



# MQBS2010

## Enhancing Employability Skills

Session 1, Online-scheduled-weekday 2025

*Macquarie Business School Faculty level units*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6

#### Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff Jennifer Ruskin <a href="mailto:jennifer.ruskin@mq.edu.au">jennifer.ruskin@mq.edu.au</a>
Credit points 10
Prerequisites 50cp at 1000 level or above
Corequisites
Co-badged status
Unit description This unit provides opportunities to develop your professional identity and map next steps in your career. You will reflect on what you have learned so far about the practice of your discipline(s). Based on (1) your own preliminary career planning, (2) self-assessment of your values, attributes and skills and (3) an understanding of valuable skills in the future of work, you will identify, explore and practice skills, such as self-awareness, communication and having an inclusive mindset, to enhance your employability.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Self-assess values, skills and attributes relevant to career planning.

**ULO2:** Develop communication, relationship management and leadership skills in a team environment.

**ULO3:** Critique opportunities associated with an inclusive mindset and global citizenship.

## General Assessment Information

In-class activities and assessments (expectations and special consideration):

- You are expected to participate in the lecture and tutorials each week throughout the session.

- Active engagement in lectures and tutorials will enhance your chances of success in the unit. All three assessment tasks require you to reflect on or apply what you learned during class time.
- Please do not submit a request for special consideration for missed classes. It would be automatically declined as neither attendance nor participation are marked. Instead, reach out to your peers and tutor to learn what you missed.
- If you have a serious commitment that will prevent you from participating in lectures and tutorials, please consider withdrawing from the unit and re-enrolling in a different session when you can engage in class.

### Late Assessment Submission Penalty (written assessments)

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern. For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Skills development: Professional development reflection</u>	30%	No	30/03/2025
<u>Professional practice: Job application portfolio</u>	40%	No	18/05/2025
<u>Skills development: Training activity</u>	30%	No	06/06/2025

### Skills development: Professional development reflection

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **30/03/2025**

Weighting: **30%**

The purpose of this assessment is for you to identify areas of strength and skills for further development, much like you would when preparing for a professional development review with a workplace supervisor. You will reflect on your professional development after participating in a team-based professional work simulation in class. **Skills in focus:** - Self-assessment - Reflection - Written communication - Work readiness **Deliverable:** Reflection [max. 750 words]  
Individual assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.
- Critique opportunities associated with an inclusive mindset and global citizenship.

## Professional practice: Job application portfolio

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 35 hours

Due: **18/05/2025**

Weighting: **40%**

The purpose of this assessment is for you to develop materials and skills you can use when applying for internships and professional roles. You will develop elements of a job application portfolio consistent with your personal brand. **Skills in focus:** - Professional writing - Story telling - Conveying personal brand - Work readiness **Deliverable:** Portfolio of job application materials Individual assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.

## Skills development: Training activity

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **06/06/2025**

Weighting: **30%**

The purpose of this assessment is for you to work with a team to consolidate and share your learning from the unit. You will pick one area of development and work with a team to develop a training activity to share your learning with peers. **Skills in focus:** - Teamwork - Creativity - Diversity & inclusion - Global citizenship - Work readiness **Deliverable:** a training resource with a facilitation plan Group assessment

On successful completion you will be able to:

- Self-assess values, skills and attributes relevant to career planning.
- Develop communication, relationship management and leadership skills in a team environment.
- Critique opportunities associated with an inclusive mindset and global citizenship.

<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

Each week, your learning begins with a 1-hour interactive lecture introducing the week's topic. This is followed by your weekly 2-hour tutorial, in which you'll practice or apply what you learned in the lecture. Learning in this unit depends on active engagement in class.

## Unit Schedule

Week	Topic
1	Introduction
2	How to shine in an assessment centre
3	WIL simulation 1
4	WIL simulation 2
5	WIL simulation 3
6	Future of work
7	Personal brand and your CV
8	Showcasing your personal brand on LinkedIn
9	Interview with confidence
10	Networking event
11	Value of diversity in teams
12	Developing global citizenship
13	Communicating for success

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [connect.mq.edu.au](https://connect.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

---

Unit information based on version 2025.06 of the [Handbook](#)