



# Unit Outline (Higher Education)

<b>Institute / School:</b>	Institute of Innovation, Science & Sustainability
<b>Unit Title:</b>	Co-Operative Placement (Information Technology)
<b>Unit ID:</b>	COOPI9011
<b>Credit Points:</b>	30.00
<b>Prerequisite(s):</b>	(At least 60 credit points from program BT9 or CG9 or CG9.EB or CG9.SE)
<b>Co-requisite(s):</b>	Nil
<b>Exclusion(s):</b>	Nil
<b>ASCED:</b>	029999

## 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 30 days FTE work, taken either full-time or part-time. 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 - 30 days

**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	■	■	■	■	■	■

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

### Learning Outcomes:

On successful completion of the unit 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	Students at this level will demonstrate an advanced ability in a range of contexts to effectively communicate, interact and work with others both individually and in groups. Students will be required to display high level skills in-person and/or online in: <ul style="list-style-type: none"> <li>Using and demonstrating a high level of verbal and non-verbal communication</li> <li>Demonstrating a mastery of listening for meaning and influencing via active listening</li> <li>Demonstrating and showing empathy for others</li> <li>High order skills in negotiating and conflict resolution skills</li> <li>Demonstrating mastery of working respectfully in cross-cultural and diverse teams.</li> </ul>	K1, S2, S3	AT2
FEDTASK 2 Leadership	Students at this level will demonstrate a mastery in professional skills and behaviours in leading others. <ul style="list-style-type: none"> <li>Creating and sustaining a collegial environment</li> <li>Demonstrating a high level of self-awareness and the ability to self-reflect and justify decisions</li> <li>Inspiring and initiating opportunities to lead others</li> <li>Making informed professional decisions</li> <li>Demonstrating initiative in new professional situations.</li> </ul>	K2, S1, S3, S4, A2	AT2
FEDTASK 3 Critical Thinking and Creativity	Students at this level will demonstrate high level skills in working in complexity and ambiguity using the imagination to create new ideas. Students will be required to display skills in: <ul style="list-style-type: none"> <li>Reflecting critically to generate and consider complex ideas and concepts at an abstract level</li> <li>Analysing complex and abstract ideas, concepts and information</li> <li>Communicate alternative perspectives to justify complex ideas</li> <li>Demonstrate a mastery of challenging conventional thinking to clarify complex concepts</li> <li>Forming creative solutions in problem solving to new situations for further learning.</li> </ul>	K1, K2, S1, S2, A1	AT2
FEDTASK 4 Digital Literacy	Students at this level will demonstrate the ability to work competently across a wide 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>Mastering, exploring, evaluating, managing, curating, organising and sharing digital information professionally</li> <li>Collating, managing complex data, accessing and using digital data securely</li> <li>Receiving and responding professionally to messages in a range of professional digital media</li> <li>Contributing competently and professionally to digital teams and working groups</li> <li>Participating at a high level in digital learning opportunities.</li> </ul>	S4	AT2
FEDTASK 5 sustainable and Ethical Mindset	Students at this level will demonstrate a mastery of considering and assessing the consequences and impact of ideas and actions in enacting professional ethical and sustainable decisions. Students will be required to display skills in: <ul style="list-style-type: none"> <li>Demonstrate informed judgment making that considers the impact of devising complex solutions in ambiguous global economic environmental and societal contexts</li> <li>Professionally committing to the promulgation of social responsibility</li> <li>Demonstrate the ability to evaluate ethical, socially responsible and/or sustainable challenges and generating and articulating responses</li> <li>Communicating lifelong, life-wide and life-deep learning to be open to the diverse professional others</li> <li>Generating, leading and implementing required actions to foster sustainability in their professional and personal life</li> </ul>	K1, K2, K3, S1, S3, A1	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	S/U
K2, K3, S1, S2, S3, S4, A2	Performance review from supervisor at completion of placement and self-reflective feedback on own performance and workplace experience.	Questionnaire	S/U
K2, S2, A1	Presentation at the completion of the placement. This should detail the tasks undertaken on placement, drawing on a reflective journal and include self-reflection on elements of academic learning that were incorporated on placement.	Presentation	S/U

#### Adopted Reference Style:

APA

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)