

Course guide: Graduate Certificate of Leadership

March 2024



Graduate Certificate of Leadership

Who is this degree for?

This innovative degree is designed for leaders who want to formalise and augment the leadership skills they have developed in their workplace experience. Delivered as a flexible online program, this degree is ideally suited to the busy professional.

How does this degree work?

It comprises a combination of coursework units, professional practice credentials and stackable short courses.

- introductory units that provide you with a grounding in the main leadership theories and support for completing personal, professional and career development opportunities
- successful attainment of professional practice credentials by providing portfolio evidence of specific course learning outcomes at the required level
- industry-aligned stackable short courses that enable you to further develop the leadership skills that most fit to your career.
- research methods unit that equips you with the research skills for the capstone
- a final capstone unit where you complete a professional project that demonstrates your expertise and contributes to your field in a meaningful way.

Professional Practice credentials

Deakin Professional Practice credentials provide objective and independent recognition of capabilities that have been developed through learning and experience and that have been demonstrated in practice. The credentialling process provides professionals with a credible, consistent and independent recognition of their current skills and knowledge.

Stackable short courses

Deakin stackable short courses provide the ideal way to fill a knowledge gap in your current role, develop a specific set of skills, or gradually strengthen your expertise. Upskill fast and build credit towards your longer-term career and study goals on a timeline that suits you.



Course overview

The Graduate Certificate of Leadership is an innovative, first-of-a-kind* qualification for experienced professionals who want formal recognition of their leadership experience. Through the latest leadership theories, workplace-based research, applied practice and feedback, you'll consolidate and expand your leadership capabilities so you can keep up with the demands and opportunities of tomorrow.

The model offers employers and professionals an alternative to traditional higher education that is credible, validated and offers new ways to match capability and opportunity. This setup aims to help the professionals to reach their full potential by accelerating the completion of the program on the basis of prior learning and work experience.

Completion of this degree recognises the discipline-based knowledge and skills developed by professionals in the workplace and credentialed through Deakin. This is coupled with employability skills that are validated and endorsed through a holistic assessment of the student.

To qualify for the Graduate Certificate of Leadership, students must complete two core units, two Professional Practice credentials and two stackable short courses (microcredentials).

Course structure



Microcredentials can be attempted separately or simultaneously, and in any order.

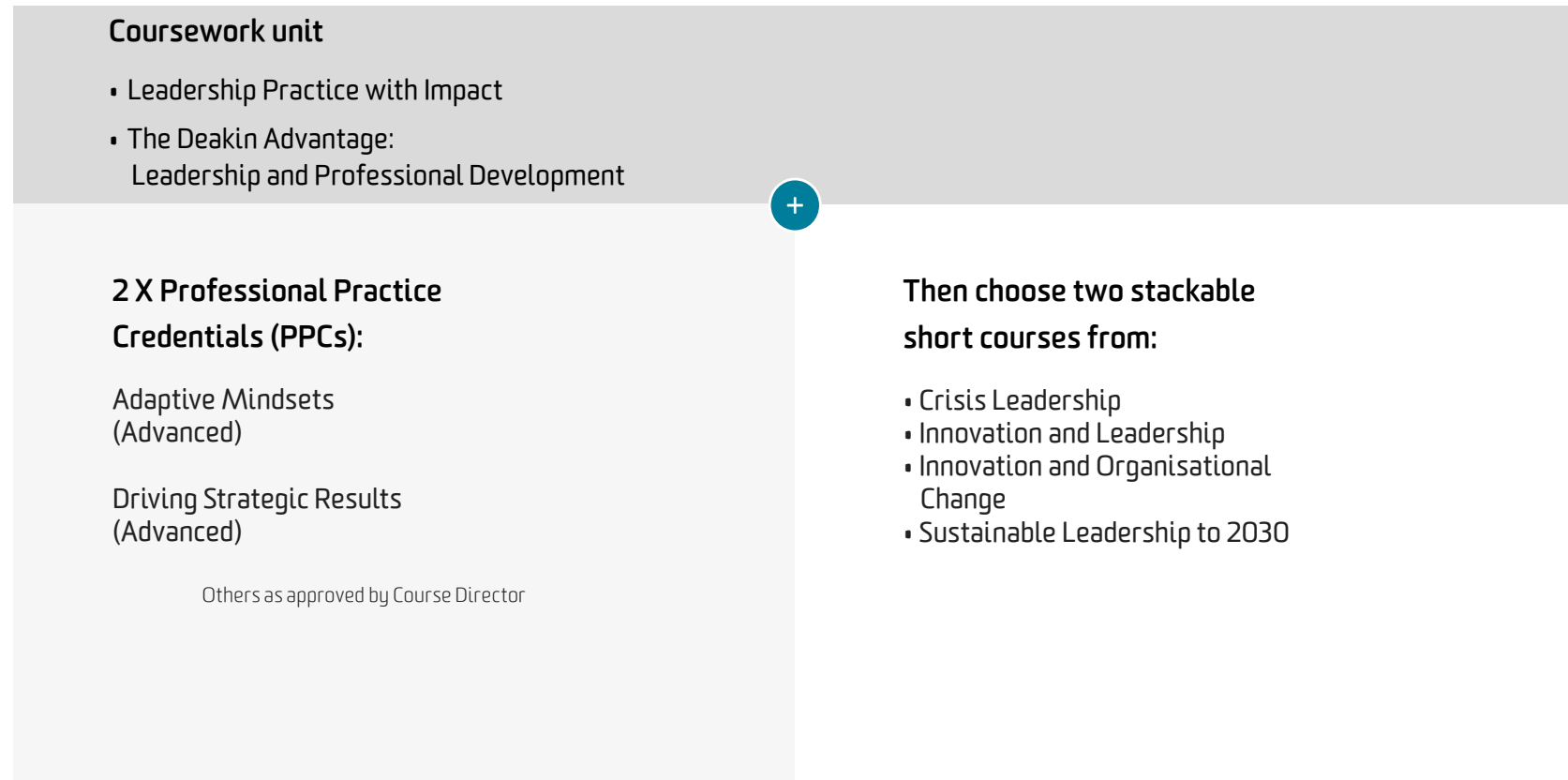
*Deakin is the first and only university in Australia to develop professional practice degrees, combining online coursework units along with several Professional Practice Credentials, which recognise capabilities: the skills and knowledge you already have and which you apply in your work. This recognition is gained through written and video testimonies and a portfolio of evidence.



How is the course structured

You will complete two core units, two Professional Practice credentials and two stackable short courses.

To gain a Professional Practice credential, you must demonstrate the capabilities you've acquired in a leadership role.



* Two Trimesters is the minimum timeframe to complete this course. You can start this course with any unit **, please speak to a course advisor for more information on degree paths.

** The Leadership Research Project (Capstone) coursework unit must be completed last.

Microcredentials you will need to earn

You will need to complete two Professional Practice credentials and two stackable short courses as outlined below:

You will need to do:

CRADC-G1 Adaptive Mindsets (Advanced) and CRDSR-G1 Driving Strategic Results (Advanced)

AND Two from:

DMC710-AW Crisis Leadership

MMC705-AW Innovation and Leadership

MMC704-AW Innovation and Organisational Change

MMC715-AW Sustainable Leadership to 2030 (Masterclass)

Enrolling in your microcredentials

This guide provides the details for all the microcredentials you are required to complete for this course.

Consider and select the first microcredential(s) you want to do, in line with your course structure and study plan that you have developed with the course team.

When you're ready to enrol in your microunit, please contact your Course Adviser or students@leadership.deakin.edu.au

When you are enrolled, you will see your microunit tile in the student portal, DeakinSync. Clicking on the microunit tile will take you to your stackable short course or Professional Practice credential.

Please refer to Deakin Current Students information for the handbook and important information on key dates, as well as Microcredential learner support <https://www.deakin.edu.au/students/help/microcredential-learner-support>.

Stackable short courses

What is a stackable short course?

Stackable short courses are changing the face of university study, gain specific and much needed industry based skills, and earn academic credit toward postgraduate study. Upskill fast in key areas of demand and that give you the confidence to apply on the job through workplace based assessment. Available as on-demand learning or intensive masterclasses, our stackable short courses are delivered 100% online, in as little as six weeks, giving you flexibility of where and when you learn.

Why do a stackable short course?

The World Economic Forum 2023 'Future of Jobs Reports' claimed half of the workforce will need to reskill in the next five years. Examples of needed cross-functional skills include innovation (critical thinking and collaboration) and workplace wellbeing (diversity, inclusion and resilience) and productivity (flexibility and agility) are be prioritised by employers. The report predicts diversifying skill sets are moving from a 'nice to have' to an essential part of staying relevant in the job market. With our co-designed with industry courses you can leave your degree with a diverse portfolio of learning in areas such as sustainability and crisis management.

On-demand learning

- Self-paced, learners may start anytime.
- Can be completed in as little as six weeks, maximum of twenty-four weeks.
- Light facilitation and support are provided by Deakin teaching staff. Learners can attend drop-in sessions conducted fortnightly.
- Learners must pass an assessment task to gain a digital certificate of completion.

Masterclass learning

- Set start and end dates.
- Can be completed in six to ten weeks.
- Learners must pass an assessment task to gain a digital certificate of completion.
- Comprising up to four masterclasses held weekly, followed by an additional two to four weeks to complete an assessment task.

Become more employable

In 2022 the University Professional and Continuing Education Association conducted a survey of over 500 employers on the topic of microcredentials. One key finding was that most employers felt that a microcredential was improving the quality of work in their workplace. This study also showed those with microcredentials became more attractive candidates for employment with over three-quarters of employers thinking those who undertake microcredentials demonstrate a willingness for skill-development and show high levels of initiative.

Designed with industry to give you the skill you need now, these bite-sized courses allow you to engage in study and training that ensures long-term employability.

(1) Deloitte (2018) Higher education for a changing world

(2) Harvard Business Review (2022) To Retain Employees, Support Their Passions Outside Work

University professional and continuing education association (2022) The Effect of Employer Understanding and Engagement on Non-Degree Credentials' <https://upcea.edu/resources/> - accessed 27/10/23



List of stackable short courses

Choose from the following six stackable short courses:

Crisis Leadership

This short course will support you in building the expertise and skills needed to effectively lead an organisation in times of crises.

Mode: Online on-demand

Price: AUD 1375

Duration: Self-directed - 6 weeks to 6 months
[see details](#)

Innovation and Leadership

This short course helps you to lead strategic innovation internally in your organisation - and manage resistance to change.

Mode: Online on-demand

Price: AUD 1100

Duration: Self-directed - 6 weeks to 6 months
[see details](#)

Innovation and Organisational Change

This short course enables you to diagnose the need for organisational change and to develop a change program.

Mode: Online on-demand

Price: AUD 1100

Duration: Self-directed - 6 weeks to 6 months
[see details](#)

Sustainable Leadership to 2030 (Masterclass)

This masterclass short course gives you practical know-how for enterprise prosperity during the rapid global “sustainability revolution”.

Mode: Online on-demand

Price: AUD 1980

Duration: 4 - 6 weeks
[see details](#)

Crisis Leadership

Course overview

How you'll learn

Go at your own pace with support from your educator and fellow learners during online learning activities and discussions. Complete your course within six weeks, including the assessment, or take extra time and use the regular assessment submission windows to complete within 24 weeks of your enrolment.

What you'll learn

During this short course you will:

- Demonstrate the knowledge of the role of crisis leadership for individuals, teams and organisations in a variety of settings
- Evaluate the role of context and apply key concepts of effective crisis leadership to your own situation
- Reflect on your role of leading and managing crisis
- Develop a crisis management action

How you're assessed

You are asked to assess your own crisis leadership style and develop a crisis management action plan (2500 words)

Co-designed with industry

Meet the expert

Dr Florian Klonek is a senior lecturer in management at Deakin Business School.

Meet the organisation

The Risk Management of Australasia (RMIA) stands as a premier association for risk professionals in Australasia, providing essential resources, opportunities for networking and educational offerings.



Innovation and Leadership

Course overview

How you'll learn

Go at your own pace with support from your educator and fellow learners during online learning activities and discussions. Complete our courses within 6 weeks, including the assessment, or take extra time and use the regular assessment submission windows to complete within 24 weeks of your enrolment. During this time, you can book online consultation sessions with your educators to support your learning.

What you'll learn

During this short course you will:

- Work with tools such as Wolcott and Lippitz' Four Models of Intrapreneurship
- Explore the drivers for internal innovation (intrapreneurship)
- Examine resistance to change
- Reflect on and appraise your personal experience of change to formulate strategies for leading intrapreneurship

How you're assessed

The assessment task requires you to reflect on a recent change experience (2500-word reflective essay). You can choose either a change program or experience that you have led or one that you have been part of. It doesn't need to be an organisational change; it could also be a personal change.

Co-designed with industry

This industry-led stackable short course is co-designed with the International Centre for Transformational Entrepreneurship, Coventry University; Cathryn Nolan, Senior Knowledge Lawyer at Hall & Willcox; and Mark Cameron, CEO of Alyve. Together, we've designed a course where you'll gain skills that you can apply immediately in your workplace.

Meet the experts

Cathryn Nolan provides legal consultancy at a leading Australian law firm and offers independent services to a select client base, specialising in 'virtual' in-house counsel services to start-ups and emerging enterprises. Cathryn is respected for developing and delivering unique, elegant and workable solutions in legal, education, governance and commercial situations.

Mark Cameron, CEO of W3. Digital, has been in the digital strategy and transformation space since the late-90s and has worked with companies such as SAP North America, GSK, Australia Post and Telstra. Mark has worked on a vast array of digital and customer-focused projects, including political elections, global brand strategy, innovation strategy, transformation initiatives and digital product development.

Meet the organisation

W3.Digital is a consultancy that specialises in enabling and leading digital transformation initiatives.



Innovation and Organisational Change

Course overview

How you'll learn

Go at your own pace with support from your educator and fellow learners during online learning activities and discussions. Complete your course within 6 weeks, including the assessment, or take extra time and use the regular assessment submission windows to complete within 24 weeks of your enrolment. During this time, you can book online consultation sessions with your educators to support your learning.

What you'll learn

During this short course you will:

- Learn how to create, plan, validate, socialise and present a business case that attracts investor, sponsor or organisational funding
- Explore strategically focused innovation that meets desirability, feasibility and viability criteria within a given professional or industry context

How you're assessed

Your assessment task for this course requires you to formulate a plan for a strategic change program (2500 words). It is designed to develop your capability to select from alternative models and to apply these to a specific change program, innovation or strategic initiative.

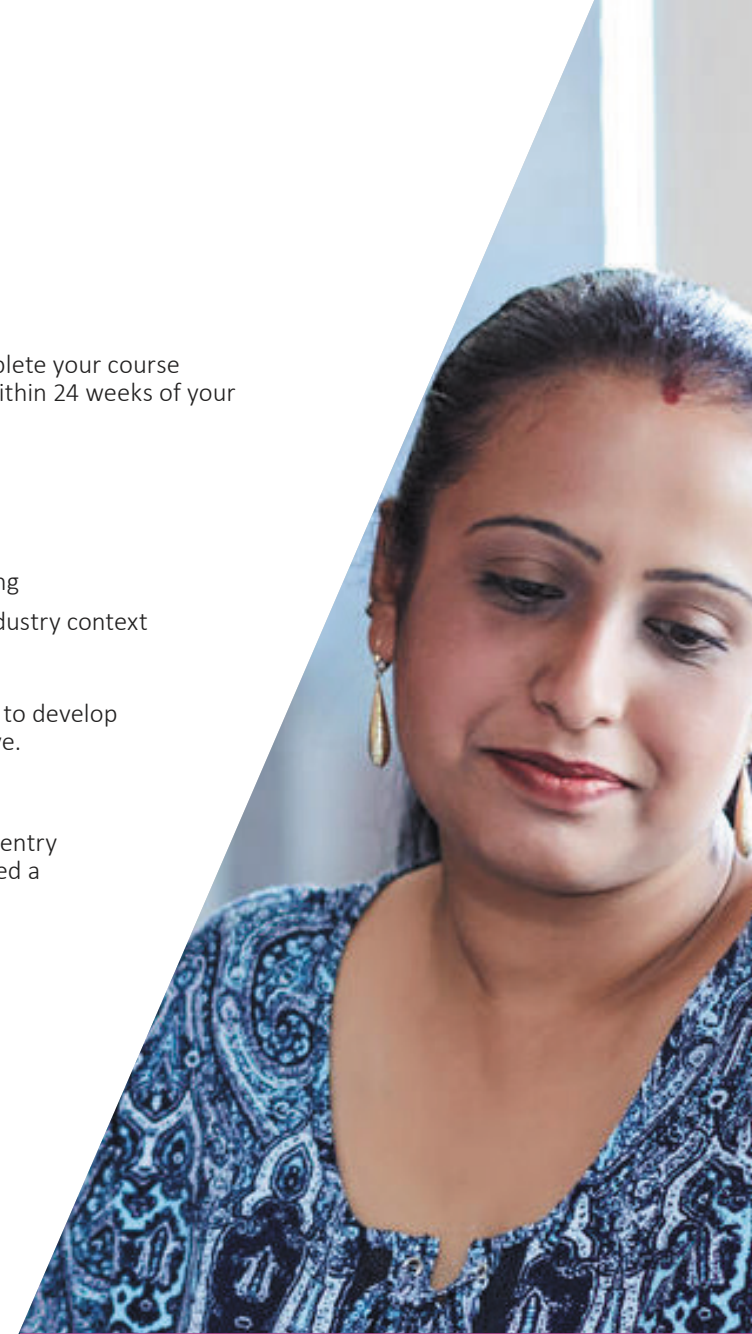
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W3 Digital is a consultancy that specialises in enabling and leading digital transformation initiatives.

Sustainable Leadership to 2030 (Masterclass)

- Commences:
- Monday 26 August 2024
 - Monday 2 September 2024
 - Monday 9 September 2024
 - Monday 16 September 2024

Course overview

What you'll learn

During this short course you will:

- Explore what 'Sustainable Leadership to 2030' is and why it matters to business and your professional development
- Build your own kit of frameworks, methodologies and tools
- Focus on risk management – existing and emerging from sustainable leadership
- Learn how to integrate strategic and operational business planning, monitor and evaluate systems, and reporting
- Gain the skills and tools required to build your case for change

How you're assessed

Complete and submit an online diagnostic survey for your business (or one of your choice) that will allow you to rate:

- How well the organisation is positioned for the climate, energy and circular economy transition
- Strengths and weaknesses over a range of factors considered important for the transition
- During the short course you'll engage in a mix of presentation, practical exercises, self-reflection and group simulation. In the final masterclass, your small group will make a 'pitch' (presentation) for change
- Following the final online masterclass, you'll be required to submit an executive summary (of 500 to 800 words) that highlights how you will leverage 'Sustainable Leadership to 2030' learnings to progress your organisation's (or the one you choose) prosperity and career development
- Further details about the assessment requirements will be sent upon registration into this masterclass



How you'll learn

Learn directly with industry experts in small groups during online live sessions delivered over six weeks. Build your expertise and elevate your industry knowledge with support from your educator, fellow learners and our team. We're there for you before and after the online live sessions and assessment tasks. You are required to attend all the masterclasses.

Sustainable Leadership to 2030 (Masterclass)

Meet the experts

Neil Plummer is a climatologist who has been immersed in the Australian and global climate community for more than 30 years. He was head of Climate Services in the Bureau of Meteorology for eight years. Neil currently works with organisations to support them in the climate, energy and circular economy transition and, in particular, to help them capture opportunities and manage their risks.

Fabian Sack has been a leader in sustainability transformational theory and practice in the public, private and NGO sectors, using interdisciplinary technical and educational tools, for 20 years. Fabian's portfolio includes leading corporate transformational processes in complex regulatory and operating contexts, the development of best practice adult education programs in higher education and building collaborative partnerships across sectors.

Meet the organisation

Out of the Box Executive is a consultancy firm that helps boards, businesses and executives to perform at their optimum, as well as deliver outcomes beyond their purpose and value proposition.

Co-designed with industry

This industry-led stackable short course is co-designed with Out of the Box Executive. Together we've designed a course where you'll gain skills that you can apply immediately in your workplace.



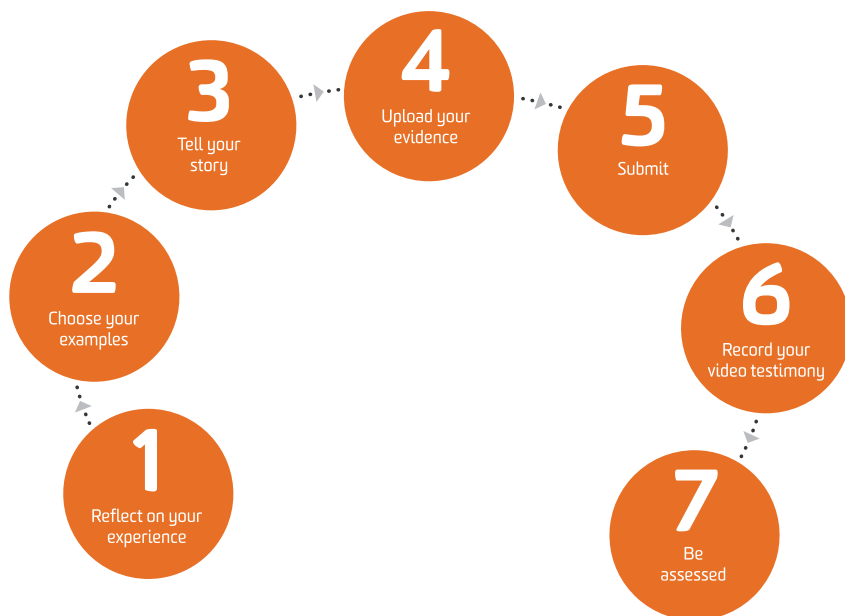
Professional Practice credentials

Professional Practice credentials recognise the skills and knowledge you have developed through learning, work and experience.

They are different from qualifications because achieving a credential is not about attending lectures, working on group projects or taking in new information. Instead, it is about reflecting on your experience and proving that you already have the skills and knowledge for the credential.

The process is completed online through Deakin's credentials portal, and your submission is assessed by professionals with academic and industry experience.

Here's an overview of the credential process. You'll find more detail on the different steps in the following pages.



Credentials portal

When you are enrolled in your Professional Practice credentials, you will have access to the credentials portal.

The credentials portal will step you through the process and provide tips along the way.

If you need help, please email us on ppc@deakin.edu.au

The Professional Practice credential process

Here's an overview of the seven steps involved in the online credential process.

1 Reflect

Reflecting on your experience is a key part of the credential submission process. So before beginning your submission, you'll need to take the time to think deeply about your professional experience. This will help you choose your examples in the next step.

2 Choose your examples

In your submission, you will need to describe at least two examples e.g. projects or initiatives that demonstrate how you have met the criteria and dimensions.

Each example can demonstrate more than one of the criteria and, combined, your chosen examples need to cover all the criteria. Here are some questions to help you choose your examples:

- How do these examples show your capability?
- What was the context of the example?
- What did you set out to achieve?
- What was the outcome?
- What was your contribution?
- Who were the stakeholders involved?

3 Tell your story

This is an opportunity to provide the detail to support your examples. The credentials portal gives you a template for this by providing questions to guide you. This is also known as a reflective testimony and shows the assessors how your examples demonstrate the criteria and dimensions for the credential.

4 Upload your evidence

For each example you describe, you must supply at least two supporting evidence documents. These documents help assessors validate your examples.

5 Submit

As the name indicates, this step is simply about submitting your examples and evidence.

You'll be required to declare that:

- your submission is true, and is your own work
- your contribution to any group work is not misrepresented
- your submission does not infringe copyright or confidentiality.

6 Record your video testimony

Once you have submitted your examples and evidence, you'll be invited to record your video testimony. This involves answering questions about your examples and should provide assessors with additional context and depth.

You will receive a link to our video portal, and you'll need to complete your testimony generally within two weeks.

7 Be assessed

Once you've submitted your examples and evidence, and completed your video testimony, your submission will be assessed. During the assessment period, you could be asked to provide additional information. If so, you will be allowed one re-submission.

Unlike traditional learning assessments there is no grading scale for credentials. The final outcome will be that your submission has either satisfied or not satisfied the standard of achievement at the required level.



Submission in English

The assessment for credentials is in English, therefore all evidence documents and written examples must be in English. If an original document is not in English, you will need to provide an officially certified translation, along with the original document for authenticity. The video testimony will also be conducted in English.

Criteria and dimensions

Your submission must address all of the credential's criteria and dimensions.

Criteria

It can be helpful to think of criteria for a Professional Practice credential as similar to key selection criteria (KSCs) for a job or key performance indicators (KPIs) for a performance review.

For example, when addressing KSCs for a job role, you need to provide examples from your professional experience and describe how the examples demonstrate the criteria. In the case of KPIs, you would talk to your manager about what you have done in the review period to meet your KPIs, providing examples to illustrate this.

Similarly, for credentials, you need to think about examples from your professional experience and describe how they (and the supporting evidence documents) demonstrate what you have done and which criteria they relate to.

Dimensions

Along with satisfying the credential's criteria, your submission needs to demonstrate that you're working at the required level of autonomy, influence and complexity. We call these the dimensions of the credential – keep them in mind when deciding which examples to use in your submission.

When you first read the criteria, allow yourself a couple of days to consider the evidence you might use. It is difficult to recall every piece of work you've ever worked on, and I found I would have light-bulb moments over a day or two when I would remember a piece of evidence that was great for my submission.

Your examples and evidence

Make sure your examples and evidence documents meet the requirements.

Examples

You need to provide at least two examples in your submission. Each example can relate to more than one criterion and, combined, your examples must address all the criteria and dimensions.

Your examples might span a number of roles and initiatives, but at least one example must be within the last **two years**.

Evidence

You need to provide at least two evidence documents to support each example.

You'll need to include a document of substance – such as a presentation, strategy, project plan or report – along with supporting documents, such as emails, meeting minutes or photos.

For each document, remember:

- You'll need to provide a description when you submit it, including evidence title, date, role and summary. This helps our assessors understand how the document fits into your submission
- For large files, refer to the specific parts (e.g. page number, section or time stamp) that support the criteria and dimensions
- If a document is not all your own work, explain your contribution to it within the example the document relates to

You can provide a third-party reference as one of your evidence documents, as long as you supply it on our third-party reference template (download this from the credentials portal). Your referee must be someone you currently or previously worked with, who can confirm your example or evidence.

You will need to provide examples and evidence that address the criteria in a leadership context.

Removing confidential information

Please make sure you remove any confidential or sensitive information, such as names and financials, from your evidence documents.

When you remove confidential or sensitive information you need to state clearly in your written example that you have removed confidential information.

This might mean you need to provide a third-party reference to verify your evidence.

Please use our third-party reference template for this (download it from the credentials portal).

Telling your story

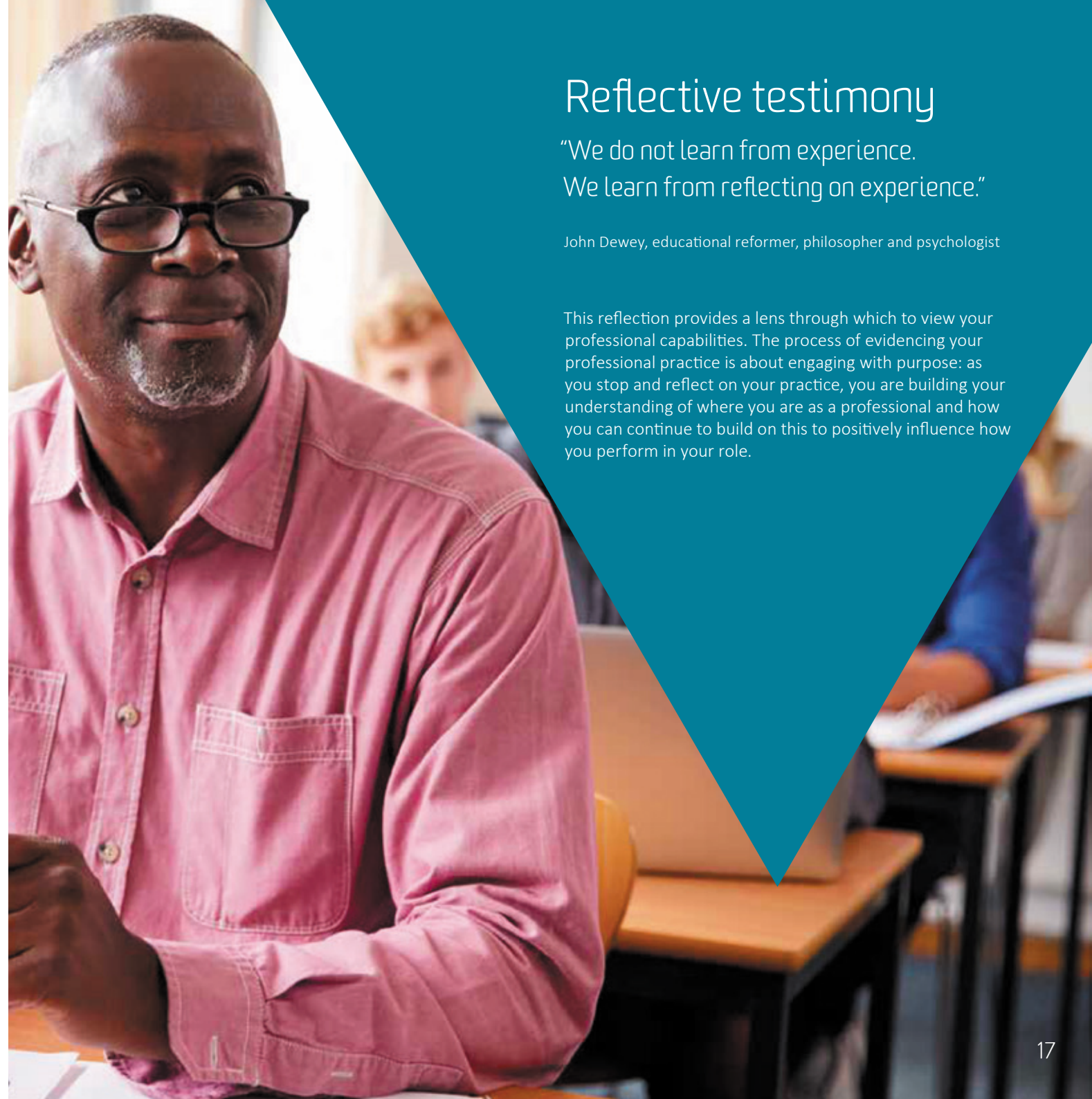
Telling your story is also known as 'reflective testimony'. This is about bringing your examples and evidence together to show how you satisfy the credential's criteria and dimensions.

Create your submission by using the template in the credentials portal. The template will structure your submission by providing you with questions to help you tell your story and provide our assessors with the information they need.

Your story will describe the detail of your examples, and reference your evidence documents to support each example.

Your story needs to be:

- In the first person
- Of a professional standard with the appropriate level of grammar and spelling
- Clear and succinct.



Reflective testimony

"We do not learn from experience.
We learn from reflecting on experience."

John Dewey, educational reformer, philosopher and psychologist

This reflection provides a lens through which to view your professional capabilities. The process of evidencing your professional practice is about engaging with purpose: as you stop and reflect on your practice, you are building your understanding of where you are as a professional and how you can continue to build on this to positively influence how you perform in your role.

Your video testimony

This is the final step in the submission process. Here's how it works.

Once you have submitted your examples and evidence through the credentials portal, you will receive an invitation to record your video testimony online.

You'll generally have two weeks to do it. The portal will guide you through the process, including asking you a series of questions to help our assessors further understand your skills and knowledge.

Here are some things to keep in mind:

- Have a copy of your submission handy because some of the questions will refer to your examples and evidence documents
- Your testimony is an opportunity to elaborate on the information you have already submitted
- Consider your clothing and location, remembering that your video is being recorded and will be reviewed by our assessors

Once you've completed your video testimony, your complete submission will be assessed within two weeks and the results will be available two weeks after that. You will be advised of the outcome once the result is finalised by the Faculty. you'll be advised of the outcome.

You might be asked to provide supplementary evidence during the assessment process. You will be allowed one re-submission in the assessment process for each credential.

Remember to have a copy of your submission with you as some of the questions will refer to your examples and evidence.



Professional Practice credential: Adaptive mindsets

Leaders today need to have a deep commitment and capacity to drive change, anticipate important trends, and foster innovative or adaptive thinking and practices that can improve business or stakeholder outcomes.

Research into leadership and business success has shown that a leader's ability to understand, embrace and model positive change behaviours fundamentally affects an organisation's ability to build a culture that embraces change, innovation or adaptive thinking. Leaders that cannot adapt, innovate or challenge existing thinking and practices can erode an organisation's ability to respond at speed to new or emerging opportunities.

Businesses seeking to compete in a turbulent global environment marked by rapid technological disruptions need leaders that can not only adapt but foster and champion change within their organisation so they can effectively respond to customer expectations and improve how work is performed.



Professional Practice credential: Adaptive mindsets

Your submission must address all of the credential's criteria and dimensions

Criteria

1. You inspire commitment to a clear and compelling vision for how change and innovation can generate sustained benefit.
2. You recognise and reward entrepreneurial spirit and adaptive mindset amongst others.
3. You establish systematic approaches to the conduct of innovation and improvement.
4. You enhance organisational responsiveness to immediate or emerging opportunities.
5. You coordinate the planning and execution of clear and realistic change project plans and processes.
6. You monitor and maintain the momentum for major change projects.

Dimensions

- **Autonomy:** You have responsibility and accountability for promoting major change and advancing the overall ability of a profession or functional area to respond to opportunities or threats.
- **Influence:** You communicate a clear, compelling vision for change and the medium-term outcomes that can be achieved.
- **Complexity:** You lead the identification, assessment and testing of innovation for the attainment of cross-functional change targets.

The types of examples of evidence you could provide include:

- change project plan for a medium scale, complex project
- project progress report for a medium scale, complex innovation or change project test plan
- development of an innovation action plan for an organisation or significant project/functional area, with budget, time lines and responsibilities
- presentations of communication strategies aimed at influencing stakeholders relevant to a change project in public forums
- change project plan that demonstrates that you have considered the wider context and emotional drivers affecting others
- policy, procedures, guidelines or similar documents that you developed to stimulate and foster innovation within a significant business or a specialist field of professional endeavour
- change readiness or agility assessment for a function or business activity
- provision of a substantial body of work evidencing your ability to consistently and correctly use advanced processes, techniques and tools to research, track and respond to new technologies or market trends
- risk assessment and analysis of an innovation and resulting change
- completion of group idea search/or innovation activity
- feasibility study or testing plan for new technology or an innovation



Professional Practice credential: Driving strategic results

Research and study of global organisations enjoying sustained success makes a compelling argument for leaders that convey a future vision and engage the workforce in positive action, also driving results by setting clear, measurable and challenging goals and outcomes.

Driving strategic results is the ability to promote the achievement of excellence and the attainment of strategic outcomes. Leaders need to be able to evaluate progress by reviewing data, analysing results and making informed decisions with regards to progress or improvement opportunities. To achieve planned results and strategic outcomes, leaders need to lead and successfully manage the resources of their team or organisation.

Effective leaders will take responsibility for their actions to lead and coordinate the systematic formulation, implementation and evaluation of plans that underpin the organisation's strategic direction and competitive advantage in a turbulent market.



Professional Practice credential: Driving strategic results

Your submission must address all of the credential's criteria and dimensions

Criteria

1. You scan the external environment to identify and prepare the organisation for specific opportunities or challenges.
2. You champion the organisation's vision and purpose.
3. You contribute to the governance or review of functional results.
4. You create and align work structures, systems and resources to better achieve objectives.
5. You prioritise resource allocation to support planned outcomes, overcome obstacles or respond to new opportunities.

Dimensions

- **Autonomy:** You have responsibility for driving the attainment of higher level, cross functional results.
- **Influence:** You plan, execute and optimise the attainment of functional outcomes.
- **Complexity:** You plan, implement and evaluate medium-term outcomes that contribute to strategic results.

The types of examples of evidence you could provide include:

- functional plan or strategic plan for a smaller scale business/ organisation
- organisational Design document (e.g. your independent effort to develop a structure with reporting relationships and positions for a defined functional area)
- governance and risk framework
- resource plan
- workforce plan
- operational or business plan for a significant area of business or functional activity
- adjusting longer term (2+ years) plans or goals to accommodate environmental changes
- collection and analysis of high-level business or project data
- authorisation of major plans, projects or initiatives
- output achieved through personal efforts to successfully navigate organisational politics or competing functional interests
- vendor/ supplier relationships
- lobbying or influencing key stakeholders or decision makers
- psychometric and related testing of leadership styles and preferences.



Your rights and responsibilities

Professional Practice Credentials are awarded by Deakin University and are governed by relevant policy and procedure (including the Deakin Micro-credentials policy and Deakin Professional Practice Credentials procedure).

When you engage in the credentialling process as a student of Deakin University you have rights and you also have responsibilities.

Your rights include:

- to be treated with courtesy and respect throughout the process
- to have access to reasonable adjustments in applicable circumstances
- to have access to a review of a decision should this be required.

Your responsibilities include:

- to act with academic integrity
- to conduct yourself in a professional manner throughout the process.

Academic integrity

Academic integrity is acting in accordance with the values of honesty, trust, fairness, respect and responsibility in academic settings. Examples of behaving with academic integrity include:

- complying with instructions for assessment tasks
- submitting your own original work
- acknowledging all ideas, designs, words or works of others, including in group tasks
- providing accurate and truthful documentation.

Plagiarism is the use of other people's words, ideas, research findings or information without acknowledgement, that is, without indicating the source. In the credentialling process this also includes misrepresenting your prior experience and your role in any examples or evidence provided.

Plagiarism is a very serious breach of academic integrity and there are procedures and penalties for dealing with instances of plagiarism and collusion (acting with another person with the intention to deceive) by students.

Deakin University's academic misconduct procedures and penalties are explained on the Student integrity web page and more information is available in the Student Academic Misconduct Procedure.

Reasonable adjustments

Alternative assessment arrangements may be made for students with a disability or health condition to ensure that all students have a consistent and fair opportunity to demonstrate their knowledge and/or capabilities.

Students who are prevented from completing an assessment requirement at the scheduled time because of circumstances outside their control may apply for an extension.

When a student is enrolled in a Deakin professional practice course, alternative arrangements, including applying for an extension, will be made according to the process set out in the Assessment (Higher Education Courses) procedure.

Academic Progress

One of Deakin's graduate learning outcomes is self-management: working and learning independently and taking responsibility for personal actions. You are expected to make your studies a priority and to start your assessment tasks early, rather than leaving them until the last minute.

At the end of each trimester, your Faculty will review your progress against your study plan. If your performance is below the expected standard, the University will intervene. Initially you will be contacted and provided with support to improve your performance. Students who continue to make unsatisfactory progress may be excluded. For more information see the Academic progress web page.

Breaches of responsibilities

When a student is enrolled in a Deakin professional practice course, allegations of breaches of responsibilities will be managed in accordance with relevant student academic integrity or general misconduct policies.

Allegations of breaches of responsibilities will be investigated by the University and a decision made about whether the allegation is supported and what action should be taken. This may include education about acceptable practice, a formal warning, exclusion from the credentialling process or revocation of the credential, depending on the severity of the breach. The student will be notified in writing of the outcome and review process.

Complaints

For all enquiries, requests and feedback related to Deakin Professional Practice Credentials, or to make a confidential complaint, please contact ppc@deakin.edu.au

For further information about your rights and responsibilities as a Deakin student, and for requirements relating to Deakin units, please check your unit guide.



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Deakin University CRICOS Provider Code: 00113B

We're here to help

If you need any help along the way,
please email us at:

students@leadership.deakin.edu.au