

Student Name:

Student ID:

Submission 2: CPD Assessment Questions - S1 2024

Once complete, please Submit a **single** PDF of your completed Template with the filename in the form <LastName_FirstName_ StudentID>.pdf.

You must use examples from your Engineering-related experiences when completing these questions.

Learning outcomes for the CPD unit can be found in the Monash University Handbook: [ENG0001](#) is the unit code for Bachelor of Engineering (Honours) students and [ENG0003](#) is the unit code for Master of Professional Engineering students.

There are a number of examples of [answers to these CPD Assessment Questions posted on the website](#) to assist you with understanding what high quality answers look like. These exemplars are to act as a guide only and should not be copied. CPD is an academic unit, and as such falls under Monash's [Student Academic Integrity Policy](#).

When you submit your CPD for assessment it will be checked by Turnitin for plagiarism, and the Faculty of Engineering also audits CPD submissions every semester to ensure there are no academic integrity issues.

CPD Section 1: *Ethics and Professional Accountability*

Draw upon your Engineering-related CPD experiences to provide examples for the following situations:

Part 1:

A situation where you had to consider your actions in terms of **ethical conduct**, specifically relating to the Engineers Australia Code of Ethics (Page 4). **(250 words)** You must [download the code here and read it](#).

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

Which one of the four behaviours from the Code of Ethics are you describing?

Which sub-point are you describing? Please cut and paste the full text from the sub-point.

Describe a situation where you considered your actions in these terms?

Word Count: ???

Minimum Words = 150

Maximum Words = 250

Part 2

(choose only 1 of the following situations):

1. A situation where you had to consider the **safety of other people**.
2. A situation where you had to recognise and address legal requirements in an engineering context (eg: **non-disclosure, liability, intellectual property, etc.**)
(250 words)

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

Scenario A: Safety / B: Non-disclosure, Liability, Intellectual Property, etc. (Delete irrelevant letter)

Word Count: ???

Minimum Words = 175

Maximum Words = 250

CPD Section 2: *Effective Communication*

Draw upon your Engineering-related CPD experiences to answer the questions in each Part below.

Part 1

Reflect on a time when you gave an **oral presentation**. Describe the audience and how you tailored your oral and visual communication to suit the audience. *How effective was this method and what would you change in the future?* (250 words)

List which Engineering CPD experience from Student Futures you are basing this example on (experience title and/or company name and/or unit name):

What was the oral presentation?:

Who was the audience?:

How did you tailor your **oral and visual presentation**?:

How effective was your method?:

What would you change in future:

Word Count: ???

Minimum Words = 175

Maximum Words = 250

Part 2

Describe and **contrast two different styles of formal engineering written reports** that you have produced, in terms of their objectives, target audience, writing style and structure. *How were each of these reports appropriate for the intended purpose?*

Choose 2 different examples from these report styles: Research report / Design report / Surveys / Literature review / Proposal / Project report / Lab report / Progress report
(250 words)

Report 1 style: Research report / Design report / Survey / Literature review / Proposal / Project report / Lab report / Progress report (*Delete irrelevant styles*)

Objective:

Target Audience:

Writing Style and Structure:

How was it appropriate for purpose?:

Report 2 style: Research report / Design report / Survey / Literature review / Proposal / Project report / Lab report / Progress report (*Delete irrelevant styles*)

Objective:

Target Audience:

Writing Style and Structure:

How was it appropriate for purpose?:

Word Count: ???

Minimum Words = 175

Maximum Words = 250

CPD Section 3: *Tool selection, usage and application*

Draw upon your Engineering-related CPD experiences to provide an example of a situation where you learned about, investigated, initiated or implemented the use of a new hardware or software tool. Provide an example where the tool was used for either A: Design / B: Safety / C: Costing & Resourcing / or D: Sustainability

(500 words)

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

Describe the tool and why it was required:

Describe how you applied the tool for A: Design / B: Safety / C: Costing & Resourcing / D: Sustainability
(*Delete irrelevant text*)

Describe the impact of the tool - did it help? If so, how? If not, why not?:

Word Count: ???

Minimum Words = 300

Maximum Words = 500

CPD Section 4: *Professional Judgement & Decision-making*

“Engineering judgement is used when making a decision. It involves an engineer weighing up, in their own mind, the pros and cons of the potential courses of action being considered. This process may be formal, intuitive or deliberate or, in most cases, an intricate combination of the three.” Tim Procter, [Engineering Education Australia](#)

Drawing upon your Engineering-related CPD experiences provide an example of how you **demonstrated professional judgement** in an engineering based project.
(400 words)

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

Briefly describe the engineering project:

Describe the scenario:

Explain how you arrived at your professional judgement and why you used that approach. For example:

- Did you use your own intuitive approaches in arriving at your professional judgement? OR
- Did you research and use information from literature, in making your professional judgement? OR
- Did you gather, weigh up and use information from others in making your professional judgement? OR
- Did you use a combination of the above approaches?

Reflect on the impact of your professional judgement/decision, in relation to the scenario you have chosen:

Word Count: ???

Minimum Words = 300

Maximum Words = 400

CPD Section 5: *Sustainability and Society*

[Sections 4.1 - 4.3 of the Engineers Australia Code of Ethics](#) outlines how engineers should promote sustainability, and the [UN Sustainability Goals](#) provide input into what should be considered for sustainable development.

Drawing upon your Engineering-related CPD experiences provide an example of a situation where you had to consider sustainability and impact to society and/or the environment. What sustainable principles did you consider and how did this impact your project / design?

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

Describe the situation:

What sustainable principles did you consider / apply:

How did this impact your project / design:

Word Count: ???

Minimum Words = 300

Maximum Words = 400

CPD Section 6: *Being an effective part of a Team*

Drawing upon your Engineering-related CPD experiences, describe a time where you had to work on an engineering project with a team.

- What was your role in the team
- Briefly describe the roles of other team members
- How did you accommodate varying personality types and make team decisions?
- How did the team resolve conflicts?
- How did you personally gain the trust of your team members and other stakeholders (clients, managers...?)

(500 words)

List which Engineering experience from your Submission 1: CPD Summary Report you are basing this example on (experience title and/or company name and/or unit name):

What was **the team**, and what was **your role** within it?:

Briefly describe the **roles** of other team members:

How did you **accommodate varying personality types** and make team decisions?:

How did the team **resolve conflicts**?:

How did you **gain the trust** of your team members and other stakeholders?:

Word Count: ???

Minimum Words = 350

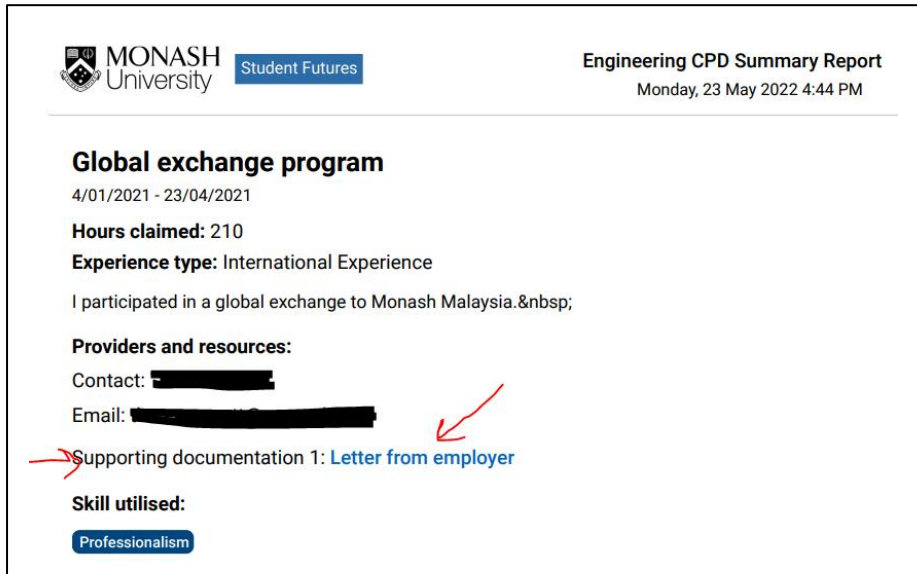
Maximum Words = 500

CPD Section 7: *CPD Supporting Documentation*

A common mistake students make is not providing enough supporting documentation, which causes them to have to revise and resubmit their submission. Please read the instructions below to avoid this.

Instructions to fill out the CPD Supporting Documents Summary Table below:

- Fill out the details for all experiences greater than 35 hours and copy the hyperlink for your supporting documentation into the table below.
- The **hyperlinks** can be found on your **Submission 1: Engineering CPD Summary Report** under the “Providers and resources” section for each experience. **Do not copy the hyperlink to your experience from the Student Futures platform webpages, you must copy the hyperlink from your Engineering CPD Summary Report** (see image below):



The screenshot shows the 'Engineering CPD Summary Report' interface. At the top left is the Monash University logo and 'Student Futures' tag. The title 'Engineering CPD Summary Report' and date 'Monday, 23 May 2022 4:44 PM' are at the top right. The main section is titled 'Global exchange program' with dates '4/01/2021 - 23/04/2021'. It lists 'Hours claimed: 210' and 'Experience type: International Experience'. A description states 'I participated in a global exchange to Monash Malaysia.' Under 'Providers and resources:', contact and email fields are redacted. A red arrow points to the 'Supporting documentation 1: Letter from employer' link. The 'Skill utilised:' section shows 'Professionalism' in a blue box.

If you need instructions on how to upload your supporting documentation to Student Futures, please [click here](#).

Guidelines for Supporting Documents:

- You are required to provide supporting evidence or documentation for all CPD experiences **greater than 35 hours**.
- Your supporting documents need to show **ALL of the following**:
 - **WHO** - your name - that you participated in it
 - **WHAT** you did - details of the experience - this needs to include enough information so that the CPD assessor can tell what you did, and whether it is Engineering or Non-Engineering related

- **WHEN** it took place
- **HOW LONG** it went for
- **If one supporting document doesn't provide all the evidence required then please include multiple documents for that experience** (payslips for example don't usually show what your duties were, so you would need something else that shows what your role and duties were).
Your claimed hours may be rejected if you do not supply sufficient evidence.

Suggested examples of supporting documents might include:

- Statements of work provided by your employer (you can ask your workplace to use this [Monash CPD Experience Evidence Template](#));
- Offers of employment or work experience - insufficient alone - you would also need something else to show that you actually undertook the experience;
- Sample payslips from work positions (please obscure any bank or payment details, and provide one payslip from the start and one from the end to show length of employment) - insufficient alone, you would usually also need something else to show your duties;
- Certificates of achievement or attendance at events;
- Screenshots demonstrating online course completion and number of hours spent on the course;
- Advertising or flyers for events attended - insufficient alone - you would also need something to show you attended / completed;
- Evidence of attendance for professional development programs or activities;
- Photographs or images relevant to your experiences;
- **Supporting documents must be in English** – if your original document is not in English you should check if the supplier can reissue it to you in English. If they can't then you must have it translated by a [NAATI certified translator](#) and submit both the original and the translation.
- **For Monash units** that you are claiming curriculum-related hours for, please just supply a screenshot of that unit showing on your WES (make sure it shows your name as well on the screenshot)
- **For other Monash-specific experiences** you can supply documentation from the Monash organiser confirming the details of the experience. Some examples of Monash experiences are:
 - Co-op Program
 - IIP Program
 - Summer Research Program
 - IBL Program - please ensure you provide enough detail in your documentation to show it is Engineering-related for CPD purposes
 - MITI Program - please ensure you provide enough detail in your documentation to show it is Engineering-related for CPD purposes
 - Engineering Teams or Clubs
- Please respect the **privacy and confidentiality** of the university, external companies and other students in selecting appropriate materials to submit. These reports will not be published or shared beyond the CPD assessment team.

CPD Supporting Documents Summary Table

I confirm that I started my Monash Engineering course in (please enter Month, Year):

List all your CPD Experiences greater than 35 hours duration that you have claimed on Student Futures, and include the hyperlink(s) to the supporting documentation (you will find the hyperlinks in your Engineering CPD Summary Report)							
Dates of your experience	Monash year level when completed	Company / Activity / Unit Code	Position/Role	Eng or Non-Eng?	Curriculum-based Y/N	# of Hours	Hyperlink(s) to supporting document(s) copied from your Engineering CPD Summary Report (do not copy the hyperlink from the Student Futures website, only from the Submission 1: CPD Summary Report document)
		Add rows if needed		Delete excess rows			

Before you submit the information above, please open an incognito window and check that each hyperlink is working correctly and linking to the right document.

If for some reason you are unable to link to your supporting documentation, please indicate this in the table above and insert a screenshot of your proof below.

Review the supporting documentation you've provided above. Does it cover all of **WHO, WHAT, WHEN, HOW LONG** for each experience? When your CPD assessor looks at it, will they be able to see proof of what you did for the experience, how many hours you completed, and the overarching dates? If not, please include additional documentation, and refer to the guidelines above as to what is acceptable.