A GUIDE TO CURTIN EXTRA FOR INDUSTRY AND COMMUNITY PARTNERS

Curtin Extra is Curtin University’s official form of recognition for students who have made significant contributions to the University along side their own personal and professional development.

Curtin Extra provides evidence of students’ participation in co-curricular programs and their exposure to training modules on such topics as teamwork, public speaking, professionalism, project-management and entrepreneurship, among others. Curtin Extra is just one of the ways Curtin supports its students to be prepared for the future, sought after by employers and able to make a difference globally.

CURTIN EXTRA STRUCTURE
Students can participate in Curtin Extra across five development streams at three different tiers. Each requires different activities within Curtin’s various co-curricular programs and engagement with skill development modules.

Curtin Extra programs draw on Curtin’s long history of student employability and leadership development, service learning, community engagement and peer-to-peer learning.

INCLUDED IN THIS GUIDE
• An overview of the Curtin Extra structure
• A list of Curtin Extra approved programs
• A list of Curtin Extra approved skills development modules

PARTNERSHIP OPPORTUNITIES
Whether you have an internship on offer, a member of staff interested in mentoring students, or a volunteer project you’re keen to put to some of today’s brightest young minds, you can get connected with Curtin’s highly engaged students through Curtin Extra.

FURTHER INFORMATION
To find out more about how Curtin Extra can benefit you or to explore the options available to your organisation, contact the Curtin Extra Coordinator on (08) 9266 7802 or email curtinextra@curtin.edu.au.
### Development Streams

<table>
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<tr>
<th>Global Citizenship</th>
<th>Modules Available</th>
<th>Recognition Available</th>
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| Regional and international experiences that assist students to develop their intercultural competencies, creativity and global perspectives | - Before I Go - Pre-depature  
- Being There  
- Coming Back  
- Goal Setting  
- Planning And Applying  
- Self Awareness  
- Understanding Culture | Tier 1: 20+ hours of participation in a co-curricular program  
Tier 2: 35+ hours of engagement and contextual development in a co-curricular program, and the completion of 5 modules |

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<tr>
<th>Innovation &amp; Enterprise</th>
<th>Modules Available</th>
<th>Recognition Available</th>
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| Students engage in Curtin’s long history of innovation to co-create and experiment in new projects and initiatives | - Entrepreneurship  
- Intrapreneurship  
- Project Management  
- Public Speaking  
- Self Awareness | Tier 1: 35+ hours of engagement and contextual development in a co-curricular program, and the completion of 5 modules  
Tier 2: 70+ hours of significant engagement and high achievement in a co-curricular program, and the completion of 7 modules |

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<th>Leadership</th>
<th>Modules Available</th>
<th>Recognition Available</th>
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| Through the social change model of leadership development, students develop their leadership capabilities | - Conflict Management  
- Leadership 101  
- Making Change  
- Public Speaking  
- Self Awareness  
- Teamwork | Tier 1: 20+ hours of participation in a co-curricular program  
Tier 2: 35+ hours of engagement and contextual development in a co-curricular program, and the completion of 5 modules  
Tier 3: 70+ hours of significant engagement and high achievement in a co-curricular program, and the completion of 7 modules |

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<tr>
<th>Professional Development</th>
<th>Modules Available</th>
<th>Recognition Available</th>
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| Opportunities that allow students to translate their experiences in ways that develop their professional skills and identity | - Boosting Your Professionalism  
- Cover Letters  
- Decision Making  
- Drive Your Career  
- Get To Know My Industry  
- Interviews  
- Making The Most Of LinkedIn  
- Resumes  
- Selection Criteria  
- Self Awareness  
- Stop Googling, Start Networking  
- Teamwork  
- What Is Your Personal Brand?  
- Who Am I?  
- Workplace Rights and Responsibilities | Tier 1: 20+ hours of participation in a co-curricular program  
Tier 2: 35+ hours of engagement and contextual development in a co-curricular program, and the completion of 5 modules  
Tier 3: 70+ hours of significant engagement and high achievement in a co-curricular program, and the completion of 7 modules |

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<tr>
<th>Social Impact</th>
<th>Modules Available</th>
<th>Recognition Available</th>
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</table>
| Experiences that encourage students to contribute to their local and global communities, collaborating and contributing through service and impact. | - Community Impact  
- Making Change  
- Self Awareness  
- Teamwork  
- Understanding Culture | Tier 1: 20+ hours of participation in a co-curricular program  
Tier 2: 35+ hours of engagement and contextual development in a co-curricular program, and the completion of 5 modules |
CURTIN EXTRA APPROVED PROGRAMS

Curtin Extra is Curtin University’s official form of recognition for students who have made significant contributions to co-curricular programs. Participation in these approved programs contribute to a student’s personal and professional development.

AIME

AIME is a movement, powered by university students, to end education inequality. AIME is building bridges from high school to university. The AIME mentoring model is proven to support Indigenous students through high school and into a positive pathway. AIME mentors are university students who, having already made it through high school, act as role models to AIME mentees and offer support and guidance. Mentors are paired one-on-one or with a small group of high school students to work through program content in AIME sessions or workshops.

aimementoring.com

Bachelor of Commerce Student Consultative Committee

The Bachelor of Commerce Student Consultative Committee provides an opportunity for Bachelor of Commerce students to become ‘student voice’ representatives for their cohort. Responsible for consulting with their peers on how their learning experiences are progressing, committee members are able to represent their peers’ views and actively contribute to the Faculty of Business and Law’s development.

experiencecbs@curtin.edu.au

CoderDojo WA

CoderDojo at Curtin is a fun, free and social club for young people aged 7 to 17 (Ninjas) who are interested in code and computers. CoderDojo at Curtin is run by student mentors who organise and mentor the dojo for the community.

coderdojowa.org.au

Curtin Association of Nursing, Paramedicine and Midwifery Students Committee

The Curtin Association of Nursing, Paramedicine and Midwifery Students (CANPAMS) aims to be an advocacy body as well as a social and academic resource for its members. CANPAMS provides a link between students and the academic and executive staff and engages with current students by planning and hosting events on campus. Office bearers are responsible for the overall running of the association and ensure goals are met.

facebook.com/CANPAMS

Curtin Business School Assignment Lounge

The Curtin Business School (CBS) Assignment Lounge Volunteer Program provides undergraduate CBS students with one-to-one peer facilitated academic support. The aims are to assist in the development of study skills, increase student self-confidence and autonomy in solving academic challenges, and enable a sense of connectedness to CBS, their peers and the wider university.

experiencecbs@curtin.edu.au

Curtin Business School High Achievers

CBS High Achiever Program is a semester long program, aiming to recognise and support motivated, involved and exceptional performing students studying a Bachelor of Commerce or Bachelor of Business Administration. This program supports students to ‘develop their professional presence’, by building the self-awareness and soft skills of participants, encouraging and introducing the concepts of ‘leading from where you stand’; the importance of lifelong learning, significance of informed communication, and power of diverse teams.

https://businesslaw.curtin.edu.au/study/student-experience/industry-connect/cbs-high-achievers/
Curtin Employability Program

The Curtin Employability Program provides students with career management and professional development skills which complement their technical studies at university. By selecting from a range of topics such as networking, emotional intelligence, understanding industry, personal branding and self-awareness, as well as participating in a workplace experience, students are able to learn key skills that can help them achieve positive career outcomes after graduating.

life.curtin.edu.au/careers/employability-program

Curtin Motorsport Team

The Curtin Motorsport Team is a wholly student-run organisation where participants compete in the Formula SAE design competition, an international engineering competition demanding the annual production of a high-performance formula-style vehicle. The program introduces participants to the challenges of diverse, team-driven engineering project work encouraging technical expertise, strong project management and interpersonal skills.

curtinmotorsport.com

Curtin Robotics Club Committee

Members of the Curtin Robotics Club build robots as an extra-curricular activity. Experienced members mentor other students on how to build small robots and participate in competitions and robotics events. Members learn and apply their technical knowledge and abilities, while developing valuable professional skills.

facebook.com/CurtinRoboticsClub

Curtin Specialist Mentoring Program

Curtin Specialist Mentoring Program (CSMP) provides peer-to-peer mentoring to help students on the autism spectrum and related conditions to navigate tertiary study more successfully. Mentoring support focuses on improving the quality of the learning experience, retention, academic success, wellbeing and employability.

life.curtin.edu.au/health-and-wellbeing/autism-related-conditions-peer-mentoring

Curtin Student Guild Club Committee Members

Guild Club Committee Members have a wealth of real-world experience to draw on to demonstrate professional, leadership and discipline-specific skills. You can use the hours you spend working on committee work toward recognition for three Curtin Student Guild Club Committee Members programs: Social Impact, Leaders, and Employability.

clubs@curtin.edu.au

Curtin Volunteers!

Curtin Volunteers! (CV!) is a student-driven volunteering program offering a range of opportunities that enhance the student experience and benefit the wider community. Working predominantly with not-for-profit organisations, volunteers are able to put leadership skills into practice in real life settings whilst contributing towards valuable community projects.

curtin.edu/cv

Design Your Curtin Experience

Design Your Curtin Experience (DYCE) is a workshop series available to you in the first two years of your study. DYCE helps you to navigate and engage in co-curricular development by sharing practical design thinking tools and ideas, as well as foundational career and leadership development.

students.curtin.edu.au/experience/leadership/dyce
Enactus
Enactus is an international nonprofit organisation dedicated to inspiring students to improve the world through entrepreneurial action. We provide a platform for teams of outstanding university students to create community development projects that put people’s own ingenuity and talents at the centre of improving their livelihoods.
fcefacebook.com/Enactus.Curtin

Global Mobility - Health Sciences short-term mobility programs
These short term mobility programs in global locations beyond Australia give students an international experience and develop their intercultural competencies. The program provides participants with a global perspective and cultural appreciation of international destinations. Students complete a post program survey and a reflection to demonstrate how their placement has impacted them and added to their learning.
goglobal@curtin.edu.au

Go Global
Go Global is an inter-professional service-learning program that provides learning opportunities for students with the aim to contribute to sustainable health services for our international host communities. Students learn about different healthcare systems; develop cultural awareness and competency. Participants practice leadership and discipline specific skills in these settings.
heathsciences.curtin.edu.au/studying-health-sciences/fieldwork/go-global

Guild Councillors and Representative Board Members Leaders Program
Guild Councillors and General Members of the Representative Board are elected by students to represent them to the Guild’s peak decision making body. These students work in volunteer roles to give their unique voice as a student on issues and policy discussed by the Guild’s committees. The leaders program supports students to better understand their role as a leader, facilitate effective team environments, manage conflict and articulate their ideas with confidence.
guild.curtin.edu.au

Guild Postgraduate and International Students’ Committee Members Leaders Program
Postgraduate Students’ Committee (PSC) and International Students’ Committee (ISCO members are students who provide leadership and representation for students in their respective cohorts. They run campaigns, events, coordinate and roll out national campaigns from respective peak bodies, and on a weekly basis engage with relevant university boards and meetings to ensure that the voice of their cohorts are heard. The leaders program supports students to better understand their role as a leader, facilitate effective team environments, manage conflict and articulate their ideas with confidence.
guild.curtin.edu.au

Health Science Student Discipline Panel
The Health Sciences Student Discipline Panel participants are nominated by the Curtin Student Guild and work together with senior Faculty staff to determine an appropriate penalty for student misconduct cases including plagiarism level II or III. The Panel consider each individual case and work together to arrive at a fair and suitable penalty that reflects commitment to academic excellence and ensuring that graduate attributes regarding academic integrity are met in a fair and equitable way.

Institute of Electrical and Electronic Engineers Curtin University Student Branch Committee
The Institute of Electrical and Electronic Engineers (IEEE) is the largest engineering association in the world. The Curtin University Student Branch Committee organises technical and early career professional development activities to support members and link local industry with engineering students.
facebook.com/IEEECurtin
John Curtin Leadership Academy
The John Curtin Leadership Academy (JCLA) is an intensive co-curricular leadership program. Students are selected to be involved in the program, undertake leadership development training, receive mentoring from community leaders and apply their skills by working in teams to complete a valuable project for a community organisation.
students.curtin.edu.au/experience/leadership/jcla

Leadership in Community
The program aims to support students who undertake practical leadership roles in the community, to better understand their role as a leader, facilitate effective team environments, manage conflict and articulate their ideas with confidence. Students complete positional leadership experiences in community organisations and are supported in their roles as team members and team leaders, by utilising leadership development modules. By participating in this program, they join a learning community of students who are practicing leadership in positions of responsibility.
students.curtin.edu.au/experience/leadership/leadership-in-community

Leadership in Sport
Leadership in Sport program participants complete a minimum 10 hours of volunteering as a Curtin Sports Club Committee Member, Student Sport Advisory Group, Sport Projects or as a University Games Captain. Participants also complete five leadership training modules which include topics such as self-awareness, goal setting, teamwork, conflict resolution, understanding culture, decision making and community impact.
life.curtin.edu.au/curtin-stadium/leadership-in-sport

New To Curtin Mentor Program
The New to Curtin Mentor Program participants are senior students who provide guidance, advice and support to new undergraduate Curtin students to assist in their successful transition to studying at university. The Program assists in enabling student success, improves the student experience and provides a professional development experience to senior students.
life.curtin.edu.au/new-to-curtin/new-students-mentoring

Next Step Mentoring
The Next Step Mentoring Program connects participating students in their final and penultimate year with mentors from Curtin Alumni, staff and the community who are graduates of a similar degree with at least three years industry experience. Mentors share their experience, professional knowledge and time to assist participants with the transition into graduate employment and to enhance career development and planning skills.
life.curtin.edu.au/careers/next-step-mentoring

Parliamentary Research Program
Engaging in the political process is an important competency for public health practitioners to maximise their social impact and create sustained improvements in health outcomes and equity. The Parliamentary Research Program is a cooperative arrangement between the Western Australian Parliament and the state universities through which students research topics nominated by Members of Parliament. Students assume the role of a research assistant under the guidance of a Member of Parliament.
postgradpubhlth@curtin.edu.au
Rhythmos Choir
Rhythmos Choir is an acapella choir based at Curtin University’s Bentley Campus. It is made up of a committed group of singers with strong reliable voices and a passion for music. Members of the choir develop skills that are valuable in a professional environment. In a choir, the members must rely on one another for cues and notes, and be conscious of how one’s actions will affect the group as a whole. Our frequent performances also allow members to develop their presentation abilities and self-confidence. facebook.com/rhythmoschoir

School of Education Professional Related Experiences
Professional related experiences are voluntary activities undertaken by pre-service teachers to develop and use skills and knowledge directly related to future work as an educator. They are in addition to and complement required, assessed coursework activities and formally assessed professional experience placements. SoEStudentEngagement@curtin.edu.au

Science Academic Learning Tutors
The Science Academic Learning Tutors (SALT) will provide one-on-one peer support to first year students to increase their self-confidence in discipline knowledge (for example, chemistry, mathematics and physics), generic skills (such as basic computing and IT) and university know-how. Peer support is critical for the transition of first year students and their development of academic behaviours and knowledge of administration systems, study skills, organisation and time management.

Science and Engineering Mentor Lab
The Faculty of Science and Engineering (SAE) Mentor Lab volunteers provide one-on-one peer support to fellow SAE students. The volunteer program aims to assist in the development of study skills, increase student self-confidence and autonomy in solving academic challenges, and facilitate a sense of connectedness to their peers, the faculty and the wider university.

Student Ambassadors
The Student Ambassador program aims to inspire prospective students through active engagement within a range of activities and community events. Student Ambassadors are selected to be involved in the program and offer helpful insight into studying at university. The program enhances the university experience of participants and provides valuable personal and professional development. ambassadors.curtin.edu.au
CURTIN EXTRA APPROVED SKILLS DEVELOPMENT MODULES
As part of their Curtin Extra experience, students are required to complete selected skills development modules. These modules can be completed in person or online, and reflect a student’s chosen stream or tier.

Before I Go – Pre-departure
Studying and working abroad can help you prepare for the global workplace. Learning experiences that require you to adapt, be flexible and work effectively in culturally diverse environments help you develop new ways of perceiving the world, different ways of thinking and skills valued highly by employers. This module introduces you to many of the skills and concepts you can experiment with and reflect on while abroad.

Being There
Your experiences abroad may involve going into a different culture and environment, where you will find yourself part of the minority rather than the majority. While this can be confronting, cultural immersion experiences, such as travel or student exchange, will help you to become more culturally aware. This module will help you develop your reflective practice so you can make the most of your learning while abroad.

Boost Your Professionalism
By learning and practicing professional behaviour, you can make yourself stand out from the crowd and develop a positive reputation, which will enhance your position as an potential employee. This module will equip you with the skills, knowledge and strategies to effectively communicate and contribute within a professional working environment.

Coming Back
There are many ways your global experience will enrich your life, even if you find it much more challenging than you anticipated. It is a great time to reflect on what you have learned, including what you have learned about yourself, and how this may influence your future career plans. This module will help you communicate the valuable lessons you have learned to future employers.

Community Impact
At the end of the day, the reason we want to learn about ourselves and how to work with others, is so that we can have a positive impact in our community. You can examine models for community development and social change, and explore how you can turn your ideas into action. This module will help you to develop the skills to make an impact and engage with others to bring about change.

Conflict Management
Many people view conflict as negative and uncomfortable, an issue to be avoided or ignored. However, conflict can be a tool for positive change when managed effectively. Understanding how and why conflict occurs, and how it can be resolved, can help us work more effectively with each other and in teams. This module will help you to understand different types of conflict and learn skills that can help you create positive outcomes.

Cover Letters
A cover letter introduces you and your job application to a potential employer, delivering an important first impression. It explains why you have sent your application, and highlights your relevant and transferable skills, knowledge, and experience in relation to the position requirements. This module will help you to craft a document that will catch an employer’s interest and demonstrate your strengths as a potential employee.
Decision Making
Making career decisions is a common, but sometimes difficult, process we all go through. By developing the skills and confidence to make informed career decisions as your life and circumstances change over time, you will enhance your ability to successfully navigate your career. This module will help you understand the types of information you need, and the tools and strategies you can use to make informed decisions.

Drive Your Career
With graduate recruiters consistently listing emotional intelligence as one of their top ten criteria when hiring, having well developed emotional intelligence can have a significant impact on your career. Your ability to apply emotional intelligence will help you to communicate and build relationships more effectively. This module will explore the concept of emotional intelligence and its relevance to employability, job performance, and career satisfaction.

Entrepreneurship
Innovation, creativity and risk-taking are some of the skills that define what it means to be an entrepreneur, and can be key to turning ideas into successful businesses. Understanding how to develop an entrepreneurial mindset will assist you in pursuing your own ideas and help you drive your career into the future. This module will help you to discover the elements that make a successful entrepreneur, and how entrepreneurship and entrepreneurial skills drive innovative businesses today.

Get To Know Your Industry
Understanding your industry and labour market trends will help you to make informed career decisions, tailor your job search efforts and application documents, as well as identifying potential growth areas for your next career move. This module explores how to access and utilise reliable and credible career information, such as employment trends and salary prospects in your chosen industry or discipline.

Goal Setting
By setting goals and aiming to achieve things that are important to you, you put your values into action. Developing your goal setting skills will also increase your capacity to work more effectively with others to achieve common goals. This module explores how to set meaningful and motivating goals, and works through the tools and strategies you will need to achieve them.

Interviews
Interviews are often one of the most nerve-wracking and challenging experiences in the job application process, and being prepared is essential. Just like any learned skill, you can improve your interview skills by preparing fully and practicing with intention. This module will help develop your interview skills by providing information around standard interview processes, as well as working through activities that directly relate to real life interviews.

Intrapreneurship
Innovation isn’t just for entrepreneurs. Intrapreneurship is one of the fastest growing concepts in business. Intrapreneurs make changes from within and are some of the most innovative people working inside organisations today. This module will teach you how to leverage your intrapreneurial skills to help take ideas and turn them into reality.

Leadership 101
Leadership isn’t necessarily about titles and jobs, nor is it limited to people with natural charisma. Leadership can be expressed through our everyday actions and the way we influence the lives of those around us. This module explores what leadership means to you, and helps you to identify the leadership skills you already have and those you want to develop.
Making Change
A challenge you may face when trying to create change is feeling unprepared or uncertain about what might happen. You might want to explore the ideas, strategies and stories of those who have successfully moved from ideas to action, despite their initial hesitations or setbacks. This module examines how to make personal changes that last, assess potential barriers to change in your life, and develop an action plan for making changes.

Making The Most Of LinkedIn
LinkedIn is not just for keeping in contact with colleagues and other professionals. It is a tool for marketing the unique skills and knowledge that you can offer to potential employers. Understanding how LinkedIn works, and how employers and recruiters use LinkedIn, is essential to maximising your professional opportunities. This module identifies strategies to optimise your LinkedIn profile, build your credibility and have more people find you.

Planning And Applying
Studying or working abroad and travelling to new places are not only exciting pursuits - global experiences can help you to develop greater self-awareness, expand your cultural understanding, and enhance your employability. This module will help you research and prepare for study/work opportunities abroad, and develop a reflective practice, appreciating the importance of cultural awareness in a globalised world.

Project Management
Much of the work we undertake at university or in the workplace can be seen as a project. Understanding the key concepts and processes of project management will help you manage these projects more effectively and reach the desired outcomes. This module provides an overview of the key aspects of project management, and equips you with some of the basic tools and strategies to manage projects effectively.

Public Speaking
Many people feel nervous when they have to speak in front of a group – in fact, surveys show that for many it is their number one fear! Story telling is an important skill, and constructing effective and meaningful stories is essential to engaging presentations. This module explores key elements of successful story telling, and identifies strategies to overcome nervousness and become a confident speaker.

Resumes
Your resume can be one of your most powerful marketing tools. It is a tailored document that showcases your skills, knowledge and experience relevant that are to the role you are applying for, and the employer you are applying to. This module will help you to create a resume that will capture and hold a potential employer’s attention, and assist you in securing the position you have applied for.

Selection Criteria
All job advertisements and position descriptions contain selection criteria, whether they are obviously outlined within the documentation or hidden within the requirements of the position. Addressing selection criteria effectively shows the employer how well you fit the job requirements. This module examines how to address both official and hidden selection criteria within job applications, ensuring that you can effectively demonstrate you are the right person for the job.

Self Awareness
Self-awareness is important in all aspects of your life. It helps you to know and understand your strengths and weaknesses, and your emotional responses to a range of different situations. It can also help you to become a better team member and leader. This module explores factors that influence your emotional responses, understanding your strengths and weaknesses, and ways to develop reflective practices.
Stop Googling, Start Networking

Not all jobs are advertised. Networking, referrals and word-of-mouth are important tools that can help you find and create new job opportunities. By effectively networking through a variety of channels, you increase your chances of securing a position by developing relationships, as well as creating opportunities that may not have been apparent before. This module will help you understand the hidden job market, focusing on activating your networks both online and in person.

Teamwork

Much of your time is spent in teams, whether it’s a sports team, a group assignment or project as part of your study, or in the workplace. To make the most of our time spent in teams, we need to understand what makes a great team and how to create conditions for effective teamwork. This module explores characteristics of effective teams, some of the common challenges teams face, and the importance of communication, motivation, and role allocation.

Understanding Culture

Knowing how to work within and across cultures is an important skill often sought after by employers. Understanding different cultural perspectives, being open to new knowledge and experiences, and accepting ambiguity helps improve our cultural proficiency. This module examines the attributes that allow people to behave in culturally sensitive ways even when they have limited knowledge of other cultures, and looks at strategies that will help you to develop your own cultural proficiency.

What Is Your Personal Brand?

Your personal brand is your reputation and the way others perceive you. By defining your personal brand and applying this consistently across different forms of communication, you can enhance your professional reputation and reach your targeted audience more effectively. This module explores defining and creating your own personal branding guide, and then implementing it consistently across social media platforms and face-to-face.

Who Am I?

Many things influence the decisions we make. Understanding yourself is an important first step in figuring out the right career path for you. Self-reflection and identifying your strengths and weaknesses will enable you to realistically and effectively achieve your career goals. This module explores your values, strengths and preferences to help you discover a career that matches your expectations and abilities.

Workplace Rights And Responsibilities

Understanding your rights and responsibilities in the modern workplace, and how to navigate what are acceptable behaviours and actions by both employers and employees, is essential to your career success. Different conditions apply to paid and unpaid work, volunteering and internships. This module examines how to find out if you are being paid correctly and receiving the right entitlements, the differences between bullying and discrimination, and your responsibilities in the workplace.