

# Unit Outline (Higher Education)

<b>Institute / School:</b>	Institute of Innovation, Science & Sustainability
<b>Unit Title:</b>	Co-operative Placement 1 (Business)
<b>Unit ID:</b>	COOPB2011
<b>Credit Points:</b>	30.00
<b>Prerequisite(s):</b>	(COOPB1001) (At least 105 credit points from BUACC or BUECO or BUMGT or BUMKT subject-area at any level)
<b>Co-requisite(s):</b>	Nil
<b>Exclusion(s):</b>	(BUGEN3751 and BUGEN3752 and SCCOR3003 and SCCOR3014)
<b>ASCED:</b>	089999

## Description of the Unit:

The co-operative industry placement provides students with the opportunity to apply their knowledge and gain valuable experience and insights into workplace culture and practice, relevant to their field of study. During this time, students will undertake an approved work program, within their discipline area, designed by their workplace supervisor and supported by an academic advisor. The paid placement comprises at least 60 days FTE work, taken either full-time or part-time, and is divided across 2 units (COOPB2011 and COOPB2012). Students will reflect on the skills, experience, and professional competency they have obtained and receive constructive feedback and evaluation from their employer.

**Grade Scheme:** Ungraded (S, UN)

## Work Experience:

Student is undertaking work experience in industry where learning and performance is not directed by the provider, but support is received from the provider. Fees (provider may charge a student contribution amount or tuition fee.).

**Placement Component:** Yes

**Supplementary Assessment:** No

Supplementary assessment is not available to students who gain a fail in this Unit.

**Course Level:**

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

### Learning Outcomes:

On successful completion of the course the students are expected to be able to:

#### Knowledge:

- K1.** Demonstrate an understanding of professional behaviour aligned with industry-specific workplace ethical and cultural considerations.
- K2.** Demonstrate self-awareness through the ability to develop and critically reflect on skills and knowledge applied in the workplace.
- K3.** Demonstrate awareness of current OHS and other legislative requirements relevant to the workplace

#### Skills:

- S1.** Demonstrate problem-solving skills by considering diverse perspectives and sustainability to effectively address organizational strategies and challenges.
- S2.** Demonstrate capacity to listen actively and articulate ideas, information, and results clearly and concisely through effective written and oral communication skills for diverse professional audiences.
- S3.** Operate as an effective team member by displaying initiative and working effectively, ethically and respectfully in diverse teams.
- S4.** Demonstrate proficiency in appropriate digital literacy, managing time and completing set tasks.

#### Application of knowledge and skills:

- A1.** Reflect on relevant conceptual and theoretical knowledge as applied to practical work situations.
- A2.** Seek, process, and apply feedback and report on progress.

#### Unit Content:

The content of the student placement will be determined in collaboration with the workplace supervisor and academic advisor. In placement, the student will undertake cognate, meaningful work in their area of study. It is expected that students will be integrated into the workplace, throughout the duration of their placement.

#### 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>	K1, S2, S3	AT1, AT2
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>	K2, S1, S3, S4, A2	AT1, AT2
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>	K1, K2, S1, S2, A1	AT1, AT2

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 4 Digital Literacy	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: <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>	S4	AT2
FEDTASK 5 Sustainable and Ethical Mindset	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: <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>	K1, K2, K3, S1, S3, A1	AT1, AT2

### Learning Task and Assessment:

The Co-operative Placement may be taken either full time or part time depending on the requirements of the host organisation and the placement opportunity provided. Students will be able to apply for placement opportunities that suit their needs.

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1, K3, S2	Written document identifying learning objectives and approaches, agreed between the student, workplace supervisor and academic advisor	Learning Agreement	U/S
K2, K3, S1, S2, S3, S4, A1, A2	Self-reflective feedback on own performance and workplace experience	Questionnaire	U/S

**Adopted Reference Style:**

APA

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