



PROF4000

PACE: Advanced Professional Practice and Reflection

Session 2, In person-scheduled-infrequent, North Ryde 2026

Department of Actuarial Studies and Business Analytics

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General Information

Unit convenor and teaching staff

Simon Guthrie

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Credit points

30

Prerequisites

60cp at 2000 level or above including PROF3000

Corequisites

Co-badged status

Unit description

This placement-based capstone unit provides support for students to continue scaffolding their professional skill development during a final extended vocational placement. Students will explore and develop strategies for addressing challenging, ambiguous and complex professional situations. Students will be encouraged to integrate and reflect on workplace and classroom experiences throughout their degree. The unit is designed to support students' transitions to the next phase of their career, career self-management and ongoing learning journey. This unit is a designated PACE unit and all enquiries regarding enrolment should be made to coopandinternships@mq.edu.au no later than 4 weeks before commencement of the study period. For background on PACE and making the most of placement experiences, visit [PACEWISE on iLearn](#).

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: Critique your experiences and observations of ethical practice.

ULO2: Demonstrate communication skills appropriate for diverse professional audiences.

ULO3: Critically reflect on strategies for working with diverse teams.

ULO4: Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

General Assessment Information

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	Groupwork/Individual	Short Extension	AI Approach
<u>Professional practice: ePortfolio</u>	40%	No	08/11/2026	Individual	Yes	Open AI
<u>Professional practice: Placement learning goals</u>	20%	No	09/08/2026	Individual	Yes	Open AI
<u>Professional practice: Performance and learning evaluation</u>	40%	No	11/10/2026	Individual	Yes	Open AI

Professional practice: ePortfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 10 hours

Due: **08/11/2026**

Weighting: **40%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is for you to demonstrate your ability to communicate your professional growth by curating an online portfolio showcasing the skills and attributes developed during your placement experience.

You will identify three areas (skills, attributes, etc.) you have developed while on placement and include artefacts, descriptions and reflections of your development in an ePortfolio.

Skills in focus:

- Work readiness
- Collaboration and communication
- Critical thinking and problem solving
- Discipline knowledge

Deliverable(s): Individual professional ePortfolio including artefacts and written reflection [max 1500 words]

Individual assessment

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

Professional practice: Placement learning goals

Assessment Type ¹: Professional task

Indicative Time on Task ²: 3 hours

Due: **09/08/2026**

Weighting: **20%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is for you to demonstrate your ability to plan and take ownership of your professional development during your placement.

You will develop learning goals for your placement. Learning goals should build on self-awareness and be relevant to the tasks, responsibilities and expected outcomes of the placement.

Skills in focus:

- Work readiness
- Critical thinking and problem solving
- Discipline knowledge

Deliverable(s): Placement learning plan [max 1000 words]

Individual assessment

On successful completion you will be able to:

- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

Professional practice: Performance and learning evaluation

Assessment Type ¹: Professional task

Indicative Time on Task ²: 3 hours

Due: **11/10/2026**

Weighting: **40%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is for you to demonstrate your ability to engage with professional feedback and reflect critically on your workplace performance.

You will collect feedback from your workplace supervisors, who will evaluate your performance on placement using a rubric. You will also reflect on your learning, the evaluation and the feedback process.

Skills in focus:

- Work readiness
- Collaboration and communication

Deliverable(s): Performance evaluation and reflection [max 1500 words]

Individual assessment.

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

¹ 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

- [Academic Success](#) for academic skills support.

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

³ An automatic short extension is available for some assessments. Apply through the [Service Connect Portal](#).

Delivery and Resources

See iLEarn for details

Unit Schedule

Wk	Seminar dates	Assessment dates	Module topic
1	Seminar 1 - city campus Tues, 4 August, 4-7pm		
2		Assessment 1- learning plan Due: 9 August, 11.55pm	
3			module 1 Interdisciplinary and Cross functional teams
4	Seminar 2 - city Tue, 18 August 4-7pm		Module 2 - conflict management
5			
6			Module 3 - Global citizenship
7	Seminar 3 - city Tues, 8 September 4-7pm	CLASS TIME AND LOCATION TBC	
8			
Mid semester break - 21 Sept - 5 October			
9	Seminar 4 - city Tues, 6 October 4-7pm	Assessment 2 Performance, evaluation & reflection Due: 11 October	
10			
11			

12	Seminar 5 - city Tues, 3 November 4-7pm	Assessment 3 e-portfolio Due: 8 November
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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 or if you are a Global MBA student contact 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 an](#)

[d 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/>

Academic Success

[Academic Success](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Ask a Study Coach](#)
- [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 <https://students.mq.edu.au/support/technology/service-desk>.

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 2026.03 of the [Handbook](#)