SKIL40025 *Preparation Skills for University*
Term 1 - 2024

Profile information current as at 05/09/2024 02:43 pm

All details in this unit profile for SKIL40025 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 is designed to help students become self-directed, active and confident learners. It introduces them to a range of theories and concepts to facilitate the development of practical skills and positive attitudes necessary for success in university. There will be opportunities for critical self-reflection on key aspects of student life, including: individual learning preferences and study habits; time management and goal-setting; individual study and career paths; note-taking and assessment strategies. Students will practise critical thinking, and apply information literacy skills to their research. They will learn to negotiate the procedures and systems used at CQUniversity, and practise communication skills in a range of contexts.

Details
Career Level: *Non-award*
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 - 2024

- Brisbane
- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- Rockhampton
- Townsville

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 Non-award 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: 30%
2. **Online Quiz(zes)**
Weighting: 20%
3. **Written Assessment**
Weighting: 40%
4. **Online Quiz(zes)**
Weighting: 10%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Unit Coordinators and Self-reflection

Feedback
Streamlining resources on Moodle

Recommendation
Reduce the number of optional resources and activities and create a consistent look within each tile on Moodle to make the site less busy.

Feedback from Unit Coordinators and Self-reflection

Feedback
Simplifying study guide

Recommendation
Remove the discussion forum invitations as numbered activities in each module, and leave as Moodle activities only.

Feedback from Students

Feedback
Acknowledgment of actively engaged students

Recommendation
Continue to provide positive reinforcement and encouragement to actively engaged students through regular email correspondence throughout the term.

Unit Learning Outcomes

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

1. Develop strong study habits and effective learning strategies to become a confident and self-directed learner
2. Apply critical thinking skills in a range of contexts, with a particular focus on critical self-reflection
3. Set and manage goals for individual study and career paths
4. Find and evaluate relevant, scholarly research
5. Negotiate procedures and systems used at university
6. Develop communication skills appropriate for higher education

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	4	5	6
1 - Written Assessment - 30%	●	●	●		●	●
2 - Online Quiz(zes) - 20%	●			●	●	
3 - Written Assessment - 40%	●	●	●		●	●
4 - Online Quiz(zes) - 10%	●		●		●	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Self Management	—	—	—		—	
2 - Communication		—				—
3 - Information Literacy				—		
4 - Information Technology Competence					—	—
5 - Problem Solving						
6 - Critical Thinking	—	—	—	—		
7 - Cross-Cultural Competence	—		—	—	—	—
8 - Ethical Practice			—	—		
9 - Aboriginal and Torres Strait Islander Cultures						

Textbooks and Resources

Textbooks

SKIL40025

Prescribed

Preparation Skills for University Study Guide
Edition: 10 (2024)
Authors: School of Access Education
CQUniversity Publishing Unit
Rockhampton , QLD , Australia
Binding: Spiral

Additional Textbook Information
The study guide for Preparation Skills for University (SKIL40025) is available on the unit Moodle site; however, we strongly advise that you print your own copy. You will need a hard copy to complete activities and take notes. The study guide cannot be purchased from the CQUniversity Bookshop. Your Access Coordinator will provide you with advice on printing options.

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

Trixie James Unit Coordinator
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Breanna Knight Unit Coordinator
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Schedule

Module 1 - 04 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Preparing for University		
Module 2 - 11 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Active Learning Strategies		
Module 3 - 18 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Learning Styles and Personality Types		
Module 4 - 25 Mar 2024		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Research Skills (Finding and
Evaluating Scholarly Information)

Module 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Active Reading and Listening (Introduction to Note-taking and Paraphrasing)		**Learning Portfolio A** Due: Week 5 Tuesday (2 Apr 2024) 11:45 pm AEST

Break Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic

Module 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Stress Management and Resilience		**Quiz 1: Active Listening, Reading and Research** Due: Week 6 Friday (19 Apr 2024) 11:45 pm AEST

Module 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Oral Presentation Skills		

Module 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Assessment Strategies and Brain-Based Learning		

Module 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Critical Thinking		

Module 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Clever Career Planning		

Module 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
World of Work		**Learning Portfolio B** Due: Week 11 Friday (24 May 2024) 11:45 pm AEST

Module 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Looking Back, Looking Forward		

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
		Quiz 2: End of Term Quiz Due: Review/Exam Week Monday (3 June 2024) 11:45 am AEST

Exam Week - 10 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic

Unit Coordinators:
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Assessment Tasks

1 Learning Portfolio A

Assessment Type
Written Assessment

Task Description
Learning Portfolio A is a series of reflections and activities written in response to Modules 1, 2 and 3 of your PSU Study Guide. **Using the template provided on the Moodle unit site**, fill in your answers to the questions provided. Please note:

- This is not an essay but a series of answers.
- First person (use of *I, my, myself,* etc.) is acceptable.
- Full sentences are required (no bullet points) except when listing your goals (Module 2).
- Formal referencing is NOT required. (Please ignore the mention of Harvard Referencing in the advice below as this is an automatic feature of the Unit Profile system and not relevant to PSU.)
- No title page is necessary.

Word length: 1000 - 1400 words. The wording of the questions should not be included in your final word count.

Please find further details on the PSU Moodle site. Go to the **ASSESSMENT** tile and click on the **Learning Portfolio A** tab. This is also where you will submit your assignment.
Please ensure that you submit a **Word** document. (PDF files are not appropriate for this assignment.)

Assessment Due Date
Week 5 Tuesday (2 Apr 2024) 11:45 pm AEST

Return Date to Students

Learning Portfolio A will be returned via the unit's Moodle site two (2) weeks from the due date or submission date, whichever is later.

Weighting
30%

Assessment Criteria
The task assesses your understanding of key concepts from Modules 1, 2 and 3.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Develop strong study habits and effective learning strategies to become a confident and self-directed learner
- Apply critical thinking skills in a range of contexts, with a particular focus on critical self-reflection
- Set and manage goals for individual study and career paths
- Negotiate procedures and systems used at university
- Develop communication skills appropriate for higher education

2 Quiz 1: Active Listening, Reading and Research

Assessment Type
Online Quiz(zes)

Task Description
You will need to complete Quiz 1 on the Moodle unit site. To prepare for this, complete **Modules 4 and 5** from your PSU Study Guide.
The quiz will be available from the beginning of Week 5 and will stay 'live' until the end of Week 6. Go to the **ASSESSMENT** tile on the Moodle unit site and click on the **Quiz 1** tab**.**
There are **40 questions.** The quiz is worth 20% of your overall mark for the term.

This is an 'open book' assessment which means that you are free to refer to any printed or online materials from the unit. If you do browse the Web (e.g. if you go the CQUniversity Library homepage), you need to open a new 'window' (screen). If you don't, there is a danger that you won't be able to get back to the quiz.
The quiz will remain open for 3 hours, but you should not need anywhere near that time. Don't panic if you do get locked out for whatever reason. Just contact your lecturer/tutor who will reset the quiz for you.

Number of Quizzes
1

Frequency of Quizzes

Assessment Due Date
Week 6 Friday (19 Apr 2024) 11:45 pm AEST

Return Date to Students

The quiz is set up so that you will know your score as soon as you have finished.

Weighting
20%

Assessment Criteria
This quiz assesses your understanding of key concepts from Modules 4 and 5.

Referencing Style

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

Submission
Online

Learning Outcomes Assessed

- Develop strong study habits and effective learning strategies to become a confident and self-directed learner
- Find and evaluate relevant, scholarly research
- Negotiate procedures and systems used at university

3 Learning Portfolio B

Assessment Type
Written Assessment

Task Description
Learning Portfolio B is a series of reflections and activities written in response to **Modules 6, 7, 8, 9 and 10** of your PSU Study Guide. **Using the template provided on the Moodle unit site**, fill in your answers to the questions provided.
Please note:

- This is not an essay but a series of answers.
- First person (use of *I, my, myself,* etc.) is acceptable.
- Full sentences are required (no bullet points).
- Formal referencing is NOT required. (Please ignore the mention of Harvard Referencing in the advice below as this is an automatic feature of the Unit Profile system and not relevant to PSU.)
- No title page is necessary.

Word length: 1600 - 2200 words. The wording of the questions should not be included in your final word count.

Please find further details on the PSU Moodle site. Go to the **ASSESSMENT** tile and click on the **Learning Portfolio B** tab**.** This is also where you will submit your assignment.

Please ensure that you submit a **Word** document. (PDF files are not appropriate for this assignment.)

Assessment Due Date
Week 11 Friday (24 May 2024) 11:45 pm AEST

Return Date to Students

Learning Portfolio B will be returned via the unit's Moodle site two (2) weeks from the due date or submission date, whichever is later.

Weighting
40%

Minimum mark or grade
Pass

Assessment Criteria
The task assesses your understanding of key concepts from Modules 6, 7, 8, 9 and 10.

Referencing Style

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

Submission
Online

Submission Instructions
Multiple documents can be uploaded. One of these must be the portfolio itself as a Word document. Be sure to include a copy of the speech used for your oral presentation (either at the end of your portfolio or as a separate document).

Learning Outcomes Assessed

- Develop strong study habits and effective learning strategies to become a confident and self-directed learner
- Apply critical thinking skills in a range of contexts, with a particular focus on critical self-reflection
- Set and manage goals for individual study and career paths
- Negotiate procedures and systems used at university
- Develop communication skills appropriate for higher education

4 Quiz 2: End of Term Quiz

Assessment Type
Online Quiz(zes)

Task Description
You will need to complete Quiz 2 on the Moodle unit site. To prepare for this, complete Modules 1, 11 and 12 as per the schedule in the Unit Profile.
The quiz will be available from the beginning of Week 11 and will stay 'live' until Monday of Week 13 (Review/Exam Week). Go to the **ASSESSMENT** tile on the Moodle unit site and click on the **Quiz 2** tab.
There are **20 questions.** The quiz is worth 10% of your overall mark for the term.

This is an 'open book' assessment which means that you are free to refer to any printed or online materials from the unit. If you do browse the Web (e.g. if you go the CQUniversity homepage), you need to open a new 'window' (screen). If you don't, there is a danger that you won't be able to get back to the quiz.
The quiz will remain open for 2 hours, but you should not need anywhere near that time. Don't panic if you do get locked out for whatever reason. Just contact your lecturer/tutor who will reset the quiz for you.

Number of Quizzes
1

Frequency of Quizzes

Assessment Due Date
Review/Exam Week Monday (3 June 2024) 11:45 am AEST

Return Date to Students

The quiz is set up so that you will know your score as soon as you have finished.

Weighting
10%

Assessment Criteria
This quiz assesses your understanding of key concepts from Modules 1, 11 and 12.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Develop strong study habits and effective learning strategies to become a confident and self-directed learner
- Set and manage goals for individual study and career paths
- Negotiate procedures and systems used at university

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