ENEP20002 *Continuing Professional Development for Engineering Masters Students*
Term 2 - 2024

Profile information current as at 04/07/2025 11:24 am

All details in this unit profile for ENEP20002 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

Continuing professional development (CPD) is an essential activity for any practicing engineer. Engineers and other professionals engage in CPD for a variety of reasons including staying up-to-date with current developments in their discipline, professional networking, and facilitating career progression. In this unit, you will demonstrate your commitment to CPD by undertaking and recording professional practice exposure. You will reflect on what you have learned from professional practice activities and you will develop a strategic approach to personal and professional growth in the workplace.

Details

Career Level: *Postgraduate*
Unit Level: *Not Applicable*
Credit Points: *0*
Student Contribution Band: *2*
Fraction of Full-Time Student Load: *0*

Pre-requisites or Co-requisites

Students must have completed minimum 48uc in CV82 Master of Engineering before they enrol in 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 - 2024

- Melbourne
- Online
- 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 0-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 0 hours of study per week, making a total of 0 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. **Presentation**
Weighting: Pass/Fail
2. **Portfolio**
Weighting: Pass/Fail

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 SUTE comments

Feedback
Students were confused about how the 480 hours of internship requirements would be met.

Recommendation
Students should be informed clearly during the lecture class and repeatedly in the discussion forum on how to present evidence for the 480 hours of internship.

Unit Learning Outcomes

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

1. Evaluate individual professional needs to ensure continuing professional development
2. Analyse the structure, products and services of an engineering organisation
3. Apply skills and knowledge developed in an academic course to engineering practice in an engineering organisation
4. Reflect on and map Engineers Australia's Stage 1 Competency Standards to professional practice activities
5. Develop a strategic approach to personal and professional growth in the workplace.

The Learning Outcomes for this unit are linked with the Engineers Australia Stage 1 Competency Standards for Professional Engineers in the areas of 1. Knowledge and Skill Base, 2. Engineering Application Ability and 3. Professional and Personal Attributes at the following levels:

Intermediate

1.1 Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline. (LO: 3I)

1.2 Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline. (LO: 3I)

1.3 In-depth understanding of specialist bodies of knowledge within the engineering discipline. (LO: 2I 3I)

1.4 Discernment of knowledge development and research directions within the engineering discipline. (LO: 3I)

1.5 Knowledge of engineering design practice and contextual factors impacting the engineering discipline. (LO: 3I)

1.6 Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline. (LO: 3I)

2.1 Application of established engineering methods to complex engineering problem solving. (LO: 2I 3I 5I)

2.3 Application of systematic engineering synthesis and design processes. (LO: 3I)

2.4 Application of systematic approaches to the conduct and management of engineering projects. (LO: 3I)

3.1 Ethical conduct and professional accountability. (LO: 3I 4I 5I)

3.2 Effective oral and written communication in professional and lay domains. (LO: 3I 4I 5I)

3.3 Creative, innovative and pro-active demeanour. (LO: 3I)

3.4 Professional use and management of information. (LO: 1I 3I 4I)

3.5 Orderly management of self, and professional conduct. (LO: 3I 5I)

3.6 Effective team membership and team leadership. (LO: 1I 3I)

Note: LO refers to the Learning Outcome number(s) which link to the competency and the levels: N – Introductory, I – Intermediate and A - Advanced.

Refer to the Engineering Postgraduate Units Moodle site for further information on the Engineers Australia's Stage 1 Competency Standard for Professional Engineers and course level mapping information
https://moodle.cqu.edu.au/course/view.php?id=11382

| 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	4	5
1 - Knowledge			○		
2 - Communication		○		○	
3 - Cognitive, technical and creative skills			○		
4 - Research		○			
5 - Self-management	○			○	○
6 - Ethical and Professional Responsibility		○	○	○	
7 - Leadership					
8 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Presentation - 0%		○						
2 - Portfolio - 0%	○	○	○	○	○	○		

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: [Harvard (author-date)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Sarkar Noor E Khuda Unit Coordinator
s.noorekhuda@cqu.edu.au

Schedule

Week 1 - 08 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Commencement of work on presentation and portfolio preparations.	N/A	**Activity**: Gather your professional exposures and experiences and populate them into the Continuing Professional Development (CPD) record sheet.

Week 2 - 15 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** Complete your CPD record sheet, making sure that the total hours add up to at least 480 hours.

Week 3 - 22 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Attend workshop class on CPD requirements and work on presentation and portfolio preparations.	N/A	**Activity:** Obtain evidence for each entry in the CPD record sheet. Each evidence must clearly state the company/provider name, the duration of experience and the number of hours and the nature of the experience. The evidence must also be verifiable by having valid and full contact information.

Week 4 - 29 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** Continue to gather necessary evidence required for the CPD record sheet.

Week 5 - 05 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** Continue to gather necessary evidence required for the CPD record sheet.

Vacation Week - 12 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Vacation Week	Vacation Week	Vacation Week

Week 6 - 19 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** Aim to have all evidence available at this stage.

Week 7 - 26 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** For each evidence, write a descriptive narrative which consists of the following 4 compulsory components: 1. A certification of evidence: e.g. a letter from the employer or company, certificate of attendance or completion of training, etc. Only certifications that could be verified are acceptable. 2. A description: gives a brief overview of the evidence and explains what it is. 3. An analysis: explains why you chose to include that evidence, including its relevance to the particular element of competence as listed in Section 9 of this portfolio. 4. A reflective statement is a thoughtful statement that tells what this evidence means to you. Your comments should express your commitment to professional growth and tell how you will apply your understanding in the future.

Week 8 - 02 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on presentation and portfolio preparations.	N/A	**Activity:** Complete the descriptive narratives for the evidence used in the CPD record sheet. 1. Self-assess and reflect on the various attributes as per the Engineers Australia's Stage 1 Competency Standard for professional engineers. Prepare the CPD Portfolio presentation using the provided PowerPoint template. 2. Prepare CPD PowerPoint Slides. 3. Prepare and record a 10 minutes long formal CPD presentation video.

Week 9 - 09 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Submit the CPD presentation.	N/A	**Activity:** Working on the CPD Portfolio document Recorded Formal CPD Presentation Video due this week on Friday at 11:45 pm AEST. **Continuing Professional Development (CPD) Presentation** Due: Week 9 Friday (13 Sept 2024) 11:45 pm AEST

Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on portfolio preparations.	N/A	**Activity:** Work on the CPD portfolio.

Week 11 - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Work on portfolio.	N/A	**Activity:** Prepare your CPD portfolio.

Week 12 - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Submit the portfolio document.	N/A	**Activity:** Complete the CPD Portfolio document Continuing Professional Development (CPD) Portfolio Due: Week 12 Friday 11:45 pm AEST. **Continuing Professional Development (CPD) Portfolio** Due: Week 12 Friday (4 Oct 2024) 11:45 pm AEST

Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 14 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic
N/A	N/A	N/A

Assessment Tasks

1 Continuing Professional Development (CPD) Presentation

Assessment Type
Presentation

Task Description
You are required to present your case as an engineer to demonstrate how you acquired a specific skill outlined in Engineers Australia's Stage 1 Competency Standards for Professional Engineers through your industry experience. Your presentation should detail the context of the work experience, the skills you focused on, the challenges you encountered, and the steps you took to develop and refine these skills. Additionally, you need to reflect on how these skills contribute to your professional growths and how you plan to utilise it in your future engineering career.
For this task, you are required to present your experiences as a 10-minute recorded video presentation using the PPT template available on Moodle. You can upload your recorded video on the web and share the web link in Moodle submission page. Following items are expected to be included in the video presentation.

a) Formatting and presentation of report: A professional portfolio report is to be submitted using the PPT template and guidelines provided on Moodle.

b) Resume- Create a professional resume. You must use the provided template to prepare your resume. Carefully consider who you nominate as referees, ensuring they are relevant to your experiences. Referees may be contacted to verify the information claimed in your portfolio.

c) CPD record sheet- Record your CPD hours. This is the core information of your CPD portfolio. The hours claimed for your professional practices must be presented using the CPD record sheet provided. The table should clearly show at least 480 hours of professional experience.

d) Summative mapping and reflection: Map your skills against the Engineers Australia Stage 1 Standard for professional engineers. You must describe how you have met each of the standards, reflect on the skills you have developed or enhanced through your professional experiences, and explain how you will utilize them in your future career. This mapping must be prepared using the provided template.

e) Professional evidence: For each piece of evidence that you use in your CPD portfolio, you must articulate it in the professional evidence section. If the evidence is missing from this section, it will not be counted as valid and acceptable evidence for claiming the professional hours. Details on how to articulate evidence are explained in the portfolio template. Each piece of evidence must include four major components: a) a certification of evidence, b) a description, c) an analysis and d) a reflective statement. Evidence that is missing or incomplete in its articulation will be considered invalid.

The students MUST submit all required assessments by their due dates as no late submission will be accepted (this is

professional practice). If an extension is required, please ensure the extension request reaches the Unit Coordinator AT LEAST 72 hours prior to the deadline unless specified otherwise in the assessment tasks. Application for an extension after the due date may not be acceptable.

According to the Assessment Policy, Section 5.16, the acceptable reasons for extension are disability, medical or health-related condition, hardship (serious accident), compassionate circumstances (death of a family member) etc., with evidence.

Assessment Due Date
Week 9 Friday (13 Sept 2024) 11:45 pm AEST

CPD Presentation

Return Date to Students
Week 11 Friday (27 Sept 2024)

Presentation assessment report will be returned to students within 2 weeks after submission

Weighting
Pass/Fail

Minimum mark or grade
50%

Assessment Criteria
The video presentation will be assessed based on quality and clarity of submission, the relevance of the skills to the Engineers Australia standards, communication and presentation skills, and the depth of your reflections on your learning processes. The details of the marking criteria of individual items are provided in the presentation marking sheet available on Moodle. Each of the submission items will be assessed as pass or fail. You must mast pass all individual submission items to pass the assessment.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
CPD recording should be submitted via Moodle submission link.

Learning Outcomes Assessed

- Evaluate individual professional needs to ensure continuing professional development
- Analyse the structure, products and services of an engineering organisation
- Apply skills and knowledge developed in an academic course to engineering practice in an engineering organisation
- Reflect on and map Engineers Australia's Stage 1 Competency Standards to professional practice activities
- Develop a strategic approach to personal and professional growth in the workplace.

Graduate Attributes

- Communication

2 Continuing Professional Development (CPD) Portfolio

Assessment Type
Portfolio

Task Description
The portfolio is an opportunity to demonstrate that you have accumulated professional experience equivalent to 480 hours of industry and/or professional engineering work. Through this portfolio, you need to convince the assessors that you have met Engineers Australia's Stage 1 Competency Standards for Professional Engineers by providing verifiable evidences of at least 480 hours of professional engineering practices and by reflecting on and self-assessing your gained knowledge and skills against these standards. Following items are expected to be present in the portfolio submissions.

a) Formatting and presentation of report: A professional portfolio report is to be submitted using the template and guidelines provided on Moodle.

b) Resume- Create a professional resume. You must use the provided template to prepare your resume. Carefully

consider who you nominate as referees, ensuring they are relevant to your experiences. Referees may be contacted to verify the information claimed in your portfolio.

c) CPD record sheet- Record your CPD hours. This is the core information of your CPD portfolio. The hours claimed for your professional practices must be presented using the CPD record sheet provided. The table should clearly show at least 480 hours of professional experience.

d) Summative mapping and reflection: Map your skills against the Engineers Australia Stage 1 Standard for professional engineers. You must describe how you have met each of the standards, reflect on the skills you have developed or enhanced through your professional experiences, and explain how you will utilize them in your future career. This mapping must be prepared using the provided template.

e) Professional evidence: For each piece of evidence that you use in your CPD portfolio, you must articulate it in the professional evidence section. If the evidence is missing from this section, it will not be counted as valid and acceptable evidence for claiming the professional hours. Details on how to articulate evidence are explained in the portfolio template. Each piece of evidence must include four major components: a) a certification of evidence, b) a description, c) an analysis and d) a reflective statement. Evidence that is missing or incomplete in its articulation will be considered invalid.

The students MUST submit all required assessments by their due dates as no late submission will be accepted (this is professional practice). If an extension is required, please ensure the extension request reaches the Unit Coordinator AT LEAST 72 hours prior to the deadline unless specified otherwise in the assessment tasks. Application for an extension after the due date may not be acceptable.
According to the Assessment Policy, Section 5.16, the acceptable reasons for extension are disability, medical or health-related condition, hardship (serious accident), compassionate circumstances (death of a family member) etc., with evidence.

Assessment Due Date
Week 12 Friday (4 Oct 2024) 11:45 pm AEST

Continuing Professional Development (CPD) Portfolio

Return Date to Students

Marked portfolio will be returned to students after certification of grades.

Weighting
Pass/Fail

Minimum mark or grade
50%

Assessment Criteria
The portfolio will be assessed based on quality of submission, written communication and reports presentation skills. The details of the marking criteria of individual items are provided in the portfolio marking sheet available on Moodle. Each of the submission items will be assessed as pass or fail. You must mast pass all individual submission items to pass the assessment.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
CPD Portfolio should be submitted via Moodle submission link.

Learning Outcomes Assessed

- Evaluate individual professional needs to ensure continuing professional development
- Analyse the structure, products and services of an engineering organisation
- Apply skills and knowledge developed in an academic course to engineering practice in an engineering organisation
- Reflect on and map Engineers Australia's Stage 1 Competency Standards to professional practice activities
- Develop a strategic approach to personal and professional growth in the workplace.

Graduate Attributes

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