Unit Outline (Higher Education)

Institute / School:	Institute of Innovation, Science & Sustainability
Unit Title:	Professional Identity (Information Technology)
Unit ID:	COOPC1024
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	Nil
ASCED:	029999

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, and understanding workplace culture and workplace practices, 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. For some students there will be an opportunity to complete paid co-operative placement, while for others the focus will be broader work-focussed activities

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:

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 placement or work-foccused 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**ttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are be 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	Students will demonstrate the ability to effectively communicate, interact and work with others both individually and in groups. Students will be required to display skills in-person and/or online in: • Using effective verbal and non-verbal communication • Listening for meaning and influencing via active listening • Showing empathy for others • Negotiating and demonstrating conflict resolution skills • Working respectfully in cross-cultural and diverse teams.	K2, S3, A2	AT2, AT3
FEDTASK 2 Leadership	Students will demonstrate the ability to apply professional skills and behaviours in leading others. Students will be required to display skills in: • Creating a collegial environment • Showing self-awareness and the ability to self-reflect • Inspiring and convincing others • Making informed decisions • Displaying initiative	Not applicable	Not applicable
FEDTASK 3 Critical Thinking and Creativity	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: • Reflecting critically • Evaluating ideas, concepts and information • Considering alternative perspectives to refine ideas • Challenging conventional thinking to clarify concepts • Forming creative solutions in problem solving	K4, S1	AT2, AT3
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: • Finding, evaluating, managing, curating, organising and sharing digital information • Collating, managing, accessing and using digital data securely • Receiving and responding to messages in a range of digital media • Contributing actively to digital teams and working groups • Participating in and benefiting from digital learning opportunities	Not applicable	Not applicable

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
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: • Making informed judgments that consider the impact of devising solutions in global economic environmental and societal contexts • Committing to social responsibility as a professional and a citizen • Evaluating ethical, socially responsible and/or sustainable challenges and generating and articulating responses • Embracing lifelong, life-wide and life-deep learning to be open to diverse others • Implementing required actions to foster sustainability in their professional and personal life	K2	AT3

Learning Task and Assessment:

NOTE: The Co-operative placement may be deferred and taken as a block or part-time across an extended period once students have completed the appropriate theory component of their course and taking into account student workload. The opportunity to complete a co-operative placment will be subject to availability. If there is no placement available students will complete the work-focussed activities as an alternative. Deferred grades will be granted where appropriate.

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1, K3, K4, S2, A1, A2	Career Action Plan: Students will formulate a comprehensive plan detailing their career goals, identifying steps to achieve them, and methods to overcome potential challenges. 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	Career Action Plan and Application Documents	S/U
K2, K3, K4, S1, S3, A1, A2	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.	Group Professional Interview	S/U
K1, K2, K3, K4, S1, S3, A2	Co-operative placement: undertake 30 days of paid placement full-time or part-time. This will be subject to availability of paid placements OR Work-focused activities: undertake a variety of activities that align with being an information technology professional, emphasising health and safety, ethics and problem-solving	Co-operative Placement or Work focussed activities	S/U

Adopted Reference Style:

APA

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