

**International College of Management, Sydney**

Subject Title	Industry Training
Subject Code	IND201
Industry training hours	600
Term	2019 May Trimester

Rationale

Where appropriate, Industry Training is a compulsory component of most degree programs at ICMS. It is designed to provide students with learning in the workplace that supports, illustrates and extends the theoretical and practical learning provided through the classroom environment. Students will experience the workplace, apply and broaden their professional and theoretical skills and form a network of industry contacts.

The concepts and principles of each student's chosen specialisation are examined in the work setting providing substantial student learning and benefits to the employer through the introduction of new ideas at the forefront of the discipline.

Aim

This subject provides students with a general entry-level position within the area of their specialisation. During this time students may be on a casual, part-time, or full time placement. Through a genuine workplace experience (i.e. a real job) students set their classroom learning in context within the workplace and through that experience prepare themselves for their future careers. Through directed workplace learning students will increase their self-awareness, clarify their professional goals, gain an understanding of industry expectations and explore areas that can enhance their career journey in their specialisation including networking and resume building. Students will develop enhanced employment prospects and learn how to take full responsibility for their own learning.

Teaching and Learning Strategy

The application of classroom learning in the workplace with the goal of transferring workplace learning back into the classroom.

Learning Outcomes

1. Demonstrate an understanding that academic learning is necessary for career success but that complementary practical understanding is also critical
2. Demonstrate proficiency in communication and practical generic workplace skills
3. Demonstrate and link these competencies with the overall course aim

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4. Demonstrate an awareness of workplace culture and employer expectations
5. Demonstrate the ability to use the work experience to reflect on, and develop insights from, their industry training experience

Graduate Attributes and Employability Skills

- Work-ready with the intellectual rigour to make effective contributions to their discipline and/or profession
- Effective communicators of knowledge, ideas and opinions within and across professional and cultural boundaries
- Able to work collaboratively within and across teams

Reading Material

None required.

Week by Week Program

ASSESSMENT DUE: Individual Assignment

- Major Written Report
- Weighting: 100%
- Instructions: To be submitted Monday Week 9 via Moodle. Full assignment description is available on Moodle.

REQUIRED SUBMISSION

- Self & Employer Evaluation Report & Confirmation of Completed Hours
- Instructions: You are to complete the Self Evaluation section and your workplace supervisor is to complete the Employer Evaluation section, including confirmation of your completed hours. The Evaluations are to be uploaded to Moodle as one document no later than Monday of Week 12 (template available on Moodle).

Assessment

Student Assessment

The purpose of the assessment tasks is to demonstrate that you have met the learning objectives as set out above.

The overall assessment program is the following:

No	Assessment	Due	Weighting	Type	Outcomes
1	Major Report	Week 9	100%	Individual assignment	1,2,3,4,5
2	Self & Employer Evaluation Report & Hours	Week 12	Satisfactory /Not Yet Satisfactory	Survey Form	4, 5

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Learning Management System - Moodle

You have access to all subject notes on the learning management system (LMS) Moodle. To access your subjects through Moodle please go to: <http://lms.icms.edu.au>

Instructions to Students

You are required to prepare for assessments by reading the subject matter in subject notes, handouts and readings. Class work and practical application of theory assist in reinforcing the importance of this subject's topic.

Academic Integrity

The ICMS community depends upon shared academic standards. Plagiarism, cheating and collusion are regarded as a serious breach of the academic standards of ICMS. Academic dishonesty in any form by a student represents an impairment of these standards. If any academic dishonesty occurs, such as cheating in an examination, the student will automatically receive a fail grade for the subject and also be reported to the Registrar for disciplinary action and other penalties as outlined in the Academic Handbook

Assessment Objectives

The assessments are designed to assess your ability to reflect, analyse, critique and think.

Assessment Criteria

The individual assignment will have specific questions that will need to be specifically answered. More generally however, the following main criteria will apply when marking assignments:

- relevance of answers to questions
- evidence of reading and research
- description and understanding of the concepts used (accurate, coherent, unambiguous)
- clarity of communication (marked down for irrelevant discussion or padding)
- logical and justifiable argument or position

The following criteria will also be considered:

- all references and quotations to be acknowledged as per the ICMS style guide
- correct expression (spelling, grammar)
- academic integrity, i.e., originality of the work (plagiarism is an automatic fail)
- respect of minimum and maximum word length where appropriate (aim for quality, not for quantity)

Feedback and Evaluation

The feedback and evaluation will normally take place within seven days of submission of

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assignments and marks will be posted on Moodle. In the case of large classes, feedback may take up to, but no later than, fourteen days. Grades will be given as a letter denoting the level achieved.

Submitting Assessment Tasks

An ICMS assignment cover sheet MUST be attached to each piece of written assessment and filled out with complete details. You can obtain the ICMS assignment cover sheet from the student website. There is also a copy attached to the Subject Outline.

All Industry Training work to only be submitted in soft copy by the due date and time.

ICMS Grading in this Subject

The Academic Board at ICMS has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardized numerical mark (SNM).

Your final SNM and grade will be determined using a two-stage process. The first stage is an assessment of performance on individual assessment tasks against the identified criteria and standards. The second stage is an assessment of overall performance in the Subject, including all requirements, activities and assessment tasks.

Final grades to describe achievement will be awarded on the basis of your overall performance and the extent to which you demonstrate fulfilment of the learning outcomes.

Performance Level

To complete this subject satisfactorily, you must:

- Complete all specified learning activities and assessment tasks
- Complete the required hours for your program
- Submit all required tasks on or before the due date



Student Declaration

Student Name:

Student No:

Subject Code:

Subject Name:

Lecturer/ Tutor:

Assignment Title:

Word Count:

Due Date:

I am aware of ICMS policy on plagiarism as stated in the ICMS Student Handbook. This assignment does not breach those requirements nor has it been previously submitted for assessment contributing to any other subject or course. The ideas and information that are not mine have been referenced accordingly.

Signed: