

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
Orientation	Week 1	Complete Online Orientation	<input type="checkbox"/> Date: _____
		Complete Online Orientation Quiz	<input type="checkbox"/> Quiz score: _____ (Min. 65% pass mark)
Attendance	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. 50% subject attendance requirement.</p>
	Weeks 30-41	Attend 100% of WIL Placement	<input type="checkbox"/> Achieved
	Week 42/43	Attend 100% 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
Assessments Submit OWL assessments within 5 days.	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 type="checkbox"/> PWM: CA	Week 2	✓	70%	In class/OWL		
		<input type="checkbox"/> PWM: MM	Week 2	✓	70%	In class/OWL		
		<input 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

Our aim is to support all students to meet course requirements and graduate on time. *Additional fees* may apply to students who request special arrangements

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 2nd attempt within 3 days of receiving feedback for 1st attempt. 3rd 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**

Work Integrated Learning Placement  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: _____		
	Weeks 30 - 41	Online WHS training	You'll receive a link to the Rapid Induct training in Week 29. This should be completed prior to your placement.		
		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"> Refer to Course Schedule issued at Orientation or Student Portal Three full days (mandatory) 		
		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 (accounts@performance.edu.au) for all queries.			

For ICT Students Only

 Australian Computer Society (ACS) requirements	Weeks 1-12	Complete the online ACS orientation program (<i>NOT</i> Orientation Quiz)	<input type="checkbox"/> Date completed: _____ *Download report writing guide for Networking Events		
	Weeks 1-28	Attend at least 1 networking event with a min. of 6 CPD hours before your WIL Placement * CPD – Continuing Professional Development	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	
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) In Week 1 of PE Online, you'll need to submit a resume and cover letter tailored to job advertisements provided by ACS.			

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