Course Outline (Higher Education)

School: School of Arts

Course Title: WORK INTEGRATED LEARNING: PROFESSIONAL KNOWLEDGE

Course ID: CRJUS3204

Credit Points: 15.00

Prerequisite(s): CRJUS1285 and CRJUS1287 or CRJUS1283 and CRJUS1284 or ATSGC1283 and ATSGC1284 and at least 60 credit points from CRJUS intermediate (2000-2999) level courses

Co-requisite(s): Nil

Exclusion(s): CRJUS3203

ASCED: 099903

Description of the Course:
This course assists students with their transition into employment by providing the knowledge and skills required to work in professional settings. Students will engage in active-learning designed to enable an enhanced understanding of professional practice, including professional boundaries, etiquette, and expectations. Students will reflect on and enhance their skills in a range of professional areas, which may include organisation, efficiency, and conflict management. Students will integrate the knowledge accumulated throughout the course and apply it to future placement and employment experiences.

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

Placement Component: No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the course but gained a final mark of 45 per cent or above and submitted all major assessment tasks.

Program Level:

<table>
<thead>
<tr>
<th>Level of course in Program</th>
<th>AQF Level of Program</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Introductory</td>
<td>0</td>
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<tr>
<td>Intermediate</td>
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</tbody>
</table>
Learning Outcomes:

Knowledge:

K1. Reflect on professional practice and examine the factors that shape professional identity.

K2. Explore the nature of roles within and around the Criminal Justice setting, both government and non-government

K3. Explore the range of skills that are central to working effectively in professional settings

K4. Examine organisational policies, procedures, codes of conduct, and ethical obligations and the broader legislative context of professional practice.

K5. Access and examine current employment opportunities in criminal justice and related settings and understand the processes used to recruit and select staff.

Skills:

S1. Develop critical reflection skills for professional practice.

S2. Develop written and verbal communication skills to undertake professional practice.

S3. Develop skills in applying for positions, including compiling a job application

Application of knowledge and skills:

A1. Apply an understanding of skills required to work with other professionals and other service providers.

A2. Analyse and reflect on the nature of professional work, particularly in criminal justice related settings.

A3. Apply knowledge of recruitment and selection methods and processes

Course Content:

MODULE 1 (weeks 1,2,3) - Understanding professional work environments
Week 1 Professional identity
Week 2 Expectations in the professional workplace
Week 3 Working effectively within the professional setting

MODULE 2 (weeks 4,5,6) - Skills for working in professional settings
Week 4 Administration and reporting
Week 5 Organisation, time management, and efficiency
Week 6 Client facing roles & case management
MODULE 3 (weeks 7,8,9) - Entering the work force
Week 7 Career planning
Week 8 Applying for jobs
Week 9 Interviews

MODULE 4 (weeks 10,11,12) - Industry overview
Week 10 Government
Week 11 Community-based agencies
Week 12 Research and policy work

Values:

V1. Recognise professional values and personal values
V2. Appreciate professional accountability and the ethical and legal obligations of professionals within government, criminal justice and community based agencies
V3. An appreciation for continual learning and personal and professional development.

Graduate Attributes

The Federation University FedUni graduate attributes (GA) are entrenched in the Higher Education Graduate Attributes Policy (LT1228). FedUni graduates develop these graduate attributes through their engagement in explicit learning and teaching and assessment tasks that are embedded in all FedUni programs. Graduate attribute attainment typically follows an incremental development process mapped through program progression. One or more graduate attributes must be evident in the specified learning outcomes and assessment for each FedUni course, and all attributes must be directly assessed in each program.

<table>
<thead>
<tr>
<th>Graduate attribute and descriptor</th>
<th>Development and acquisition of GAs in the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 1 Thinkers</td>
<td>K1;K2;S1;S2;A2</td>
</tr>
<tr>
<td>GA 2 Innovators</td>
<td>K2;K5;S3;A3</td>
</tr>
<tr>
<td>GA 3 Citizens</td>
<td>K3;K4;S2;A1</td>
</tr>
<tr>
<td>GA 4 Communicators</td>
<td>K1;K3;K4;S2;A1</td>
</tr>
<tr>
<td>GA 5 Leaders</td>
<td>K4;S1;S2;A1</td>
</tr>
</tbody>
</table>

Learning Task and Assessment:
### Learning Outcomes Assessed

<table>
<thead>
<tr>
<th>Learning Outcomes Assessed</th>
<th>Learning Tasks</th>
<th>Assessment Type</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1;K2;K3;K4;A2</td>
<td>Module 1 - Quiz</td>
<td>Online quiz</td>
<td>15-20%</td>
</tr>
<tr>
<td>K1;K3;K4;S1;A1;A2</td>
<td>Module 2 - Professional skills analysis</td>
<td>Written report</td>
<td>20-25%</td>
</tr>
<tr>
<td>K2;K5;S2;S3;A1;A3</td>
<td>Module 3: Job application</td>
<td>Written + video presentation</td>
<td>25-30%</td>
</tr>
<tr>
<td>K2;K3;K4;A1;A2</td>
<td>Module 4: Industry insight report</td>
<td>Written report</td>
<td>20-25%</td>
</tr>
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### Adopted Reference Style:

APA

Refer to the [library website](http://example.com/library) for more information

Fed Cite - [referencing tool](http://example.com/referencing)