



CURTIN EXTRA

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 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 outline of the **Curtin Extra structure**;
- A complete list of **Curtin Extra approved programs** and their details: and
- A complete list of **Curtin Extra approved skills development modules** and their details.

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 Curtin Extra Coordinator Hayley Davis on (08) 9266 9276 or email curtinextra@curtin.edu.au.

CURTIN EXTRA OUTLINE

	OVERARCHING AIM	REQUIREMENTS	STREAMS	OVERVIEW	
TIER 1	Recognises student participation in a co-curricular activity/program	20+ hours of participation in a co-curricular activity/program	GLOBAL CITIZENSHIP	PROGRAMS INCLUDE <ul style="list-style-type: none"> New to Curtin Mentors NEXT STEP Mentoring Health Sciences Student Disciplinary Panel 	
			SOCIAL IMPACT		
			LEADERSHIP		
			PROFESSIONAL DEVELOPMENT		
			INNOVATION & ENTERPRISE		
TIER 2	Recognises student engagement and contextual development in a co-curricular activity/program via streams	35+ hours of participation in an approved program/activity within one of these 5 streams + Completion of 5 modules	GLOBAL CITIZENSHIP	MODULES <ul style="list-style-type: none"> Self Awareness Understanding Culture Goal Setting Planning and Applying Before I Go - Pre-departure Being There Coming Back 	PROGRAMS INCLUDE <ul style="list-style-type: none"> Go Global
			SOCIAL IMPACT	MODULES <ul style="list-style-type: none"> Self Awareness Community Impact Making Change Teamwork Understanding Culture 	PROGRAMS INCLUDE <ul style="list-style-type: none"> AIME Curtin Sarawak START Mentoring Program Curtin Student Guild Council Curtin Specialist Mentoring Program Curtin Volunteers! Curtin Business School Student Consultative Committee + More!
			LEADERSHIP	MODULES <ul style="list-style-type: none"> Self Awareness Leadership 101 Conflict Management Teamwork Public Speaking Making Change 	PROGRAMS INCLUDE <ul style="list-style-type: none"> Curtin Volunteers! Office Bearer Curtin Volunteers! Program Leader Leadership in Sport Sir Charles Court Young Leaders Program Student Ambassadors Program Leader + More!
			PROFESSIONAL DEVELOPMENT	MODULES <ul style="list-style-type: none"> Self Awareness Drive Your Career Cover Letters Selection Criteria Who Am I? Decision Making Teamwork Personal Branding Networking LinkedIn Resumes Interviews Get To Know Your Industry Boost Your Professionalism Workplace Rights & Responsibilities 	PROGRAMS INCLUDE <ul style="list-style-type: none"> Curtin Motorsport Team Curtin Association of Nursing, Paramedicine and Midwifery Students (CANPAMS) Curtin Robotics Club Engineering Outreach Rhythmos Choir Curtin Business School Assignment Lounge + More!
			INNOVATION & ENTERPRISE	MODULES <ul style="list-style-type: none"> Self Awareness Entrepreneurship Intrapreneurship Public Speaking Project Management 	PROGRAMS INCLUDE <ul style="list-style-type: none"> Young Innovate Miri ENACTUS
			GLOBAL CITIZENSHIP	PROGRAMS INCLUDE <ul style="list-style-type: none"> John Curtin Leadership Academy Guild Council Executive ENACTUS Leadership Team Curtin Volunteers Team Executive 	
SOCIAL IMPACT					
LEADERSHIP					
PROFESSIONAL DEVELOPMENT					
INNOVATION & ENTERPRISE					
TIER 3	Recognises significant engagement and high achievement in a co-curricular activity, usually via a select association/program/academy	70+ hours of participation in an approved program/activity within one of these 5 streams + Completion of 7 modules	GLOBAL CITIZENSHIP	PROGRAMS INCLUDE <ul style="list-style-type: none"> John Curtin Leadership Academy Guild Council Executive ENACTUS Leadership Team Curtin Volunteers Team Executive 	
			SOCIAL IMPACT		
			LEADERSHIP		
			PROFESSIONAL DEVELOPMENT		
			INNOVATION & ENTERPRISE		

CURTIN EXTRA APPROVED PROGRAMS

Australian Indigenous Mentoring Experience (AIME)

AIME is a dynamic educational program that connects university students with Indigenous high school students to support a successful transition into university, employment or further education at the same rate as all Australian students. The AIME program develops rich graduate qualities in university student mentors and supports Indigenous students to develop the confidence, aspirations, skills and opportunities to succeed.

aimementoring.com

CANPAMS

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 Club and ensure goals are met.

facebook.com/CANPAMS

CBS Assignment Lounge

The Curtin Business School Assignment Lounge Volunteer Program provides undergraduate CBS students with one-to-one peer facilitated academic support. The aims are to assist 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.

facebook.com/cbsassignmentlounge

CBS Student Consultative Committee

The Curtin Business School (CBS) Student Consultative Committee (SCC) 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 going, the SCC representatives are able to represent their peers' views and actively contribute to CBS's development.

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 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

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 Sarawak Career Ambassador

Curtin Sarawak Career Ambassadors assist in coordinating and promoting career services workshops, events and activities on campus. Participants are selected to be involved in the program and act as liaison between Curtin students and the Curtin Sarawak staff.

career.curtin.edu.my/get-connected/career-crew/career-ambassador

Curtin Sarawak START Mentoring Program

The Curtin Sarawak START Mentor participants are senior students who provide guidance, advice and support to new Curtin Sarawak 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 for participants.

curtinuniversitylife.wixsite.com/startmentoring

Curtin Sarawak Student Council

The Curtin Sarawak Student Council provides advocacy, support, campus culture and social life for Curtin Sarawak Students. Office bearers are elected for a term of one year and also represent the Student Council on various University meetings and councils.

studentcouncil.curtin.edu.my

Curtin Specialist Mentoring Program (CSMP)

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 Council

The Curtin Student Guild Council provides advocacy, support, campus culture and social life for Curtin Students. Guild Council members are elected for a term of one year. Guild Council members also represent the Student Guild on various University boards and councils.

guild.curtin.edu.au

Curtin University FIRST Robotics

Curtin FIRST Robotics Student Mentors teach and guide high school students to design and build a robot over six weeks for an international competition in a competitive yet gracious environment. Mentors guide the students on such skills as using design software, media and understanding electrical, mechanical and robot mechanisms.

facebook.com/CurtinFrc

Curtin Volunteers! (CV!)

Curtin Volunteers! 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.

life.curtin.edu.au/leadership-and-community/cv

Enactus

Enactus is an international nonprofit organization 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 center of improving their livelihoods.

facebook.com/Enactus.Curtin

Engineering Outreach

The Engineering Outreach program participants attend events and programs across metro and regional areas of Western Australia. Participants must showcase exceptional communication skills whilst planning and leading engineering activities, projects, talks and demonstrations with the aim to promote engineering to the community, schools and other audiences.

scieng.curtin.edu.au/about-us/outreach/programs-and-events

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.

healthsciences.curtin.edu.au/studying-health-sciences/fieldwork/go-global

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.

Humanitarian Affairs Sarawak Chapter

Humanitarian Affairs Curtin Sarawak Chapter is part of Humanitarian Affairs, United Kingdom. The program provides opportunities to engage in humanitarian service, strengthen awareness of diverse cultures and develop lifelong commitment to helping others by participating in relief efforts to benefit impoverished communities locally and abroad. Office bearers are responsible for the operations and sustainability of the voluntary student organisation.

curtin.edu.my/UniversityLife/LEC/humanitarian

Humanitarian Affairs Service Abroad

Humanitarian Affairs Service Abroad program provides opportunities for students to engage in voluntary service abroad. Participants gain exposure to humanitarian service, strengthen their awareness of diverse cultures and develop a lifelong commitment to helping others by participating in relief efforts to benefit impoverished communities.

IEEE Curtin Student Branch

The Institute of Electrical and Electronic Engineers (IEEE) is the largest engineering association in the world. The Student Branch 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 (JCLA)

The John Curtin Leadership Academy 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.

life.curtin.edu.au/leadership-and-community/jcla

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

Rhythmos Choir

The Rhythmos Choir program is an a cappella choir made up of Curtin staff and students and is based at the Curtin University Bentley campus. Participants attend regular rehearsals and performances and maintain a high standard of performance.

facebook.com/rhythmoschoir

School of Education Professional Related Experience

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.

Science Connections

Science Connections participants attend events and programs across metropolitan and regional Western Australia. Participants develop exceptional communication skills whilst planning and leading science labs, talks and demonstrations with the aim to promote science to the community, school and other audiences.

Sir Charles Court Young Leaders Program

The Sir Charles Court Young Leaders Program (SCCYLP) is Curtin's leadership development program for Year 10 students. SCCYLP Mentors play a crucial role in facilitating the leadership development of students. Participants mentor a team of students during the four-day camp, providing guidance and support to the students and the program co-ordinator.

life.curtin.edu.au/leadership-and-community/sccylp

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

Ultimate Ed and Pub Experience

In the 'Ultimate Ed and Pub Experience', students demonstrate leadership skills in editing and publishing through the co-ordination and management of all aspects of taking a written work or works through to a high quality print or electronic publication in a professional and timely manner.

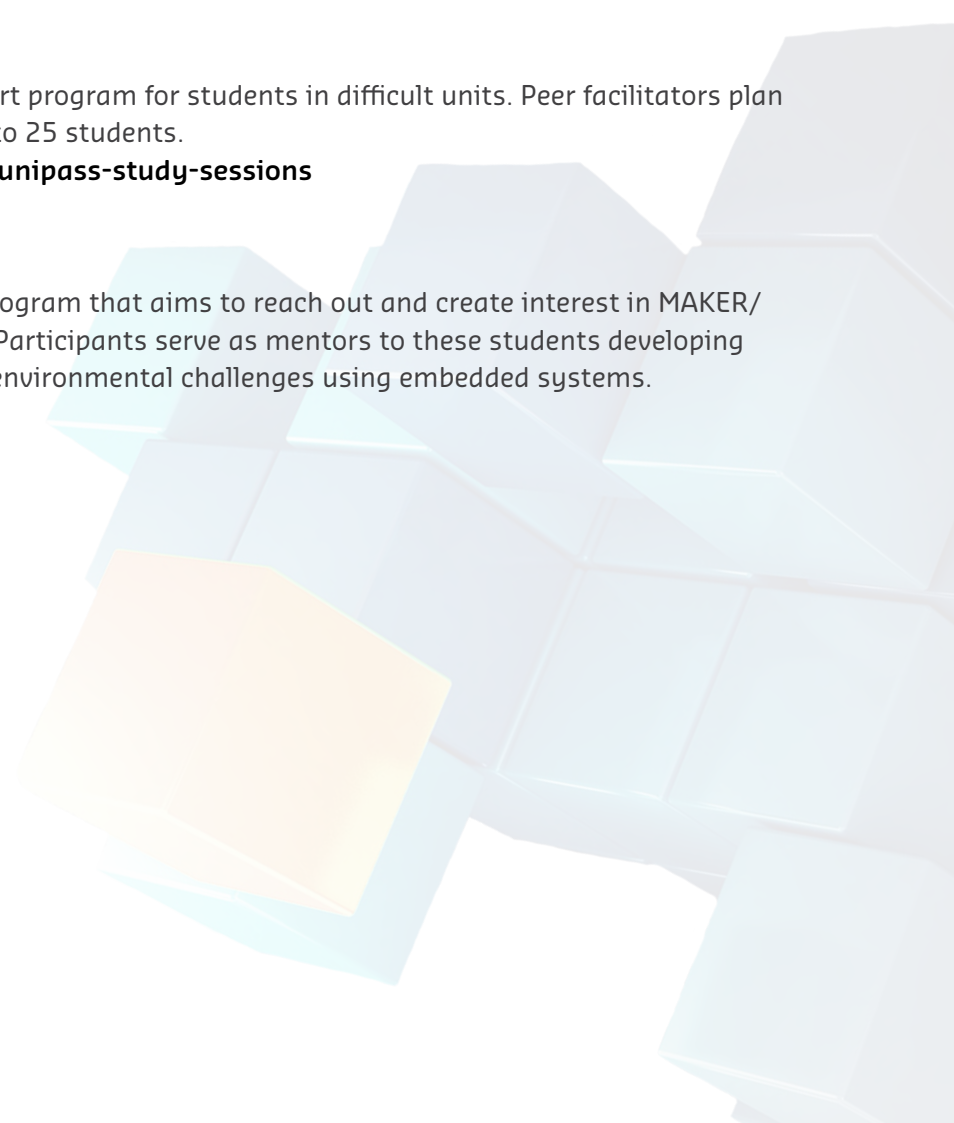
UniPASS

UniPASS is a peer-led academic support program for students in difficult units. Peer facilitators plan and lead group study sessions for up to 25 students.

life.curtin.edu.au/learning-support/unipass-study-sessions

Young Innovate Miri

Young Innovate Miri is a whole year program that aims to reach out and create interest in MAKER/STEM amongst high school students. Participants serve as mentors to these students developing projects which solve community and environmental challenges using embedded systems.



CURTIN EXTA APPROVED SKILLS DEVELOPMENT MODULES

Before I Go – Pre-Departure

Module Overview

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.

Development Outcomes

- Appreciate the importance of cultural awareness in a globalised world
- Review the characteristics of emotional intelligence and resilience
- Note emotional stages experienced in student exchange or times of major change
- Consider effective ambassadorship
- Continue developing your reflective writing
- Review and practice relevant transferable skills of communication and networking

A Little About the Content

We often forget that we are developing and practicing new skills when travelling abroad, especially when trying to adjust to living, studying and working in another country or culture. This adaptation takes time and energy, and is something you can draw on in future experiences when you need to cope with change – whether it's joining a new workplace or team, or moving abroad permanently. Having an awareness of some of the challenges you may face gives you the chance to prepare. Then, when you're there, you can better identify what you are experiencing and enact strategies to cope. These are all highly relevant examples you can draw on when you describe this learning to future employers or when applying for other opportunities.

Being There

Module Overview

Your experiences abroad will 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 (travel/student exchange) will help you to become more culturally aware. This module will help you develop your reflective practice so you can note down and make the most of your learning while abroad.

Development Outcomes

- Consider and reflect on your cultural experiences
- Note and implement adaptation strategies
- Understand the importance of accepting challenges and breaking out of 'the comfort zone'
- Explore stereotypes and cultural relativism
- Rate your global citizenship and cosmopolitanism
- Continue your Reflective Journal writing and blogging on your learning and cultural experiences

A Little About the Content

Reflecting on these experiences can help enhance your awareness of what you are experiencing and in turn help you to regulate your reactions and experiment with strategies while in a new and unfamiliar environment. You can observe your personal coping strategies to new experiences and environments and identify how you can put these skills into practice in the future. Reflective practice is an excellent skill to develop and can be applied to day-to-day learning and development even when you return home. It can help you to engage in life-long learning and demonstrate your ability to adapt to change and grow as a student, employee and individual.

Boost Your Professionalism

Module Overview

Equip yourself with the skills, knowledge and strategies to effectively communicate and contribute within a professional working environment.

Development Outcomes

- Explore the characteristics and importance of professional behaviour in the workplace
- Effectively communicate within multi-generational teams
- Effectively participate in, manage and conduct business meetings
- Apply professional etiquette when writing emails
- Receive and provide feedback in a professional manner

A Little about the Content

Investigate what it means to demonstrate professional behaviour in the workplace and how you can start applying this now as a professional in training. You will uncover strategies to effectively contribute to and conduct business. By learning about and practicing professional behaviour, you will help yourself stand out from the crowd and develop a positive reputation, enhancing your position with employers.

Coming Back

Module Overview

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

Development Outcomes

- Review your cultural immersion learning experiences and reflect on how they might be incorporated into job application strategies
- Review and practise networking strategies
- Practise presentation and public speaking approaches
- Prepare, practise and review an 'elevator pitch' for employers/organisation recruiters
- Review your career story and your strategies for continuing development

A Little About the Content

Your experiences while abroad will have pushed you to move beyond your familiar comfort zone. You will hopefully have moved into more challenging, unfamiliar learning environments. These will have refined and enhanced your emotional intelligence, cultural awareness and resilience as well as fine tuning other important capabilities such as communication, networking, leadership and public speaking. Learning to clearly and effectively articulate your development is a skill in itself. Now you have a wealth of real examples to draw on, this module will help you pair these examples with the skills you want to showcase to help you progress in your career and your life.

Community Impact

Module Overview

The Social Change Model of leadership development is designed to help groups work effectively together for the public good and towards a better future. This is the goal of leadership for social change, and honours our responsibility to make a contribution to the communities we serve.

Development Outcomes

- Examine models for community development and social change
- Explore how you can turn your ideas into action
- Develop your ability to engage with others to bring about change

A Little About The Content

Working towards social change and making a positive impact in our communities isn't always easy. If we care about making lasting change, we need to make sure we are getting to the real reasons why things might not be working in our community, and look at solutions with the input of the community. This is a complex process that involves time, patience and hard work. In the end, knowing you've made a real difference in your community is highly rewarding (and can be lots of fun too!). In this module we share ideas, strategies and stories from people who have turned ideas into action and made a positive impact in their communities.

Conflict Management

Module Overview

Learn how to handle conflict effectively. Many people view conflict as negative and uncomfortable, an issue to be avoided or ignored. Conflict however, can be a tool for positive change. Understand different types of conflict and learn skills that can help you create positive outcomes.

Development Outcomes

- Gain an appreciation for the importance of effective conflict resolution
- Explore different strategies for negotiating and resolving conflict
- Understand different conflict management styles including your preferred style

A Little About The Content

We can find ourselves in a conflict situation without really understanding why this has occurred or how best to resolve it. It could be a clash of priorities, or values or cultural differences that has led to a misunderstanding. We explore the different ways conflict is viewed and managed and how to respond to and resolve conflict. We examine the different sources of conflict and the different conflict resolution styles. Understanding how and why conflict occurs and how it can be resolved can help us work more effectively with each other and in teams.

Cover Letters

Module Overview

Cover letters contain some of the first pieces of information an employer learns about you and as such, deliver an important first impression. Discover how to craft a document that will catch an employer's interest and demonstrate your strengths as a potential employee.

Development Outcomes

- Recognise the importance and role of the cover letter in a job application
- Design and format a cover letter to the required industry standards
- Write engaging and informative content that is relevant to the position you are applying for
- Ensure that your cover letter is personalised and targeted to your audience
- Make sure your document is as compelling as it can be

A Little about the Content

Cover letters are an essential element of your job application. They explain why you have applied and highlight your skills and attributes in relation to the requirements of the position. Most importantly, a cover letter is a personal appeal, designed to logically and emotionally convince the reader that you are a strong candidate for the position. Investing time and effort into tailoring a cover letter for a position can go a long way to helping you progress to interview and securing the position you desire.

Decision Making

Module Overview

Determine what to do when faced with a difficult decision. Learn skills to help you put your values into action when making a decision. Explore different stages of the decision making process and how you can adapt these to the decisions you have to make.

Development Outcomes

- Explore how values influence decision making
- Examine a process for making values-based decisions
- Identify common challenges of the decision making process

A Little About The Content

Making decisions is a common but sometimes difficult process we go through. For the difficult decisions we have to make, it's important to develop a deeper understanding of our values and how we want to put them into action. We explore a process for decision making, some common challenges we face when making difficult decisions, and how reflecting on our values allows us to make better decisions and act with integrity.

Drive Your Career

Module Overview

Explore the concept of emotional intelligence and its relevance not just to graduates and early career professionals, but also to job performance and career success for all employees. With graduate recruiters consistently listing emotional intelligence as one of the top ten criteria they are looking for when hiring, you can work proactively to grow your emotional intelligence.

Development Outcomes

- Explore the concept of emotional intelligence and its link to employability and career satisfaction
- Evaluate and enhance your current level of emotional intelligence
- Apply emotional intelligence when communicating and building relationships with others
- Analyse the link between emotional intelligence and career resilience
- Assess your own level of career resilience and develop strategies to enhance it

A Little about the Content

Emotional intelligence and resilience are closely linked and are key predictors of career success, job performance and work satisfaction. Explore the different components of emotional intelligence (EQ) and learn how you can take action to enhance your EQ, which will benefit both your professional and personal relationships. You will also examine how to effectively build working relationships through applying EQ and the characteristics of some well-known individuals who have demonstrated career resilience, to achieve personal and professional success.

Entrepreneurship

Module Overview

Discover the elements that make a successful entrepreneur and how entrepreneurship and entrepreneurial skills drive innovative businesses today.

Development Outcomes

- Develop an entrepreneurial mindset and manage your emotional resilience
- Learn how to become an innovator, develop killer ideas and turn them into solutions
- Assess the commercial viability of your idea and plan to take it to market
- Apply an entrepreneurial mindset to drive continuous improvement and innovation

A Little about the Content

Ever wonder what it takes to drive a successful business? Innovation, creativity and risk-taking are keys to turning ideas into successful businesses and are some of the skills that define what it means to be an entrepreneur. Understanding how to develop an entrepreneurial mindset will assist you in pursuing your own business ideas and help you drive your career into the future.

Get To Know Your Industry

Module Overview

Have you ever wondered what a good starting salary for your chosen profession might be? Perhaps you want to know what you can do with your degree? Which industries are booming and what would be a useful postgraduate qualification? 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 identifying potential growth areas for your next career move.

Development Outcomes

- Explore why labour market information is important in successfully managing your career journey
- Discover how different employment trends can impact on the changing world of work
- Access and utilise reliable and credible career information sources
- Analyse the links between discipline of study and potential occupations, employers and industries
- Develop your own labour market guide, tailored to your preferred career direction

A Little about the Content

Being tuned in to your industry or sector will enable you to be more knowledgeable about where the employment opportunities are, how to effectively market yourself and the industry trends that are driving change. You will explore how to access reliable and credible career information enabling you to make informed career decisions and take action to increase your employability over the short and long term. Find the key information you need, such as salary and job prospects in your industry and discipline.

Intrapreneurship

Module Overview

Learn how industry insiders work to develop new ideas and products that feed the growth of some of the world's most successful businesses.

Development Outcomes

- Explore intrapreneurship and the differences between entrepreneurs and intrapreneurs
- Assess challenges in the workplace and discover how they can be reframed to your advantage
- Learn how to collaborate and apply collaborative techniques to solve workplace problems
- Analyse your key stakeholders so that you can progress your intrapreneurial concepts

A Little about the Content

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

Module Overview

Explore what leadership means to you and to others. Identify the skills you already have and those you want to develop so you can have a positive impact in your community. Understand how you can become involved and contribute to making your world a better place.

Development Outcomes

- Explore what leadership means for you
- Understand social change leadership
- Build your own and others capabilities so you can make a difference

A Little About The Content

Leadership isn't necessarily about titles and jobs, nor is it limited to people with natural charisma. It can be expressed through our everyday actions and the way we influence the lives of those around us. It gives us an opportunity to make an impact and contribute to making the world a better place, or in the words of our University, we can 'Make Tomorrow Better'. We explore what social change leadership means and why social change is important. We look at how you can develop capabilities to help make you more effective at both an individual and team level.

Making Change

Module Overview

Understand how social change happens. Explore what changes you could make on a personal level that impact society.

Development Outcomes

- Understand the process of making changes in your life and the lives of others
- Examine a model for behaviour change that can be applied at a personal and societal level
- Identify changes you would like to make in your own life

A Little About The Content

A challenge we often face when trying to create change is feeling unprepared or uncertain about what might happen. We share ideas, strategies and stories from those who have successfully moved from ideas to action, despite their initial hesitations or setbacks. We examine models of how to make lasting change and give you tools to make a change that sticks, in your personal life or the communities you're part of.

Planning & Applying

Module Overview

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 awareness, and enhance your employability.

Development Outcomes

- Research and explore study/work opportunities abroad
- Note the benefits of studying and working abroad
- Complete all required travel and program documentation
- Identify your learning styles, motivations and set goals
- Develop a reflective journal format and begin reflective writing, appreciating the importance of cultural awareness in a globalised world
- Identify strategies for effective ambassadorship

A Little About the Content

Preparing to study or work overseas can help you make the most of your time abroad by helping you focus on what you want to achieve and develop strategies to manage some of the common and surprising challenges of moving overseas. These experiences take us out of our comfort zone and challenge us to grow. With some preparation and research you will put yourself on the right track to make the most of your experience and recognise what you have learnt to give you a competitive employment advantage. Exposure to cultural learning and insights will prepare you for work and study abroad and for working with a diverse group of students and colleagues.

Project Management

Module Overview

Gain an overview of the key aspects of project management. Be equipped with some of the basic tools and strategies to manage projects effectively. Establish your goals and then plan how to achieve them.

Development Outcomes

- Explore key aspects of the project management process
- Understand some of the key processes and tools for managing projects

A Little About The Content

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 us manage these projects more effectively and reach the desired outcomes. We explore a range of tools and strategies that can be applied to small and large-scale projects. We examine the various phases of projects and what is needed at each stage to ensure success and what are some of the key pitfalls we need to avoid.

Public Speaking

Module Overview

Practice effective communication skills to help you deliver memorable presentations. Learn how to influence, build rapport and inspire people to take action. Use the power of story-telling to engage others with your ideas.

Development Outcomes

- Explore key elements of successful story telling
- Give more effective presentations
- Identify strategies to overcome nervousness and to become a confident speaker

A Little About The Content

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! This module will help you address that fear. We identify strategies that will enable you to speak more confidently and persuasively. We help you to understand why story telling is such an important skill and how to construct more effective and meaningful stories. A range of frameworks are explored that will help you develop and deliver effective, engaging presentations to influence and inspire others to take action.

Selection Criteria

Module Overview

Learn how to address both official and hidden selection criteria within job applications, to ensure that you can effectively demonstrate you are the right person for the job.

Development Outcomes

- Understand and identify selection criteria
- Correctly design and format your responses to written selection criteria
- Generate and assess the merit of responses to selection criteria
- Design and develop your own selection criteria for positions
- Present your responses to selection criteria to suit different applications

A Little about the Content

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. By addressing selection criteria in a manner that will inform the employer of how well you fit the requirements, you can make sure that you have provided all the information an employer needs to make a decision that will be to your advantage.

Self Awareness

Module Overview

Explore your values, strengths, weaknesses and blind spots. Understanding your strengths and weaknesses and working to your strengths can help you become more effective at managing yourself. It can also help you to become a better team member and team leader.

Development Outcomes

- Understand factors that influence your emotional responses
- Explore how increasing self-awareness helps make you a better team member and leader
- Develop reflective practices

A Little About The Content

Self-awareness is important for us in all aspects of our lives. It helps us to know and understand our strengths and weaknesses and our emotional responses to a range of different situations. For example why we feel that we are successful in some situations and unsuccessful in others; why we get angry in certain situations, and what is important to us (our values). We will explore a range of strategies for increasing self-awareness including values clarification, reflective practices, negative and positive self-talk and giving and receiving feedback on our own and others strengths and weaknesses.

Teamwork

Module Overview

Identify characteristics of successful teams and the challenges they face. Explore team problem solving and the importance of communication, motivation, goal setting and role allocation. Become a more effective team member and understand the responsibilities of team leaders.

Development Outcomes

- Identify characteristics of effective teams
- Understand some of the common challenges of teamwork
- Explore how teams are formed and how they function
- Appreciate the importance of communication, motivation, team norms, goals setting and role allocation

A Little About The Content

Much of our time is spent in teams, whether it's a sports team, a group that we are doing an assignment or project with at university or in the workplace. Teamwork provides us with a way to achieve great things by fostering relationships and a sense of belonging, it brings together people with a wide range of skills, and helps us to create innovative solutions to complex problems. 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. We explore models of team development, team roles and group processes that can help or hinder team performance.

Understanding Culture

Module Overview

Learn how to work within and across cultures- an important skill sought after by employers. Explore your own and others cultures and what it takes to transition from one culture to another. Identify strategies that will help you to develop your own cultural proficiency.

Development Outcomes

- Understand what culture is and how we learn it
- Explore different cultures and perspectives
- Develop strategies for increasing your cultural proficiency

A Little About The Content

We live in an increasingly globalised world and we study and work in multi-cultural teams. Understanding different cultural perspectives, being open to new knowledge and experiences, and accepting ambiguity helps improve our cultural proficiency. We reflect on the different cultural experiences of students to help increase our cultural awareness. We examine the attributes that allow people to behave in culturally sensitive ways even when they have limited knowledge of other cultures.

Workplace Rights & Responsibilities

Module Overview

Learn about your rights and responsibilities in the modern workplace and gain understanding of how to navigate what are acceptable behaviours and actions of both employers and employees.

Development Outcomes

- Understand your conditions of employment
- Differentiate between conditions that apply to paid and unpaid work, volunteering and internships
- Recognise if you are being paid correctly and receiving the right entitlements
- Define and identify the differences between bullying and discrimination
- Identify your responsibilities in the workplace

A Little about the Content

You will unpack the National Employment Standards, including acceptable hours of work, flexible working and annual leave rights, differences between paid and un-paid work and appropriate notice of termination. You will explore how to find out if you are being paid the correct wage, as well as other entitlements including superannuation and penalty rates. You will also identify what constitutes bullying and discriminatory behaviour and how to take appropriate action if you witness or are subject to them. Finally, you will explore your responsibilities in the work place with regards to working ethically and responsibly.