



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.  
Please consult the web for updates that may occur during the year.

<b>Description: Workplace-based Learning Portfolio</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
WBL	8000	84319	3, 2008	ONC	1.00	Fraser Coast

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOARTS
<b>Student contribution band:</b>	National Priority Teaching
<b>ASCED code:</b>	079999

### STAFFING

Moderator: Ken Stott

### RATIONALE

Workplace -based learning programs are designed to enable students to draw upon their work and life experiences to demonstrate their achievement of many required attributes and capabilities. This course must be taken at the beginning of a program in workplace-based learning. It will enable students to develop an individual Learning Portfolio by considering their own achievements, skills, attributes, interests and capabilities, and the contexts within which these have developed.

### SYNOPSIS

The course will focus on the development of a learning portfolio that will demonstrate the summation of the student's individual learning experiences to date, whether acquired through formal or informal means. Structured reflection will help students to identify and contextualize the skills, attributes, capabilities, and expertise gained through various work, life and study experiences. The student will, wherever possible, seek verification of claims, through certification, demonstration or other supporting evidence. Normally, there will be considerable negotiation between the student and the USQ Adviser in revising drafts to ensure that the final version of the portfolio will be of a high professional standard. If the course is completed successfully, the completed portfolio may be submitted as evidence for recognition of prior learning (RPL). This will incur the cost of a full unit, but any resultant block exemption credits granted will not incur further cost.

### OBJECTIVES

On completion of this course students will be able to:

1. Produce a learning portfolio that will (a) demonstrate the levels of skills, attributes, capabilities and expertise attained by them (b) contextualise these experiences with regard to professional standards and expectations

## TOPICS

Description	Weighting (%)
1. Learning Contexts	10.00
2. Professional Roles and Standards	15.00
3. Validating Learning, Experience and Expertise	20.00
4. Curriculum Vitae and Timelines	5.00
5. Learning Portfolio	50.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

The potential areas of specialisation within post graduate professional studies workplace-based learning programs are almost without limit. Workplace-based projects will be under the general guidance of a USQ adviser. Students should consult with advisers for advice on references and existing materials relative to the area of the project.

Critten, P 1966, *Developing your professional portfolio*, Churchill, Livingstone.

Evans, N 1991, *Experiential learning, assessment and accreditation*, Routledge, London.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	70.00
Private Study	72.00
Tutorials	7.00
Workshops	16.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
LEARNING PORTFOLIO	1.00	100.00	02 Feb 2009

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories, and practical work) scheduled for them. For this course, a workshop will be held over the weekend following the first week of the course and tutorials, that may take a variety of formats, will be held at negotiated times throughout the semester.
- 2 Requirements for students to complete each assessment item satisfactorily:  
Not applicable
- 3 Penalties for late submission of required work:  
(a) Students who do not submit the final assessment items by the Due Date will normally be awarded a fail grade. (b) Extension of a deadline may be granted by the course examiner. Application for such an extension must be made in writing to the course examiner prior to the Due Date and endorsed by the student's USQ adviser.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
As P is the only passing grade available for this course, all students who are qualified for a passing grade under the requirements in 4 above, will be given a grade of P. Other students will be given either a Fail grade or an Incomplete grade.
- 6 Examination information:  
There is no timed examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Not applicable.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, and 5.6. Assessment for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the printed version of the current USQ Handbook.

## ASSESSMENT NOTES

- 1 SUPERVISION (a) The examiner will appoint a supervisor for each student enrolled in the course. (b) The student shall communicate with the supervisor at regular intervals, normally weekly, or as indicated by the supervisor and keep whatever records of progress the examiner may require (eg a log book).
- 2 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 3 Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if required by the Examiner.
- 4 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.

- 5 Assessments for workplace-based learning post-graduate programs in Professional Studies will be submitted in electronic form unless alternative arrangements are required and/or approved by the Examiner.
- 6 USQ will NOT accept submission of assignments by facsimile.
- 7 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.
- 8 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. The following temporary grade may be awarded: IDM (Incomplete Deferred Make-up).

### **OTHER REQUIREMENTS**

- 1 Students will require access to e-mail and internet access to USQConnect for this course.
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