UniSC

COURSE OUTLINE

BUS306 World of Work: Your Pathway to Employment

School: School of Business and Creative Industries

2025 | Semester 2

UniSC Sunshine Coast UniSC Moreton Bay	**BLENDED LEARNING**	Most of your course is on campus but you may be able to do some components of this course online.
Online	**ONLINE**	You can do this course without coming onto campus, unless your program has specified a mandatory onsite requirement.

Please go to usc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course is about you, your career, and your professional brand. Throughout this course you will plan your successful transition from university student to business professional in your chosen field. Your professional brand will be enhanced through a combination of activities which will develop a deeper understanding of your key skills and attributes as well as develop a digital portfolio which provides a foundation for your pathway to employment. After the completion of this course, you will be more career ready and better prepared for your future in the world of work.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Learning materials – Interactive online learning activities.	1hr	Week 1	12 times
Tutorial/Workshop 1 – Scheduled face to face workshops.	2hrs	Week 1	10 times
ONLINE			
Learning materials – Interactive online learning activities.	1hr	Week 1	12 times
Tutorial/Workshop 1 – Scheduled online workshops (Recorded).	2hrs	Week 1	10 times

1.3. Course Topics

- Embarking on the employability journey
- The current employment SITREP
- Market Intelligence [exploring your world of work]
- Case A – Heartsets, mindsets, and skillsets
- Creating Asset 1 [Your professional brand]
- Creating Asset 2 [Your professional networking persona and social capital]
- Creating Asset 3 [Your digital self and Linkedin]
- Case B – The boundaryless career
- Human capital and decent work
- Your business enterprise skills
- The future world of work
- Case C – Human Capital and the United Nation's SDG8 [decent work]

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING *
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Recognise and reflect on own professional and personal strengths which align with desired career goals.	Knowledgeable Empowered Engaged	PC1.3, PC6, PC6.1
2 Identify the scope and variety of employment opportunities and career pathways available within chosen profession.	Creative and critical thinker Empowered	PC3, PC6, PC6.1
3 Critically and creatively, develop strategies for professional development and future employment.	Empowered Engaged	PC1.3, PC3, PC6
4 Demonstrate a developing level of effective self-management which determines career pathways based upon current program of study.	Knowledgeable Empowered Engaged	PC1, PC6, PC6.1

* Competencies by Professional Body

CODE	COMPETENCY
ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS	
PC1	Communication
PC1.3	Digital Literacy
PC3	Creative and Critical Thinking
PC6	Career-ready
PC6.1	Self-management

5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of "pre-requisites, co-requisites and anti-requisites".

5.1. Pre-requisites

Not applicable

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

During the initial weeks of the course (Weeks 1-3) advice and tips on how to approach the course and assessment will be provided. Throughout the remainder of the semester class activities will be aligned with the assessment tasks enabling students to explore and develop Task 1 and 2 whilst having an opportunity to be provided with feedback from the teaching team.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Portfolio	Individual	50%	2.000 words	Week 8	Online Submission
All	2	Plan	Individual	50%	2,000 words	Week 13	Online Submission

All - Assessment Task 1: Professional Portfolio

GOAL:	To develop a digital professional portfolio that demonstrates your employability.
PRODUCT:	Portfolio
FORMAT:	This is an individual assessment submitted as a digital portfolio. The portfolio will include written components and selected artefacts that communicate your professional identity and preparation for employment. Detailed instructions will be provided in Canvas.
	This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Competency will be assessed: • PC1.3: Demonstrate digital literacy skills for communication and information sharing in a business context.

CRITERIA:	No.		Learning Outcome assessed
	1	Knowledge of digital communication tools/channels to present, share, and communicate in a business context	①
	2	Identification of digital tools/channels for specific business purposes and outcomes	②
	3	Communicate effectively using appropriate digital tools/channels	④
	4	Demonstrate appreciation of the importance of protecting online reputation and its management	③ ④
	5	Capacity to develop and articulate informed arguments	②
	6	Referencing of sources of information used within the body of the document and in a reference list	②

GENERIC SKILLS:	Communication, Applying technologies, Information literacy

All - Assessment Task 2: Future of the Field Career Plan

GOAL:	To consider your career direction and develop strategies that support long-term employability.
PRODUCT:	Plan
FORMAT:	This is an individual assessment submitted in report format. You will outline your aspired career direction, consider productivity trends in the context of SDG 8 (Decent Work and Economic Growth), and reflect on your readiness to enter your chosen career. Detailed instructions will be provided in Canvas. This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Competency will be assessed: • PC6.1: Career Ready: Demonstrate a capacity for responsible and adaptive self-management necessary for building a successful business career.

CRITERIA:	No.		Learning Outcome assessed
	1	Identify career pathways based on current program of study	2
	2	Demonstrate awareness of future study and professional development options to develop your career	3
	3	Identify individual strengths and weaknesses in relation to particular careers	1
	4	Demonstrate reflective thinking for career decision making in a business context	4
	5	Referencing of sources of information used within the body of the document and in a reference list	3
	6	Evidence of critical thinking in the analysis, interpretation, and application, of SDG 8 [decent work]	4
GENERIC SKILLS:	Communication, Problem solving		

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

> There are no required/recommended resources for this course.

8.2. Specific requirements

Not applicable

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the online induction training for students, and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:
(a) The final mark is in the percentage range 47% to 49.4%; and
(b) The course is graded using the Standard Grading scale

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%
The course is graded using the Standard Grading scale
You have not failed an assessment task in the course due to academic misconduct

10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:
(a) One day: deduct 5%;
(b) Two days: deduct 10%;
(c) Three days: deduct 20%;
(d) Four days: deduct 40%;
(e) Five days: deduct 60%;
(f) Six days: deduct 80%;
(g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:
Less than 15 minutes: No penalty
From 15 minutes to 30 minutes: 20% penalty
More than 30 minutes: 100% penalty

10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: 07 5430 1168 or using the SafeZone app. For general enquires contact the SafeUniSC team by phone 07 5456 3864 or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call 07 5430 1226 or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the Learning Advisers web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to Student Hub, email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, AccessAbility Services can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to Student Hub, email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The Student Charter sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10. General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au