



# SAFE20012 *Specialisation Contexts and Methods*

## 1

### Term 2 - 2018

Profile information current as at 19/08/2022 05:45 pm

All details in this unit profile for SAFE20012 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 opportunity to examine the context, analytical tools and problem solving methods appropriate to their selected area of specialisation within the course.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

### 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 2 - 2018

- Distance

### 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).

### Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are:

Click here to see your [Residential School Timetable](#).

### 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 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Portfolio**

Weighting: 60%

#### 2. **Written Assessment**

Weighting: 40%

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## 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 Student feedback and coordinator observations

##### **Feedback**

One-on-one mentoring sessions provide students the opportunity to explore specific areas of interest within the different specialisation streams.

##### **Recommendation**

Continue promoting the individualised nature of the unit by building mentoring capacity in the various specialisation streams.

## Unit Learning Outcomes

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

1. Interpret, discuss and apply contemporary principles, theories, paradigms, models and methods relating to your selected area of specialisation.
2. Identify and assess the context and key issues relevant to your selected area of specialisation.
3. Evaluate contemporary measures for the prevention, control or management of risks associated with key issues in your selected area of specialisation.



## Textbooks and Resources

### Textbooks

SAFE20012

#### Prescribed

#### Doing Your Literature Review : Traditional and Systematic (2011)

Authors: Jesson / Matheson / Lacy

Sage Publications

ISBN: 9781848601543

Binding: Paperback

#### Additional Textbook Information

The textbook should be accessible as an ebook from the CQU Library.

### 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

**Shevaun Dell** Unit Coordinator

[s.dell@cqu.edu.au](mailto:s.dell@cqu.edu.au)

## Schedule

### Week 1 - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction & Unit Overview Group Zoom Session - Meet & Greet with Unit Coordinator and peers Introduction to Research Methods	Doing Your Literature Review - Traditional & Systematic Techniques 1st Edition (2011) Authors: Jesson, JK, Matheson, L & Lacey, FM SAGE London, UK ISBN 978-84860	

### Week 2 - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Meet with specialisation-specific Learning Mentors. A schedule of Zoom sessions will be agreed with your Learning Mentor (weekly or fortnightly) Research Methods - Literature Reviews	Prescribed Reading: Doing Your Literature Review (Chapters 1, 2 & 5) Additional readings will be prescribed by Learning Mentors	Mentoring Session Schedule to be agreed upon and lodged with Unit Coordinator

### Week 3 - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule  
Research Methods - Literature Reviews

Prescribed Reading:  
Doing Your Literature Review (Chapters 3 & 4)  
Additional readings will be prescribed by Learning Mentors

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 4 - 30 Jul 2018

##### Module/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule  
Research Methods - Literature Reviews

##### Chapter

Prescribed Reading:  
Doing Your Literature Review (Chapter 6)  
Additional readings will be prescribed by Learning Mentors

##### Events and Submissions/Topic

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 5 - 06 Aug 2018

##### Module/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule  
Research Methods - Literature Reviews

##### Chapter

Prescribed Reading:  
Doing Your Literature Review (Chapter 9)  
Additional readings will be prescribed by Learning Mentors

##### Events and Submissions/Topic

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Vacation Week - 13 Aug 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

#### Week 6 - 20 Aug 2018

##### Module/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

##### Chapter

Readings will be prescribed by Learning Mentors

##### Events and Submissions/Topic

**Progress Report 1** due Week 6 Friday  
Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 7 - 27 Aug 2018

##### Module/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

##### Chapter

Readings will be prescribed by Learning Mentors

##### Events and Submissions/Topic

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 8 - 03 Sep 2018

##### Module/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

##### Chapter

Readings will be prescribed by Learning Mentors

##### Events and Submissions/Topic

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 9 - 10 Sep 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

Readings will be prescribed by Learning Mentors

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 10 - 17 Sep 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

Readings will be prescribed by Learning Mentors

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

**Literature Review** Due: Week 10 Friday (21 Sept 2018) 11:59 pm AEST

#### Week 11 - 24 Sep 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

Readings will be prescribed by Learning Mentors

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Week 12 - 01 Oct 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

Continue exploring your Specialisation's Learning Themes in individual mentoring sessions as per agreed schedule

Readings will be prescribed by Learning Mentors

**Progress Report 2** due Week 12 Friday

**Reflective Journal** due Week 12 Friday

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Review/Exam Week - 08 Oct 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

Due dates for Learning Theme Mind Maps will be determined by consultation with Learning Mentors. As a guide, submissions should be uploaded to Moodle one week after completing each Learning Theme

#### Exam Week - 15 Oct 2018

##### Module/Topic

##### Chapter

##### Events and Submissions/Topic

## Assessment Tasks

### 1 Progress Reports, Mind Maps and Reflective Journal

#### Assessment Type

Portfolio

#### Task Description

**Part A - Progress Reports (10%)**

For this assessment task, you will need to prepare 2 progress reports, detailing the meetings that you have had with your Learning Mentor and the materials that you have been exploring, including any 'aha' moments they may have prompted. Progress reports will be due in Weeks 6 and 12.

### **Part B - Mind Maps (20%)**

Over the course of the term your mentors will assign you readings associated with your chosen specialisation, grouped into Learning Themes. For this assessment, you will evaluate and discuss the readings as well as other relevant literature that you have researched. Your submission will comprise an in-depth mind map for each Learning Theme (minimum of 4) which explore the key issues of the subject area/s. In order to effectively demonstrate your understanding of the specialisation, and your critical interrogation of the literature, it is expected that you would require 4 to 5 layers of depth in each mind map.

### **Part C - Reflective Journal (30%)**

Throughout the term, develop and maintain a reflective journal which identifies and captures:

1. the major issues and key learnings from each learning theme;
2. your thoughts and reflections in relation to each theme;
3. any gaps or limitations in contemporary knowledge in relation to each theme; and
4. any implications and learnings which inform your professional practice and development.

Your journal should demonstrate clear understanding of the major relevant issues in the selected area of specialisation.

### **Assessment Due Date**

Progress reports are due in Weeks 6 and 12. Mind Maps are to be uploaded to the Moodle submission sites one week after completing each relevant Learning Theme, to allow for continuous feedback throughout the term. The Reflective Journal is due in Week 12.

### **Return Date to Students**

Feedback will be provided in Moodle and during scheduled meetings with the Unit Coordinator and Learning Mentors

### **Weighting**

60%

### **Assessment Criteria**

#### **Part A - Progress Reports**

2 brief Progress Reports are to be uploaded in total. Progress Reports are to be completed and in Weeks 6 and 12, detailing:

- the work that you have been completing since your previous progress report, including any 'aha' moments (1 mark)
- the materials that you have been exploring (1 mark)
- any issues that have been encountered in your project (and their resolution) (1 mark)

Submissions need only be approximately 300 words in length, and may include dot point lists.  
(10 marks; 5 marks each)

#### **Part B - Mind Maps**

Four (4) Mind Maps uploaded to Moodle in total. Mind Maps should be uploaded to Moodle one week after completing the relevant Learning Theme.

- Mind Map specifically relates to one Learning Theme only, and the relevant Theme is clearly stated (0.5 marks)
- Mind Map demonstrates understanding of the relevant specialisation and the issues associated with the relevant Learning Theme (3 marks)
- Submission explores the Learning Theme to a sufficient depth, as indicated by number of layers present in the Mind Map (1.5 marks)

(20 marks; 5 marks per Mind Map)

#### **Part C - Reflective Journal**

- Journal contains a minimum of 10 reflective entries (Non-Graded Requirement)
- Each entry identifies major issues and key learnings related to at least one learning theme (0.5 marks per entry)
- Each entry presents your thoughts and reflections in relation to literature explored (1 mark per entry)
- Each entry identifies gaps or limitations in contemporary knowledge in relation to at least one learning theme (0.5 marks per entry)
- Each entry demonstrates potential linkages between the literature explored and your professional practice and development (1 mark per entry)

As a guide, submissions of approximately 300-400 words **per entry** are more likely to be successful.

(30 marks; 3 marks per entry)



## Referencing Style

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

### Submission

Online

### Submission Instructions

Upload your submissions for this assignment as a Word document or PDF to the appropriate assessment pages on Moodle. Please ensure your name is included in the file name.

### Learning Outcomes Assessed

- Interpret, discuss and apply contemporary principles, theories, paradigms, models and methods relating to your selected area of specialisation.
- Identify and assess the context and key issues relevant to your selected area of specialisation.

### Graduate Attributes

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

## 2 Literature Review

### Assessment Type

Written Assessment

### Task Description

You are required to submit a literature review based on your own literature search, analysis of materials and discussions with your Learning Mentors during this unit. The basics of the review should be structured in a manner to incorporate the following:

1. Background to the topic including relevance to specialisation
2. Theoretical base/framework of the topic
3. Important studies/reports in the area
4. Critical analysis of the related topics

Ensure that your review addresses both the context & methods of your specific specialisation, and that you draw from reliable sources from Australia and other countries (where relevant).

### Assessment Due Date

Week 10 Friday (21 Sept 2018) 11:59 pm AEST

### Return Date to Students

Feedback will be provided to students two academic weeks following the due date.

### Weighting

40%

### Assessment Criteria

Literature review submissions will be assessed against the following criteria:

1. Identify and assess the context and key issues relevant to the selected area of specialisation (12 marks)
2. Interpret, discuss and apply contemporary principles, theories, paradigms, models and methods relevant to the selected specialisation (12 marks)
3. Analysis, interpretation and evaluation of the literature/evidence is objective (8 marks)
4. Presentation is clear and well structured and writing style is impartial, logical and scholarly (4 marks)
5. Appropriate use of quotations and citations that are consistent with Harvard referencing style (4 marks)

## Referencing Style

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

### Submission

Online

### Submission Instructions

Upload your submission for this assignment as a Word document or PDF to the appropriate assessment page on Moodle. Please ensure your name is included in the file name.

## Learning Outcomes Assessed

- Evaluate contemporary measures for the prevention, control or management of risks associated with key issues in your selected area of specialisation.

## Graduate Attributes

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

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



**Be Honest**

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



**Seek Help**

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



**Produce Original Work**

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem