapy practice in the context of client-centred and inter-professional healthcare utilising the International Classification of Functioning, Disability and Health Framework (ICF)
- Demonstrate effective skills in communication and the therapeutic relationship through conducting and documenting a subjective examination

Graduate Attributes

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

2 Supervised Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

There will be one supervised online quiz which will assess content from weeks 1-10 inclusive.

The quiz will consist of 25 questions (worth 30 marks) and will have a time limit of 50 minutes. The questions will be identical for all students, however they will be randomly generated from a question bank so that the quizzes may appear differently for each student. The quiz is a closed book assessment which will be supervised by a CQUniversity staff member and must be completed at the scheduled time on either the Rockhampton or

Bundaberg campus. Access to all resources other than the quiz itself is prohibited (e.g. books, notes, electronic devices or websites other than the quiz itself). It is recommended that a laptop be utilised for this assessment, however a tablet is permitted. The use of a mobile phone is not permitted for this assessment item. Supervised online quiz will consist of some or all of the following categories:

- Multiple choice questions
- True/ false questions
- Short answer questions
- Fill in the missing word(s) questions
- Questions relating to multimedia material (e.g. images, videos)

Refer to Moodle for further information and additional resources.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 10 Friday (24 May 2019) 8:00 am AEST

Return Date to Students

Results will be accessible on Moodle within two weeks of the submission date.

Weighting

25%

Assessment Criteria

All questions will be marked numerically and an overall percentage mark awarded.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Develop an awareness of ethical, legal, cultural and professional issues and responsibilities related to physiotherapy practice
- Develop an awareness of evidence-based physiotherapy practice in the context of client-centred and inter-professional healthcare utilising the International Classification of Functioning, Disability and Health Framework (ICF)
- Demonstrate effective skills in communication and the therapeutic relationship through conducting and documenting a subjective examination
- Demonstrate theoretical and applied knowledge in human movement, including patient handling and walking aid prescription
- Demonstrate theoretical and applied knowledge of therapeutic massage

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence

3 Hurdle Assessment (P/F)

Assessment Type

On-campus Activity

Task Description

There will be two hurdle assessments:

Hurdle 1 (Pre-Clinical Requirements)

Prior to your commencement of any clinical placement, there are a number of mandatory pre-clinical

requirements that must be completed. In order to be eligible to PASS this unit, all pre-clinical requirements must be completed, and evidence of completion of each requirement submitted to the clinical educator coordinator, by no later than week 12 of term 1. Results for this hurdle will be available once completion of all pre-clinical requirements is confirmed by the clinical educator coordinator. The following list documents the current pre-clinical requirements, however, please note that these requirements are mandated by authorities and facilities external to CQUniversity and are subject to change at any time.

- CQU Pre-Clinical Student Declaration
- Australian Federal Police Check
- Queensland Blue Card – Working with Children Check
- First Aid and CPR
- Vaccination Evidence Record
- TB Mantoux Screen Testing
- Queensland Health Orientation Requirements

The CQUniversity Physiotherapy Clinical Placement Moodle Site contains all information required to complete the pre-clinical requirements

- <https://moodle.cqu.edu.au/course/view.php?id=8317>

Hurdle 2 (Attendance)

A minimum attendance rate of 85% for practical and tutorial sessions is required in order to be eligible to PASS this unit. This minimum attendance requirement is recommended by the Australian Physiotherapy Council. The monitoring of attendance will take into consideration legitimate requests for absence such as those outlined in the Assessment Policy and Procedure (Higher Education Coursework) as reasons for requesting time extensions for submitting assessment tasks (e.g. medical or allied health, compassionate, misadventure and exceptional circumstances). Attendance rates for this hurdle will be calculated in week 12.

Refer to Moodle for further information and additional resources.

Assessment Due Date

Week 12 Friday (7 June 2019) 4:00 pm AEST

Return Date to Students

Results will be accessible on Moodle within two weeks of the submission date.

Weighting

Pass/Fail

Minimum mark or grade

In order to be eligible to PASS the unit, you must achieve a PASS result for each hurdle (i.e. PASS for hurdle 1 and PASS for hurdle 2)

Assessment Criteria

Hurdle 1: Evidence of completion of all mandatory pre-clinical requirements is required in order to PASS this hurdle. You must PASS this hurdle in order to be eligible to PASS the unit.

Hurdle 2: An attendance rate of 85% at practical and tutorial sessions is required to PASS this hurdle. You must PASS this hurdle in order to be eligible to PASS the unit.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Online

Submission Instructions

Evidence of completion of each pre-clinical requirement must be uploaded to SONIA

Learning Outcomes Assessed

- Develop an awareness of ethical, legal, cultural and professional issues and responsibilities related to physiotherapy practice
- Demonstrate acceptable professional and ethical behaviours consistent with a physiotherapy practitioner.

Graduate Attributes

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

4 Practical Assessment 2

Assessment Type

Practical Assessment

Task Description

You will be provided with three clinical scenarios, each worth 15% of your total unit grade. One scenario will be focused on each of the following topics:

- Therapeutic massage (15%)
- Manual handling (15%)
- Walking aid prescription (15%)

Each scenario is designed to contextualise your examination. The expectation for assessment purposes is that you demonstrate competence relative to the topic/ practical skill, not the specific scenario. For each scenario, you are required to demonstrate both knowledge and understanding of the topic/ technique and perform the practical technique instructed. You may be requested to:

- Demonstrate knowledge and understanding of indications/ aims, precautions, contraindications and general considerations for the technique
- Demonstrate knowledge and understanding of advantages and disadvantages for the technique and/ or any specific equipment
- Demonstrate specific practical skills (therapeutic massage, manual handling and walking aid prescription) that are safe, effective and efficient

The practical examination will occur in the university's examination period and have a time limit of 30 minutes (10 minutes per scenario). All three scenarios will be provided to you 30 minutes prior to the practical examination.

Assessment Due Date

Examination Period

Return Date to Students

Results will be accessible on Moodle within two weeks of the submission date.

Weighting

45%

Assessment Criteria

The assessment rubric for this task is based on the Australian Standards for Physiotherapy, the Accreditation Standard set by the Australian Physiotherapy Council and The Assessment of Physiotherapy Practice Instrument. These quality frameworks are mapped against the CQUniversity Graduate Attributes and are intended to give a holistic understanding of standards expected for the assessment task. The rubric for this assessment will be based on the following categories and weightings:

- Professional Behaviour (10%)
- Communication (20%)
- Knowledge and Understanding (20%)
- Practical Application of Technique (30%)
- Risk Management (20%)

Refer to Moodle for further information and additional resources.

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

Submission

Offline

Learning Outcomes Assessed

- Demonstrate theoretical and applied knowledge in human movement, including patient handling and walking aid prescription
- Demonstrate theoretical and applied knowledge of therapeutic massage
- Demonstrate acceptable professional and ethical behaviours consistent with a physiotherapy practitioner.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work
- Cross Cultural Competence
- Ethical practice

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