PSYC20041 *Group Facilitation Skills*
Term 1 - 2020

All details in this unit profile for PSYC20041 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

In this unit, you will develop professional skills, knowledge, and competencies to successfully facilitate groups. You will learn how to plan, deliver, and evaluate group programs suitable for adults. You will learn ethical and inclusive approaches to group facilitation. These foundational skills in group facilitation will support the creation of well-structured group environments which foster adult learning.

Details

Career Level: *Postgraduate*
Unit Level: *Level 8*
Credit Points: *6*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

There are no requisites for this unit.
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 - 2020

- 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: 40%
2. **Practical Assessment**
Weighting: 40%
3. **Reflective Practice Assignment**
Weighting: 20%

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 Moodle student evaluations

Feedback

Some students felt that the unit did not include enough emphasis on group coaching skills.

Recommendation

The course teaching team will review the unit content as well as the name and unit description.

Feedback from Moodle student evaluations

Feedback

Some students believed the residential school was beneficial, but also costly and time consuming.

Recommendation

The inclusion of a residential school will be reviewed by the course teaching team.

Feedback from Moodle student evaluations

Feedback

Students felt that the unit was aimed at students with no prior group facilitation experience.
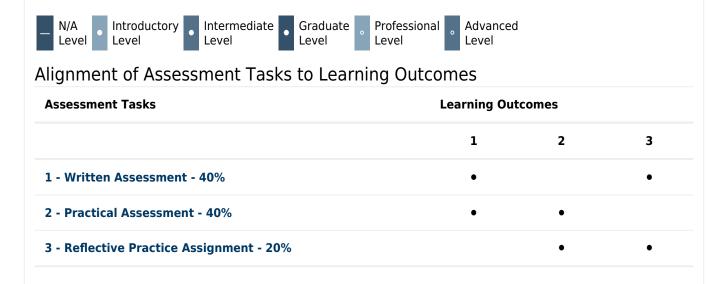
Recommendation

The course teaching team will review the focus and content of the unit with regard to the level of prior experience at which it is aimed.

Unit Learning Outcomes

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

1. Design a group program
2. Deliver a group program
3. Evaluate group program design and delivery.

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
1 - Written Assessment - 40%	●		●
2 - Practical Assessment - 40%	●	●	
3 - Reflective Practice Assignment - 20%		●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes		
	1	2	3
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 - 40%		○	○	○				
2 - Practical Assessment - 40%		○	○			○		
3 - Reflective Practice Assignment - 20%		○		○		○		

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)

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

Danielle Every Unit Coordinator
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Schedule

Week 1 - 09 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to group facilitation	Please see selected readings and activities on Moodle	

Week 2 - 16 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
An overview of positive psychology	Please see selected readings and activities on Moodle	

Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Principles of adult learning	Please see selected readings and activities on Moodle	Zoom tutorial: Week 3 Tuesday (24 March 2020) 6:30-7:30pm AEDT

Week 4 - 30 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
Principles of group cohesion	Please see selected readings and activities on Moodle	Zoom tutorial: Week 4 Tuesday (31 March 2020) 6:30-7:30pm AEDT **Assessment 1: Writing a group facilitation program** Due: Week 4 Monday (30 Mar 2020) 9:00 am AEST

Week 5 - 06 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Theories of group development	Please see selected readings and activities on Moodle	Zoom tutorial: Week 5 Tuesday (7 April 2020) 6:30-7:30pm AEST

Vacation Week - 13 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 20 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Values and ethics in group facilitation	Please see selected readings and activities on Moodle	

Week 7 - 27 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
Group facilitation: planning	Please see selected readings and activities on Moodle	

Week 8 - 04 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Group facilitation: beginnings	Please see selected readings and activities on Moodle	**Assessment 2: Facilitating a group** Due: Week 8 Monday (4 May 2020) 9:00 am AEST

Week 9 - 11 May 2020

Module/Topic	Chapter	Events and Submissions/Topic

| Group facilitation: endings | Please see selected readings and activities on Moodle | |

Week 10 - 18 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Diversity in groups	Please see selected readings and activities on Moodle	

Week 11 - 25 May 2020

Module/Topic	Chapter	Events and Submissions/Topic
Challenges in group facilitation	Please see selected readings and activities on Moodle	**Assessment 3: Reflecting on group facilitation practice** Due: Week 11 Monday (25 May 2020) 9:00 am AEST

Week 12 - 01 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
Reflective practice	Please see selected readings and activities on Moodle	

Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
There are no examinations for this unit.		

Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
There are no examinations for this unit.		

Assessment Tasks

1 Assessment 1: Writing a group facilitation program

Assessment Type
Written Assessment

Task Description
For this assessment you will write a comprehensive group facilitation program for delivering a 45 minute group session which includes a positive psychology activity. Your program will be written as though another facilitator will run your program and will need facilitation directions.

Your group facilitation program will include:

1. Facilities details and brief participant info
2. The name of your group program and a brief statement of its purpose
3. The program Learning Outcomes
4. Directions to your facilitator for:
    a. Preparing for the group
    b. Introducing themselves, the program and the learning outcomes
    c. A check-in for participant's existing knowledge or current mood/experience
    d. Running an icebreaker
    e. Running the positive psychology activity
    f. Ending the session

5. Timings for each part

6. The handout/s that will be used for the program

7. PowerPoint slides for use in the program

8. The feedback evaluation form that you will use to elicit your participant's feedback

Detailed information on what to include for each element above is provided in the Unit Assessment Guide. Support for planning a group and writing a group program is provided throughout the Unit content, including through activities in the first Zoom tutorial.

Assessment Due Date
Week 4 Monday (30 Mar 2020) 9:00 am AEST

Return Date to Students
Vacation Week Monday (13 Apr 2020)

Weighting
40%

Assessment Criteria
Your work will be assessed on:

- Choosing an appropriate positive psychology activity
- Use of group elements and practices which optimally support adult learning and group cohesion
- Clarity of facilitation directions
- Quality of PowerPoint slides, handout and feedback evaluation form

Referencing Style

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

Submission
Online

Learning Outcomes Assessed

- Design a group program
- Evaluate group program design and delivery.

Graduate Attributes

- Communication
- Cognitive, technical and creative skills
- Research

2 Assessment 2: Facilitating a group

Assessment Type
Practical Assessment

Task Description
For this assessment you are required to run the 45 minute group program (that which you developed in Assessment 1) with a small number of participants.

The group needs to include all the elements developed in the group facilitation program (introduction of self, program and learning outcomes; an icebreaker; a positive psychology activity; an ending).

You will submit:

1. A video of your 45 minute group session
2. The handout/s
3. PowerPoint slides
4. The completed participant feedback forms

Detailed information on this assessment is set out in the Unit Assessment Guide.

Support for facilitating a group is provided throughout the Unit content, including through activities in the Zoom tutorials.

You must obtain a minimum grade of 50% in this assessment in order to pass the Unit.

Assessment Due Date
Week 8 Monday (4 May 2020) 9:00 am AEST

Return Date to Students
Week 10 Monday (18 May 2020)

Weighting
40%

Minimum mark or grade
50%

Assessment Criteria
Your work will be assessed on:

- Preparation
- Delivery of all essential program elements in the beginning, middle and ending of the session
- Quality of communication
- Timing
- Quality and usefulness of PowerPoint slides, handout/s and participant feedback forms

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
A submission portal will be provided in the Assessment section of the unit Moodle site.

Learning Outcomes Assessed

- Design a group program
- Deliver a group program

Graduate Attributes

- Communication
- Cognitive, technical and creative skills
- Ethical and Professional Responsibility

3 Assessment 3: Reflecting on group facilitation practice

Assessment Type
Reflective Practice Assignment

Task Description
For Assessment 3 you are required to:

1. Provide a detailed rationale (i.e. reasoned and evidence-based argument) for the overall structure and elements included in your group facilitation program.
2. Evaluate the impacts of these choices on the group experience, in particular in relation to adult learning, group cohesion and the ethical conduct of groups.
3. Outline how you would improve the group facilitation in future, including the steps you would need to take to do this

The word count for the reflection is 1,500 words (+/-10%).

Detailed information on this assessment is set out in the Unit Assessment Guide.

You need to obtain a 50% minimum grade in this assessment in order to pass this unit.

Assessment Due Date
Week 11 Monday (25 May 2020) 9:00 am AEST

Return Date to Students
Review/Exam Week Monday (8 June 2020)

Weighting
20%

Minimum mark or grade
50%

Assessment Criteria

Your work will be assessed on:

- The depth and quality of the rationale, self-evaluation and outline of future steps
- Quality of literacy and written communication skills
- Correct use of APA formatting for citations and references

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Deliver a group program
- Evaluate group program design and delivery.

Graduate Attributes

- Communication
- Research
- Ethical and Professional Responsibility

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