

# Unit Outline (Higher Education)

<b>Institute / School:</b>	Institute of Innovation, Science & Sustainability
<b>Unit Title:</b>	Professional Identity (Business)
<b>Unit ID:</b>	COOPB1001
<b>Credit Points:</b>	15.00
<b>Prerequisite(s):</b>	Nil
<b>Co-requisite(s):</b>	Nil
<b>Exclusion(s):</b>	Nil
<b>ASCED:</b>	089999

## Description of the Unit:

This introductory unit establishes essential groundwork for managing career development. Central to this unit are the themes of self-awareness, self-efficacy, professionalism, ethics and understanding workplace culture and workplace practices including health and safety, all vital skills across all disciplines and industries. The unit will cover generic modules that focus on building key skills, including effective communication, problem-solving, career planning, and time management. Students will also learn the principles of self-awareness and self-efficacy to make informed career and life decisions, thereby promoting adaptability and resilience in the face of changing career landscapes. Discipline-specific aspects including industry expectations and professional practice tailored to the field of study will be interwoven through the unit. Interactive learning and assessment tasks will equip students to develop interpersonal, networking and teamwork skills. While for others the focus will be broader work-focussed activities.

**Grade Scheme:** Graded (HD, D, C, P, MF, F, XF)

## Work Experience:

No work experience: Student is not undertaking work experience in industry.

**Placement Component:** No

**Supplementary Assessment:** Yes

Where supplementary assessment is available a student must have failed overall in the Unit but gained a final mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment.

**Course Level:**

Level of Unit in Course	AQF Level of Course					
	5	6	7	8	9	10
Introductory	■	■	✓	■	■	■
Intermediate	■	■	■	■	■	■
Advanced	■	■	■	■	■	■

### Learning Outcomes:

#### Knowledge:

- K1.** Recognise the principles of professional practice, objectives, roles, responsibilities, and stakeholder relationships within a work environment across various disciplines.
- K2.** Describe how teamwork, organisational structures, workplace culture, ethics, equity, and cultural competencies contribute to professional identity and practice.
- K3.** Interpret professional documents such as position descriptions, codes of conduct, policies, procedures and employment agreements.
- K4.** Explain the importance of logical, strategic, and critical thinking in multifunctional and multidisciplinary situations, while considering health, safety and professional norms.

#### Skills:

- S1.** Apply discipline-specific knowledge to critically analyse relevant issues and work practices.
- S2.** Formulate career goals, and demonstrate proficiency in job search techniques, resume creation, professional writing, and communication strategies tailored to the standards of the specific discipline.
- S3.** Cultivate networking and teamwork abilities and apply professional workplace standards.

#### Application of knowledge and skills:

- A1.** Integrate and utilise job search and career development knowledge to prepare a co-operative placement application and/or seek future career opportunities.
- A2.** Practice effective professional communication strategies and behaviours across varied contexts to prepare for a professional environment.

#### Unit Content:

Topics may include:

- Introduction to professional identity
- Self-awareness and career planning
- Connecting academic learning to professional aspirations
- Professional communication, stakeholder management, and networking
- Application documents and interviewing techniques
- Self-advocacy, workplace dynamics and culture
- Teamwork and collaboration
- Rights and responsibilities in the professional environment
- Understanding the profession, ethics and ethical decision-making, and health and safety principles of your discipline
- Work-focussed activities

#### FEDTASKS

Federation University Federation recognises that students require key transferable employability skills to prepare them for their future workplace and society. FEDTASKS (**T**ransferable **A**tttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are embedded within curriculum, developed gradually towards successful measures and interlinked with cross-discipline and Co-operative Learning opportunities. *One or more FEDTASK, transferable Attributes, Skills or Knowledge must be evident in the specified learning outcomes and assessment for each FedUni Unit, and all must be directly assessed in each Course.*

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 1 Interpersonal	<p>Students will demonstrate the ability to effectively communicate, inter-act and work with others both individually and in groups. Students will be required to display skills in-person and/or online in:</p> <ul style="list-style-type: none"> <li>• Using effective verbal and non-verbal communication</li> <li>• Listening for meaning and influencing via active listening</li> <li>• Showing empathy for others</li> <li>• Negotiating and demonstrating conflict resolution skills</li> <li>• Working respectfully in cross-cultural and diverse teams.</li> </ul>	K2, S3, A2	AT2, AT3
FEDTASK 2 Leadership	<p>Students will demonstrate the ability to apply professional skills and behaviours in leading others. Students will be required to display skills in:</p> <ul style="list-style-type: none"> <li>• Creating a collegial environment</li> <li>• Showing self-awareness and the ability to self-reflect</li> <li>• Inspiring and convincing others</li> <li>• Making informed decisions</li> <li>• Displaying initiative</li> </ul>	Not applicable	Not applicable
FEDTASK 3 Critical Thinking and Creativity	<p>Students will demonstrate an ability to work in complexity and ambiguity using the imagination to create new ideas. Students will be required to display skills in:</p> <ul style="list-style-type: none"> <li>• Reflecting critically</li> <li>• Evaluating ideas, concepts and information</li> <li>• Considering alternative perspectives to refine ideas</li> <li>• Challenging conventional thinking to clarify concepts</li> <li>• Forming creative solutions in problem solving.</li> </ul>	K4, S1	AT2, AT3

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 4 Digital Literacy	<p>Students will demonstrate the ability to work fluently across a range of tools, platforms and applications to achieve a range of tasks. Students will be required to display skills in:</p> <ul style="list-style-type: none"> <li>Finding, evaluating, managing, curating, organising and sharing digital information</li> <li>Collating, managing, accessing and using digital data securely</li> <li>Receiving and responding to messages in a range of digital media</li> <li>Contributing actively to digital teams and working groups</li> <li>Participating in and benefiting from digital learning opportunities.</li> </ul>	Not applicable	Not applicable
FEDTASK 5 Sustainable and Ethical Mindset	<p>Students will demonstrate the ability to consider and assess the consequences and impact of ideas and actions in enacting ethical and sustainable decisions. Students will be required to display skills in:</p> <ul style="list-style-type: none"> <li>Making informed judgments that consider the impact of devising solutions in global economic environmental and societal contexts</li> <li>Committing to social responsibility as a professional and a citizen</li> <li>Evaluating ethical, socially responsible and/or sustainable challenges and generating and articulating responses</li> <li>Embracing lifelong, life-wide and life-deep learning to be open to diverse others</li> <li>Implementing required actions to foster sustainability in their professional and personal life.</li> </ul>	K2	AT3

**Learning Task and Assessment:**

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1, K3, K4, S2, A1, A2	<p>Career Action Plan: Students will formulate a comprehensive plan detailing their career goals, identifying steps to achieve them, and methods to overcome potential challenges.</p> <p>Application Documents: Students will design a CV and cover letter tailored to a job of their choice in their respective field, emphasising their skills, experiences, and alignment with the standards of the discipline and selection criteria</p>	Career Action Plan and Application Documents	20-40%
K2, K3, K4, S1, S3, A1, A2	<p>In groups, students will role-play a professional interview scenario where each member takes on roles such as interviewer, interviewee, and observer. The aim is to understand and showcase the importance of teamwork, cultural dynamics, and communication within a professional setting.</p>	Group Professional Interview	20-40%

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1, K2, K3, K4, S1, S3, A2	Work-focused activities: undertake a variety of activities that align with being a business professional, emphasising health and safety, ethics and problem-solving	Work focussed activities	20-40%

**Adopted Reference Style:**

APA

Refer to the [library website](#) for more informationFed Cite - [referencing tool](#)