


# Professional Year

## COURSE REQUIREMENTS CHECKLIST

**Purpose:** A tool to track your progress in the 44-week Professional Year Program.  
**Requirement:** All students must satisfactorily complete **all** course requirements outlined below.  
**Instructions:** Tick and/or fill the spaces provided, as you achieve each course requirement.

Requirement	Week	Action	Tick boxes and fill in gaps where needed
<b>Orientation</b>	Week 1	Complete Online Orientation	<input type="checkbox"/> Date: _____
		Complete Online Orientation Quiz	<input type="checkbox"/> Quiz score: _____ (Min. 65% pass mark)
<b>Attendance</b>	Weeks 1-28	 Students should aim and plan for 100% overall projected attendance.	<input type="checkbox"/> PWM <input type="checkbox"/> AIS <input type="checkbox"/> ABC <input type="checkbox"/> PWC <input type="checkbox"/> AWE <input type="checkbox"/> AJS <input type="checkbox"/> PWW <p>Please tick each box once you have met the min. <b>50% subject attendance requirement.</b></p>
	Weeks 30-41	Attend <b>100%</b> of WIL Placement	<input type="checkbox"/> Achieved
	Week 42/43	Attend <b>100%</b> of Practical Applications Workshop	<input type="checkbox"/> Achieved

*Please bring your own computing device (BYOD) on days indicated*

Coursework		Subject	Assessment	Week	BYOD	Pass Mark	Assessment Type	Date Completed	C/NYC
<b>Assessments</b>  Submit OWL assessments within 5 days.	Weeks 1-28	Professional Workplace Meetings (PWM)	<input type="checkbox"/> PWM: MP	Week 2		C	In class		
			<input type="checkbox"/> PWM: RP	Week 2		C	In class		
			<input checked="" type="checkbox"/> PWM: CA	Week 2	✓	70%	In class/OWL		
			<input checked="" type="checkbox"/> PWM: MM	Week 2	✓	70%	In class/OWL		
			<input checked="" type="checkbox"/> PWM: PFT	Week 3/4	✓	C	In class		
		Australian Business Culture (ABC)	<input type="checkbox"/> ABC: CCCS	Week 1/2	✓	C	In class		
			<input type="checkbox"/> ABC: SA	Week 3/4	✓	C	In class		
		Australian Workplace Environment (AWE)	<input type="checkbox"/> AWE: WLRP	Week 1	✓	C	In class		
			<input type="checkbox"/> AWE: WHSSIM	Week 2	✓	C	In class		
			<input type="checkbox"/> AWE: PBNQ	Week 4	✓	70%	In class/OWL Quiz		
		Professional Workplace Writing (PWW)	<input type="checkbox"/> PWW: PlaQ	Week 1	✓	70%	In class/OWL Quiz		
			<input type="checkbox"/> PWW: WBR	Week 2/3	✓	70%	In class/OWL		
			<input type="checkbox"/> PWW: WFE	Week 4	✓	70%	In class/OWL		
			<input type="checkbox"/> PWW: EEQ	Week 4	✓	70%	In class/OWL Quiz		
		Accelerating Interview Success (AIS)	<input type="checkbox"/> AIS: IPG	Week 1/2	✓	C	In class		
			<input type="checkbox"/> AIS: TSRP	Week 1	✓	C	In class		
			<input type="checkbox"/> AIS: JIRP	Week 3		C	In class		
			<input type="checkbox"/> AIS: CMSQ	Week 4	✓	70%	In class/OWL Quiz		
		Professional Workplace Communication (PWC)	<input type="checkbox"/> PWC: STRP	Week 1		C	In class		
			<input type="checkbox"/> PWC: BNP	Week 2	✓	C	In class		
			<input type="checkbox"/> PWC: CIQ	Week 3	✓	70%	In class/OWL Quiz		
			<input type="checkbox"/> PWC: CNRP	Week 4	✓	C	In class		
		Applying Job-search Skills (AJS)	<input type="checkbox"/> AJS: JAE	Week 1	✓	90%	In class/OWL		
			<input type="checkbox"/> AJS: WCL	Week 2	✓	90%	In class/OWL		
<input type="checkbox"/> AJS: WR	Week 3/4		✓	90%	In class/OWL				

## Assessment FAQ's

**Q: What are my OWL login details?**

A: Website: <http://performanceeducation.moodle.com.au/>

A: Username: Your 5 digit student number Password: Abcd123# (You will be prompted to change your password after your first login.)

**Q: How will I get my results?**

A: Students need to check OWL regularly for their OWL assessment results. Trainers will advise students of their In-class Assessments results by the end of the teaching day.

**Q: What if I am assessed as Not Yet Competent (NYC) for an OWL assessment?**

A: Students should submit a 2<sup>nd</sup> attempt within 3 days of receiving feedback for 1<sup>st</sup> attempt. 3<sup>rd</sup> attempt involves a fee of \$75.


**Q: What if I miss an In-class Assessment?**

A: Assessment might be arranged during remaining sessions of the subject. Enquire with your trainer. Failing which, students will receive a request to attend a Re-Assessment Workshop (RAW).


**Q: What if I am assessed as Not Yet Competent (NYC) for an In-class Assessment?**

A: Students will be re-assessed after class (time allowing) or will be invited to attend a RAW.

**Our campus is an  
English Only zone**

 All subject assessments must be completed and graded competent before starting your WIL Placement.	Weeks 22 - 29	Initial Consultation	Date: _____ (6-8 weeks before scheduled WIL Placement start date)			
		Resume	Finalised & emailed to consultant by Week 24 <input type="checkbox"/>	Approved <input type="checkbox"/>	Date of Approval: _____	
		Interview Preparation Workshop	Date attended: _____ (not compulsory; highly recommended)			
		Submit training agreement	(Submit by no later than Week 1 of WIL Placement)		Date submitted: _____	
		Online WHS training	You'll receive a link to the Rapid Induct training in Week 29. This should be completed prior to your placement.			
Weeks 30 - 41	Host Company					
	Name of Supervisor					
	Placement Dates	Start Date: _____		Finish Date: _____		
	Evaluations	6-wk mid evaluation submitted <input type="checkbox"/>		12-wk final evaluation submitted <input type="checkbox"/>		
Practical Applications	Weeks 30-39	WIL Placement Evidence: Practical Applications pre-work	<input type="checkbox"/> PA: POA EVI <i>Commence from Week 2 of your WIL Placement.</i>	OWL 50% pass mark	<input type="checkbox"/> Due date: _____	
	Week 42/43	Workshop Dates	<ul style="list-style-type: none"> <li>Refer to Course Schedule issued at Orientation or Student Portal</li> <li>Three full days (mandatory)</li> </ul>			
	In-class Assessment		PA: MAP	In class	Competent <input type="checkbox"/> Yes	
Payments	Week 42	<input type="checkbox"/> Date of final payment: _____ Please contact Finance Department ( <a href="mailto:accounts@performance.edu.au">accounts@performance.edu.au</a> ) for all queries.				

### For ICT Students Only

 Australian Computer Society (ACS) requirements	Weeks 1-12	Complete the online ACS orientation program ( <u>NOT</u> Orientation Quiz)	<input type="checkbox"/> Date completed: _____ <i>*Download report writing guide for Networking Events</i>														
	Weeks 1-28	Attend at least 1 networking event with a min. of 6 CPD hours before your WIL Placement * CPD – Continuing Professional Development	<table border="1"> <thead> <tr> <th>Name of the event:</th> <th>Report created:</th> <th>Date attended:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> </tbody> </table>	Name of the event:	Report created:	Date attended:	<input type="checkbox"/> 1	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 2	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 3	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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<input type="checkbox"/> 3	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Weeks 29-41	Complete the Professional Environment Online (PE Online) subject during your placement	<input type="checkbox"/> Date started: _____ <input type="checkbox"/> Date completed: _____ <input type="checkbox"/> Satisfactory result (as confirmed by your ACS tutor) <i>In Week 1 of PE Online, you'll need to submit a resume and cover letter tailored to job advertisements provided by ACS.</i>															

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