



OCHS12002 Occupational Health and Safety Practice

Term 2 - 2024

Profile information current as at 29/07/2024 03:54 pm

All details in this unit profile for OCHS12002 have been officially approved by CQU University 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 develops technical competencies for the developing occupational health and safety practitioner. Students will visit a range of worksites and gain practical experience in conducting routine occupational health and safety activities.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

OCHS11025 Health & Safety Risk Management and (OCHS11026 Introductory Occupational Health & Safety OR OCHS12001 Introductory Occupational Health & Safety).

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

- Mixed Mode

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 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Group Work**

Weighting: 30%

2. **Portfolio**

Weighting: 40%

3. **Written Assessment**

Weighting: 30%

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 SUTE unit comments report

Feedback

Further strategies to prepare for the workshop inspection within the residential school is suggested in order for students to be organised for the practical site visit.

Recommendation

Enhance and contextualise material (ie. resources and associated assessment task) to assist students in preparing for the activity of conducting a workshop inspection during the residential.

Unit Learning Outcomes

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

1. Demonstrate practical skills in hazard identification, assessment, control and review.
2. Apply theoretical concepts to practical situations.
3. Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
4. Communicate occupational health and safety information professionally to a variety of audiences.
5. Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.
6. Construct a formal inspection report demonstrating evidence based-practice.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Group Work - 30%	•	•	•	•	•	
2 - Portfolio - 40%	•	•	•	•	•	
3 - Written Assessment - 30%	•	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•	•

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
3 - Critical Thinking	•	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•	•
5 - Team Work	•	•	•	•	•	
6 - Information Technology Competence			•	•	•	•
7 - Cross Cultural Competence				•	•	•
8 - Ethical practice	•	•	•	•	•	•
9 - Social Innovation						
10 - Aboriginal and Torres Strait Islander Cultures						

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Group Work - 30%		•	•	•	•	•	•	•		
2 - Portfolio - 40%	•	•	•	•		•	•	•		
3 - Written Assessment - 30%	•	•	•	•		•		•		

Textbooks and Resources

Textbooks

OCHS12002

Supplementary

WHS: A Management Guide

Edition: 6 (2021)

Authors: Archer, R, Ruschena, L, Bogna, F & Travers, M

Cengage

Melbourne , Victoria , Australia

ISBN: 9780170446877

Binding: eBook

Additional Textbook Information

Textbook is made available online through CQUniversity library (no requirement for students to purchase book).

IT Resources

You will need access to the following IT resources:

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

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Frank Bogna Unit Coordinator
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Schedule

Week 1 - 08 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
The Role of the OHS Professional	The Occupational Health and Safety Professional Capability Framework Available at https://www.inshpo.org/work	

Week 2 - 15 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Professional Communication and Teamwork	Resources in Moodle	

Week 3 - 22 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Workplace Inspections (for residential activity)	Resources in Moodle	

Week 4 - 29 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS regulation, standards and guidelines (searching benchmarks for your presentation)	Resources in Moodle <ul style="list-style-type: none">• Work Health and Safety Act 2011 (Qld)• Work Health and Safety Regulation 2011 (Qld)	

Week 5 - 05 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Risk management and its linkage to Safety Management Systems	Resources in Moodle	
	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld)	
	Workplace Health and Safety Queensland 2021, Code of practice: How to manage work health and safety risks, viewed 6 March 2024, https://worksafe.qld.gov.au/laws-and-compliance/codes-of-practice	
	Standards Australia 2018, Risk management – Guidelines (AS ISO 31000: 2018), Standards Australia, Sydney.	

Vacation Week - 12 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		

Week 6 - 19 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
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Residential School - CQUniversity - North Rockhampton Campus

The Residential School runs in Week 6 as follows:

- Monday 19/8/24 1.00pm - 4.30pm
- Tuesday 20/8/24 8.30 am-4.30pm
- Wednesday 21/8/24 8.30 am-4.30pm
- Thursday 22/8/24 8.30 am-4.30pm
- Friday 23/8/24 8.30am - 11.00am

At the residential school practical sessions will include:

- Site visits to businesses
- Guest speakers (i.e. from the WHS Regulator)
- Practical activities on campus
- Making a presentation on a topic in groups.

Week 7 - 26 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Formal Report Writing	Resources in Moodle	Team Presentation Due: Week 7 Friday (30 Aug 2024) 11:59 pm AEST

Week 8 - 02 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Evidence-informed OHS Practice	Rae, A, Statham, A & Pryor, P 2024, 'The OHS professional as a 'critical consumer' of research' Chapter 39.1 (2nd edn), <i>The Core Body of Knowledge for Generalist OHS Professionals</i> , Australian Institute of Health and Safety, Tullamarine, Victoria.	

Week 9 - 09 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Information and Data Systems	Resources in Moodle	Workplace Inspection Report Due: Week 9 Friday (13 Sept 2024) 11:59 pm AEST

Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Reflexive Practice & Professional Development	International Network of Safety and Health Practitioner Organisations 2017, <i>The Occupational Health and Safety Professional Capability Framework-A Global Framework for Practice</i> , International Network of Safety and Health Practitioner Organisations (INSHPO), Park Ridge, Illinois, USA. Available at https://www.inshpo.org/work	

Week 11 - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Review		

Week 12 - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		OHS Portfolio Due: Week 12 Friday (4 Oct 2024) 11:59 pm AEST

Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Team Presentation

Assessment Type

Group Work

Task Description

Assessment Type

Group Work

Purpose

The objective of this assessment item is to develop professional presentation and teamwork skills. For both study and work it is important that you develop confidence in presenting orally to a group. At university, teamwork is different to industry in that teams provide a learning experience for you. During this experience, you will learn:

- about how comfortable you are speaking before others
- how to persuade others in a variety of ways
- how to avoid death by PowerPoint
- how to engage the audience
- about yourself as a team worker
- how to build relationships, an important skill for building partnerships as an OHS Professional
- how to work with others to draw the best out of each other
- how to work through difficult situations, such as: losing a team member, disruptions to team progress, conflicts among team members and differences in ability, personality and motivation (Note conflict and differences of opinion enhance your learning experience)
- project management.

Many of these skills relate to other situations beyond working in teams that will support personal growth expected of OHS professionals.

Task Description

There are two parts to this assignment:

1a the Team Presentation (10%)

1b the Individual Presentation Project (20%)

You will be assigned to a team (of three or four members) based on your team role preferences and level of OHS experience.

Preparation

By Friday of Week 2, you are required to perform the following task:

- Complete the OCHS12002 Team Selection (Week 1) Survey.

1a The Team Presentation (10%)

Before Residential School:

By Monday of Week 2, you will be assigned to a team and provided with a team space within Microsoft Teams.

Details

As a team you are required to perform the following tasks:

- Establish a team contract that includes: roles, communication, schedule of milestones and an issues resolution plan.
- Select a presentation topic from the list provided on Moodle. Each team will present a different topic and selection of topics will be on a 'first in best dressed' basis.
- The presentation is to take 20 minutes after which there will be 5 minutes for questions. All members must contribute to the development of the presentation. Delivery of the presentation should be equally divided among team members.
- The content of the presentation should:
 - Pitch to management who have the power to resource actions proposed.
 - Establish the context.
- -Provide details about the hazards.

- Indicate the extent of associated risks and who is impacted.
- Propose corrective actions in a persuasive manner.
- Include an interactive component to engage the audience and aid learning that takes about 5 minutes. The interactive component can be done in a 5-minute block or spread across the presentation.
- In developing the content, you may like to consider the Energy-Damage Model, the Hierarchy of Control Measures, legislation, Australian and International standards and any other reputable information sources.
- The presentation should be appropriate for managers and contain enough information to make a compelling case that requires management approval and resourcing.
- Provide a reference list as the final slide.

Submission

Submit the final presentation PowerPoint slides in the Moodle Assessment Block by the due date (23/8/24).

During Residential School:

Your team will deliver your presentation to your fellow classmates. Assign one team member to drive the slides during the presentation. You will also be required to chair questions. Share this task among the team if you wish.

Post Residential School:

After residential school you are required to complete the second half of this assignment.

1b Individual Reflection (20%)

Prepare and submit your reflection on how the presentation went and your contribution to it. Present, in a couple of paragraphs:

- Your contribution to the presentation (slides, information, etc.), and:
- A personal reflection on how well you felt your delivery went in up to 250 words.

Complete and submit this assessment task within Moodle by the due date.

Weighting

30%

Assessment Due Date

Week 7 Friday (30 Aug 2024) 11:59 pm AEST

Return Date to Students

Week 8 Friday (6 Sept 2024)

Weighting

30%

Assessment Criteria

1a. Team Presentation (100 marks) weighted at 10%

The Presentation:

- Pitched to management appropriately (10 marks)
- Context is established (10 marks)
- Sufficient depth of discussion (10 marks)
- Provides details about the hazards (10 marks)
- Indicates the extent of associated risks and who is impacted (10 marks)
- Proposes corrective actions in a persuasive manner (10 marks)
- Interactive reinforcement activity/s (10 marks)
- PowerPoint design (10 marks)
- Delivery technique (breath control, pitch, pace, pause, dynamics...) (10 marks)
- Reputable sources and referencing (10 marks)

1b. Individual Reflection (20 marks) weighted at 20%

Describes personal contribution (10 marks)

- Depth of discussion (based on your contribution)
- Design of presentation (PowerPoint, video, reinforcement activity)
- Reputable sources and accurate referencing.

Personal reflection (10 marks)

- Critical thinking
- Consideration of delivery techniques
- Offers useful improvements.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.

Graduate Attributes

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

2 Workplace Inspection Report

Assessment Type

Portfolio

Task Description

Purpose

The purpose of this assessment item is to give you an opportunity to conduct a general workplace inspection within a workplace visit during the residential. During the process you will develop valuable practical skills such as hazard identification, risk assessment, control and monitoring skills. You will become acquainted with OHS legislation and other OHS codes, standards and guidelines. Formal report writing will hone written communication skills and develop various administrative skills required of an OHS Professional.

Your task is to conduct a workplace inspection at a facility provided at the residential. You will be taken to a location in a workshop, and your task is to design an appropriate inspection checklist (which will be finalised sometime after the visit). Guidance (a template) is provided in Moodle and in a lecture preceding the residential.

Before going on site, you are to:

- Identify the work area to be inspected. Guidance on this, including visual captures of the facility are provided in Moodle.
- Prepare a general workplace inspection checklist, where some categories are drawn up (information provided in the preceding lecture) and you are ready to take notes and make entries against predetermined items but also add to your list. Include hazard types (classifications) common to that facility. Classifications may also be made according to parts of the facility (i.e. storage areas). Note that this inspection is not to include systems items (e.g. Management Commitment and consultation arrangements).

During the inspection, you are to do the following:

- Be dressed in appropriate Personal Protective Equipment (Long cotton drill pants, long sleeved high visibility short, safety boots and safety glasses). Check this against the information provided in the Moodle tile 'Getting Started & Residential School Preparation'.
- View/inspect the various areas provided and document the inspection with your observations. A refinement of your observations/notes can be made after the visual inspection is completed.
- Follow instructions and conduct yourself professionally, as per the OHS Professional Capability Framework document.
- Document the inspection.
- You may take photographs during the visit (no persons in the photograph please) to use for the purposes of this assignment, and a selected few may be used within the inspection report.
- Please be aware of your professional obligations, by not identifying individual persons (visually or in writing) and by providing a completed inspection and report that can provide positive feedback and also offer opportunities for improvement.

The Formal Workplace Inspection Report should contain, and adhere to, the following:

- Cover page (Assignment details, name, date)
- Report title page
- Executive summary (one page only)
- Table of contents

- Contextualisation of the workplace
- Methodology (inspection approach, instrument used)
- Findings (includes good practice and areas for improvement)
- Evaluation of observed risks and additional risk treatment
- Corrective Actions Plan that is evidence-based and reasonably practicable
- Assertions with reference to reputable sources (e.g. legislation, Codes of Practice)
- Australian Standards, other best practice standards/guides from reputable sources
- Appendices: The completed Inspection Checklist and Corrective Action Plan
- Complies with the limit of 2,500 words (select the most salient items to include in the report)

Word count excludes the following: cover page, letter of transmittal, title page, executive summary, table of contents, reference list and appendices).

Submission

Submit the Report, with the completed inspection as an Appendix in Moodle.

Weighting

40%

Formal workplace inspection report 30% (100 marks)

Assessment Due Date

Week 9 Friday (13 Sept 2024) 11:59 pm AEST

Return Date to Students

Week 11 Friday (27 Sept 2024)

Weighting

40%

Assessment Criteria

- Images and or sketches (capture of evidence) that supports report assertions (10 marks)
- Identifies aspects that manage the hazards and associated risks well and those that need improvement (20 marks)
- Evaluates risks observed by utilising a suitable risk control framework (20 marks)
- Develops an evidence-based risk control plan and associated Corrective Actions Plan (20 marks)
- Assertions are supported with reference to reputable sources (10 marks)
- Format is professionally and concisely presented, including document control (10 marks)
- Appendix: contextualised workplace inspection template (10 marks).

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.

Graduate Attributes

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

3 OHS Portfolio

Assessment Type

Written Assessment

Task Description

Purpose

The purpose of this assessment item is to give you an opportunity to develop your risk assessment skills for a variety of items in either a domestic or light-to-medium industrial environment. During the process you will develop valuable practical skills such as hazard identification, risk assessment, control and monitoring skills. You will become acquainted with the OHS legislation and other OHS standards and guidelines.

Task Description

You are required to undertake the following three tasks:

1. Conduct a plant risk assessment (20 marks)
2. Develop a hazardous chemical risk register and conduct a hazardous chemical risk assessment (10 marks)
3. Reflect on professional practice (10 marks).

1. Risk assessment of plant (20%)

Your task is to select a type of plant and to conduct a Plant Risk Assessment. This can be commenced during one of the site visits in the residential.

You are required to do the following:

- Conduct a Plant Risk Assessment, using the Plant Risk Assessment template provided to you in Moodle. You will need to include your own risk assessment matrix to suit the risk context.
- Provide some photograph captures of the item of plant to provide some visual context and to demonstrate that you have accessed the item of plant.
- Submit the completed risk assessment (completed template) by the due date.

An exemplar of how to commence the risk assessment, along with an accompanying video file and another 'plant familiarisation video' is provided in Moodle for your reference.

2. Hazardous chemical risk register and risk assessment (10%)

Your task is to:

- Take a photograph or video of a chemical storage area.
- Develop a chemical risk register for the chemical storage area. Please use the Hazardous Chemicals Risk Register template provided by Safe Work Australia.
- Select one chemical and conduct a risk assessment. Please use the Chemical Risk Assessment Worksheet provided to you in Moodle.
- Submit the completed risk assessment and hazardous chemicals risk register by the due date.

3. Reflections on professional practice (10%)

The Board of Directors of the International Network of Safety and Health Practitioner Organisations (INSHPPO) established a Global OHS Capability Framework to provide greater clarity around the generalist OHS positions by defining levels of practice, roles and what capabilities, knowledge and skills they would require to be effective. Your task is to:

- Use the skill list in Section 6 of the INSHPPO OHS Capabilities Framework to map your current skill levels (1 to 4) across each of the performance criteria. This is presented in a matrix format (see here for the template).
- Based on this mapping exercise, self-analyse where you are positioned for each skill (i.e. 1 = Awareness, 2 = Routine Application, 3 = Skilled Application, and 4 = Creative Mastery)
- Based on the analysis, identify the skill gaps or areas for improvement that you may have.
- Discuss these results (approximately 200 words) and outline an action plan (i.e. a table) that will help you develop your OHS professional skills for the future and more immediately for your third-year studies.
- Submit the completed mapping and reflection by the due date.

Weighting

30%

Assessment Due Date

Week 12 Friday (4 Oct 2024) 11:59 pm AEST

Return Date to Students

Review/Exam Week Friday (11 Oct 2024)

Weighting

30%

Assessment Criteria

1. Plant Risk Assessment Project (20%)

- Digital capture provides evidence that this student completed the work
- Risk assessment worksheet is complete and shows all parts of plant are considered
- Hazards are comprehensively captured and associated risks assessed accurately
- Risk control measures are identified accurately and additional or changed control measures are appropriate
- The risk matrix is appropriate for the context
- The corrective actions plan reflects what might be reasonably practicable to do.

2. Hazardous Chemical Risk Register/Assessment Project (10%)

- Risk register reflects photographic or video evidence
- Risk assessment worksheet includes all essential items for one chemical
- Hazards are captured and associated risks assessed accurately
- Risk control measures are identified accurately and additional or changed control measures are appropriate
- A suitable risk control plan has been developed that includes provisions for monitoring and reviewing the controls implemented.

3. Reflect & Review Project (10%)

Your grade will be evaluated on the depth and breadth of your response.

- Skill set mapped to all skills in Section 6 of the INSHPO Capability Framework. Matrix has a 1-4 rating
- In-depth self-analysis and discussion
- Skill gaps and areas for improvement identified
- A useful action plan is created for future work
- Demonstrates reflective writing and critical thinking.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.
- Construct a formal inspection report demonstrating evidence based-practice.

Graduate Attributes

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