Course guide: Graduate Certificate of Professional Practice
Information Technology

December 2017
Professional Practice Degrees

Deakin’s professional practice degrees offer professionals an innovative approach to earning a postgraduate degree while they work – saving them both time and money. If you’re a professional with extensive experience and knowledge in your field, a professional practice degree can help you gain a professionally recognised qualification which, in turn, can lead to you furthering your career.

Who are professional practice degrees for?
Professional practice degrees are designed for experienced professionals who are looking for formal recognition of the extensive experience, skills and knowledge they’ve gained in their field of practice.
These professionals may either have no formal qualifications or a degree that may no longer be relevant to their field of practice.

How do these degrees work?
Delivered as flexible online programs, professional practice degrees are ideally suited to the busy professional.
Students undertaking professional practice courses gain their degree through a combination of coursework units and professional practice credentialling. These include:
• introductory units that provide you with the insight, knowledge and tools to complete the qualification
• successful attainment of professional practice credentials by providing portfolio evidence of specific course learning outcomes at the required level (AQF 9)
• a 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.
Credentials warrant an individual’s professional capabilities and encourage professionals to reflect, evaluate and evidence their own skills, knowledge and experience.
Professional Practice Credentials

Deakin Professional Practice Credentials warrant that the skills and knowledge you have developed through learning, work and experience have been demonstrated in practice to the required level.

Credentials recognise employability skills such as communication and problem-solving, and technical expertise, such as risk management and design thinking. Credentials are benchmarked against recognised industry skill frameworks and the Australian Qualifications Framework (AQF).

Credentials are not traditionally taught units, but rather an evidence-based assessment of applied skills and knowledge. To achieve credentials, you need to submit a portfolio of evidence, with a reflective narrative and video testimony, to demonstrate skills and knowledge you’ve already gained through the workplace.

All credentials bear the insignia of Deakin University, and are based on evidence of achievement rather than participation. Our credential assessors have significant academic and industry experience.

Credentialling is different to other kinds of study you may have completed. It’s not about attending lectures or tutorials, or working on group projects and taking in new information. Instead, it’s all about you creating a portfolio of evidence that reflects your skills, experience and knowledge. The credentialling process is entirely online and your submission will be assessed as to whether the standard of achievement has met the required level.

Earning a credential is a step-by-step process to identify and document your skills, experience and knowledge.

Where to get help

Contact ppc@deakin.edu.au for all professional practice credential enquiries and support.
Course overview

This innovative graduate certificate program awards a qualification largely based on recognition of professional practice and is ideally suited to experienced IT professionals with domain experience seeking career advancement.

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 final holistic assessment of the student. Upon the completion of this program, graduates will possess advanced skills and complex knowledge in the discipline areas they have selected to advance their career.

To qualify for the Graduate Certificate of Professional Practice (Information Technology), students must successfully complete 2 units (totalling 2 credit points of formal study) and 3 Professional Practice credentials. Each Professional Practice credential will assess the performance at Masters level (AQF9) level in one of the Deakin Graduate Learning Outcomes contextualised to information technology. Students are also required to complete STP050 Academic Integrity (0-credit-point compulsory unit).

Course structure

Graduate Certificate of Professional Practice

Plan your study

You will need to complete a course study plan to help you visualise and plan which units and credentials you will need to study and earn in order to complete the requirements of your course. A suggested structure is provided which you can follow or where possible, tailor to suit your individual needs.
Credentials you will need to earn

You will need to successfully complete the following credentials:

<table>
<thead>
<tr>
<th>Credentials</th>
<th>Definitions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>The ability to use oral, written and interpersonal communication to inform, motivate and effect change. This includes communicating to consult or engage with individuals and groups inside and outside the organisation.</td>
<td>See page 12</td>
</tr>
<tr>
<td>Teamwork</td>
<td>The ability to work and interact with others including those from different backgrounds and professions/disciplines. In a professional context the focus is on collaboration to proactively promote synergy in the production of work products within teams and across internal and external networks. This includes stimulating relationships in order to promote collaborative outcomes, knowledge sharing and goal attainment.</td>
<td>See page 16</td>
</tr>
<tr>
<td>Information Technology – technical proficiency</td>
<td>The ability to demonstrate the required breadth of expertise in Information Technology using SFIA* as the reference for skill identification across two different SFIA categories.</td>
<td>See page 20</td>
</tr>
</tbody>
</table>

*Skills Framework for the Information Age
Enrolling in your credentials

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

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

Credentials are available in the Start Anytime calendar, with twelve study periods per year so you can enrol when you are ready. When you’re ready to enrol in your credential unit, please contact sebe-burwood@deakin.edu.au

When you are enrolled, you will see your credential unit tile in the student portal, DeakinSync. Clicking on the unit tile will take you to the credential submission system.

All the credentials follow the same process of evidence, testimony and video testimony. You will very likely find that the first credential takes you the longest to prepare but that it will become easier as you move through your credential submissions. It is possible to prepare and submit different credentials at the same time.

Please refer to Deakin Current Students information for the handbook and important information on key dates.

Ready to enrol in your credentials?

When you are ready to enrol in your credential unit, please contact sebe-burwood@deakin.edu.au
Overview of the credentialling process

This is a summary of what you’ll need to do to earn a credential. This guide contains details of all the credentials in this course including the criteria you’ll need to demonstrate and the level of autonomy, influence and complexity at which you are expected to be operating. You’ll also find suggestions for the types of evidence you could consider providing for each credential.

Think and reflect

Consider the credential criteria, dimensions and evidence suggestions on each of the detailed credential pages in this guide. Reflect on your professional experience and think about some of the examples from your work, e.g. projects or initiatives you could use.

Choose your examples and collect your evidence

Consider the examples from your work experience, e.g. a project or initiative that will demonstrate the criteria and dimensions of autonomy, influence and complexity for each credential. We recommend you choose two to three examples. Examples can be used to demonstrate more than one of the credential criteria.

Questions to ask when choosing your examples include:

- 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?
- Who were the stakeholders involved?

Evidence is the collection of documents you must provide to support the examples you’ll narrate in your reflective testimony. It is recommended that you select two to three pieces of evidence per example and that you consider you evidence before writing your reflective testimony. Examples of evidence are listed for each credential.

If you don’t have evidence for your chosen examples, consider where you may need to generate evidence to be ready for the credentialling process.

Write your reflective testimony

You will need to write a reflective testimony for each credential which brings together your examples and evidence documents into an overall narrative. The reflective testimony will show how your examples demonstrate the criteria and level of the credential, and how the evidence documents support your examples.

The requirements for reflective testimony are the same across all credentials and are detailed on the following pages, along with other information that is common to all.

Submit your reflective testimony and evidence

You’ll need to submit your reflective testimony and evidence documents. We recommend that before you submit you check all the elements of your submission.

When you submit your reflective testimony and evidence documents 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.

Undertake your video testimony

Once you have submitted your reflective testimony and evidence documents, your video testimony will be scheduled. For the video testimony you’ll need to answer a series of questions expanding on your skills and knowledge. This must be done within a specific timeframe.

The video testimony will be recorded and added to your submission record for assessment.

Assessment of your submission

Once you’ve completed your video testimony, your entire submission will be assessed and you will be advised of the outcome. You may be asked to provide supplementary evidence during this process.

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.
Reflective testimony

Your reflective testimony brings together your examples and evidence into an overall narrative that shows how you satisfy all the criteria and all the dimensions.

Your reflective testimony must be:
• written in the first person
• between 500 to 1000 words
• clear and succinct
• written in a professional style, including the appropriate level of grammar and spelling.

You must include a short introductory paragraph providing an overview of your current role and your relevant professional experience.

When referring to your examples and evidence in your reflective testimony you must outline:
• what was the role you were performing in each example and evidence
• the context within which it was performed
• the date it was performed
• the relationship to the criterion.

You must refer to your evidence documents in the relevant sections of your reflective testimony.

Reflection

Philosopher, psychologist and educational reformer John Dewey said ‘We do not learn from experience ... we learn from reflecting on experience.’

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.
Referencing your evidence

Evidence is the collection of documents you must provide to support the examples in your reflective testimony.

You are required to reference your evidence documents within your reflective testimony.

For large files, you must refer to the specific parts (e.g. page number, section, chapter) within your evidence document, or time stamp for video or audio file, that demonstrate and satisfy the criteria and dimensions.

When uploading your evidence, you’re required to provide a description for each evidence file you submit, including:

- evidence title
- date
- summary of evidence.

The assessors will read the description when referring to your evidence documents.

Where documents are not all your own work, you must explain your contribution to the document within your testimony.
Handling sensitive information

While you are required to submit evidence documents, they need to have confidential or sensitive information removed.

If you need to remove confidential information, e.g. names and figures, in order to submit your evidence you will need to state clearly that information has been removed for the purpose of confidentiality.

If significant and relevant information has been removed you’ll need to supply a third-party reference to verify this evidence. The third-party reference is a confirmation of the example or evidence you have provided in your submission.

You may also supply a third-party reference in place of one piece of evidence if the document is too confidential to be submitted. This must use the third-party reference process outlined below.

Third-party reference

The person providing the third-party reference must be someone that you currently work with, or have worked with in the past, and who can confirm your example or evidence.

While the third-party reference can’t be your only piece of evidence, it can be used as a supplementary piece of evidence to confirm the context of your role and the example. The third-party reference will also need to be used to verify evidence if significant or relevant information has been removed from a document.

The third-party reference must include:

- the relationship of the third-party to you and your example
- the details of the example or evidence clearly described
- a link to an online profile, e.g. LinkedIn and/or contact details as we may use these to verify the person’s identity and relationship to you.

The person providing the third-party reference must use and agree to the legal declaration provided for such testimony.

The form is available to download.

Documents submitted must not infringe copyright and must not be confidential.
Video testimony

Once you have submitted your reflective testimony and evidence documents, you’ll be required to complete your video testimony. The video testimony can be done at a time that suits you, but this must be within two weeks of receiving the invitation.

The video testimony will require you to answer a series of questions expanding on your skills and knowledge. This must be done within a specific timeframe.

Your video testimony is also an opportunity to elaborate on the details in your reflective testimony and evidence documents. As some of the video questions will require you to refer to your examples and evidence, you must have a copy of your submission with you.

The video testimony will be recorded and added to your submission record for assessment. As your video testimony is recorded, please be mindful of appropriate attire and location.

Once you’ve completed your video testimony, your entire submission will be assessed and you’ll be advised of the outcome. You may be asked to provide supplementary evidence during the assessment process.

Your entire submission will be stored as part of the audit record of the assessment process.

Where to get help
Contact ppc@deakin.edu.au for all professional practice credential enquiries and support.
Communication

Communication is essential to promote commitment and the sharing of ideas and information within your team and across the organisation, and to external stakeholders and customers.

Communication is one of the most commonly listed employability skills in job advertisements. Communication skills have become increasingly important over time as individuals and organisations change who they work with and how they work with them.

In the modern workplace people won’t always be in the same location or sitting around the same table. Today, people across organisations are collaborating via messaging and video-enabled meetings with people, at different times and across different locations, facilitated by the development of a whole new set of communication skills.

Businesses value professionals with good communication skills as they can be easier to work with and relate better to clients, ultimately driving business outcomes. Communication is vital to businesses because it engages staff, builds relationships, prevents misunderstanding and increases organisational efficiency and productivity. Professionals who effectively communicate with their colleagues foster positive relationships that benefit the organisation as a whole.

Communication is a critical component in successfully responding to change, enhancing innovation and promoting continuous improvement when deployed with other capabilities such as critical thinking, problem-solving, collaboration and emotional judgement.

Communication (AQF9)

At the masters level of communication you’re promoting a culture that encourages and enables effective communication across teams, stakeholders and your organisation. You’re preparing articulate and influential communications and giving clear instructions on often very complex topics or strategic issues.

Within your role you’re promoting and fostering effective communication across your own operational area as well as across diverse groups within an organisation, or a professional or business network. You represent your organisation with authority and credibility in public forums, and communicate with meaning to positively inform or influence specialist and non-specialist groups, stakeholders and customers.
Demonstrate the criteria and dimensions

Your credential submission must address all criteria and all the dimensions of autonomy, influence and complexity.

How you address the criteria will depend on the type of work you do. To be successful, your submission will need to clearly demonstrate how your examples and evidence align to the criteria and dimensions.

You must address all criteria

Criterion 1. You promote a culture that encourages and enables effective communication.
Criterion 2. You communicate with meaning to positively inform or influence specialist and non-specialist groups and diverse stakeholders.
Criterion 3. You represent the organisation with authority and credibility in public forums.
Criterion 4. You prepare and present articulate and influential reports, documentation and presentations.
Criterion 5. You give and receive clear instructions or recommendations on often very complex and conceptually ambiguous topics or strategic issues.

Dimensions

Along with satisfying the criteria, your submission will need to demonstrate that you’re working at the required level of autonomy, influence and complexity for the credential. Keep this in mind as you decide which examples and evidence documents you’ll include in your submission to show that you’re operating at the required level.

Autonomy

You have a broad awareness of factors that shape effective communication across a range of possible audiences, purposes and professional subjects. This will routinely involve eliciting and communicating diverse ideas to groups within and beyond the organisation.

Influence

You promote the sharing of ideas and communication and information beyond the immediate professional or organisational context.

Complexity

You appreciate and shape communication structures, procedures and systems that positively enable communication in social, learning, work and professional contexts.
Choose your examples and evidence

Consider and select two to three examples for your submission and provide two to three pieces of evidence for each example.

Choose examples and evidence from your work experience that will demonstrate the criteria and dimensions of autonomy, influence and complexity. Examples and evidence can be used to demonstrate more than one of the criteria.

While your examples and evidence documents may span a number of roles and initiatives, you must include evidence that reflects your current practice.

Your submission should include documents of substance that evidence the criteria and dimensions. You may also include supporting evidence that contributes to the narrative but which would not be sufficient on its own.

You will need to provide examples that address the criteria in an information technology context.

The types of evidence you could provide include:

- presentation at a professional or national/international conference to share information on wide-scale professional or work-related strategic issues
- systems-level stakeholder communication/engagement strategy (internal, external, specialist, non-specialist)
- communication presentations, press releases or similar strategic communications for specialist and non-specialist audiences
- board or executive reports or papers that effectively inform or influence decisions
- major reports or presentations on high-level topics communicating to diverse audiences, strategic partners or stakeholders
- communication audit or analysis of an organisation/significant entity/project team
- representing the organisation at high-level (e.g. national) forums (e.g. professional, legislative, regulatory, partner or project committees, or similar committees and boards)
- manuals, instructions, quality guidelines, policies, procedures, plans (e.g. HR, marketing, financial, strategic), or similar materials developed to guide activities and work across the organisation or its strategic partners
- links to digital or online evidence that may include images, text, documents, audio, video and related resources showing high-level presentations or communication on complex specialised professional or strategic topics.

The evidence you provide must be:

**Valid**
Your evidence focuses on the appropriate knowledge and skill specified.

**Sufficient**
You provide enough evidence to satisfy that you meet the criteria and dimensions.

**Authentic**
Your evidence relates to your performance, and not that of another person or another capability.

**Current**
Your evidence must show continuity of your expertise and capability at the level. You can submit evidence from previous roles but you must submit evidence from your current role to show that you are still practising at the level.
Teamwork

Teamwork is one of the most highly regarded employability skills and many organisations rely on successful teamwork to achieve organisational goals and objectives.

Being able to work productively within a collaborative project or team is vital for increasing creativity, improving the quality of work and fostering healthy and productive relationships with colleagues and stakeholders in contemporary business. Professionals who collaborate are able to provide a better experience and superior support for their customers by being able to tap into internal experts, information and resources to help their customers.

To achieve organisational objectives and goals, employees need to be able to collaborate across teams and organisational boundaries, communicate clearly with each other, be aware and considerate of emotions and solve problems with the full intellectual capital of the team rather than individuals.

Teamwork (AQF 9)

At the Masters level of teamwork you are promoting and leading collaborative effort to achieve strategic outcomes for your organisation. You are leading the successful coordination and execution of large-scale projects, maintaining positive relationships with stakeholders and facilitating productive discussions with strategic partners. Within your role you recognise and overcome resistance and successfully break down barriers across teams or operational areas, allowing collaboration and information sharing. You use appropriate influence strategies to gain high level support, optimise participation and build commitment to agreed strategic purpose.
Demonstrate the criteria and dimensions

Your credential submission must address all criteria and all the dimensions of autonomy, influence and complexity.

How you address the criteria will depend on the type of work you do. To be successful, your submission will need to clearly demonstrate how your examples and evidence align to the criteria and dimensions.

You must address all criteria

**Criterion 1.** You coordinate the planning and execution of collaborative projects involving a wide range of participants.

**Criterion 2.** You build positive relationships and mechanisms for optimising cooperation within the organisation and with external stakeholders.

**Criterion 3.** You recognise and overcome resistance or conflict that limits collaboration and strategic cooperation.

**Criterion 4.** You use appropriate influencing strategies to gain high level support for an initiative.

Dimensions

Along with satisfying the criteria, your submission will need to demonstrate that you’re working at the required level of autonomy, influence and complexity for the credential. Keep this in mind as you decide which examples and evidence documents you’ll include in your submission to show that you’re operating at the required level.

**Autonomy**

You work across organisations or professions to optimise collaboration and cooperation.

**Influence**

You solicit input and build commitment to agreed strategic purpose.

**Complexity**

You perform a range of complex activities to optimise participation and influence high level outcomes.
Choose your examples and evidence

Consider and select two to three examples for your submission and provide two to three pieces of evidence for each example.

Choose examples and evidence from your work experience that will demonstrate the criteria and dimensions of autonomy, influence and complexity. Examples and evidence can be used to demonstrate more than one of the criteria.

While your examples and evidence documents may span a number of roles and initiatives, you must include evidence that reflects your current practice.

Your submission should include documents of substance that evidence the criteria and dimensions. You may also include supporting evidence that contributes to the narrative but which would not be sufficient on its own.

You will need to provide examples that address the criteria in an information technology context.

The types of evidence you could provide include:

- leadership role in a large scale and/or very complex project or initiative
- leadership role coordinating or securing input and/or commitment from external stakeholders, customers, partners or experts into a collaborative endeavour/project
- governance role in reviewing or testing new technology/IT innovations
- research project, business case, feasibility study or similar report into trends and business benefits/feasibility derived from new IT or proposed improvements
- maintaining high level vendor/supplier relationships
- participation in a large scale and/or very complex project or initiative
- primary role coordinating or guiding of a major digital collaborative endeavour/project/team
- management of strategic partnerships or cooperative arrangements
- extended duration (e.g. over 3 years) performing effectively in a senior leadership role
- leadership role gaining input and support from stakeholders or strategic partners
- output achieved through personal efforts to successfully navigate industry politics or competing strategic interests
- lobbying or influencing national or industry-level stakeholders or decision makers
- promoting community engagement
- managing members of a team - physical or virtual through a team formation or change process
- participation and collaboration in strategic alliances and collaborative initiatives
- sharing or stimulating the means for ideas and information to be shared nationally across professional and industry boundaries.

The evidence you provide must be:

Valid

Your evidence focuses on the appropriate knowledge and skill specified.

Sufficient

You provide enough evidence to satisfy that you meet the criteria and dimensions.

Authentic

Your evidence relates to your performance, and not that of another person or another capability.

Current

Your evidence must show continuity of your expertise and capability at the level. You can submit evidence from previous roles but you must submit evidence from your current role to show that you are still practising at the level.
Information Technology – technical proficiency

As an experienced IT professional you are required to demonstrate your breadth of expertise with appropriate evidence, using The Skills Framework for the Information Age (SFIA) as the reference for your skill identification across two different SFIA categories.

Information Technology - technical proficiency (AQF 9)

At the Masters level of Information Technology - technical proficiency you possess and demonstrate a broad, current and coherent body of knowledge of the discipline across two different categories of the Skills Framework for the Information Age (SFIA) to SFIA level 4, 5, 6 or 7. You apply your skills in a professional context, working within and beyond the organisation to promote the development of technical proficiency and high standards of excellence.

The Skills Framework for the Information Age

To demonstrate your breadth of capability and knowledge, you are required to submit professional evidence across two of the SFIA categories (which are designated by different colours) at SFIA level 4 or 5 or 6 or 7.

The six SFIA categories are:
- Strategy and architecture (Red)
- Change and transformation (Purple)
- Development and implementation (Yellow)
- Delivery and operation (Brown)
- Skills and quality (Blue)
- Relationships and engagement (Green).

Get SFIA

All the latest SFIA categories, subcategories and skills can be found at https://www.sfia-online.org/en/sfia-6/framework-summary/view
Demonstrate the criteria and dimensions

Your credential submission must address all criteria and all the dimensions of autonomy, influence and complexity.

How you address the criteria will depend on the type of work you do. To be successful, your submission will need to clearly demonstrate how your examples and evidence align to the criteria and dimensions.

You must address all criteria

Criterion 1. You share and leverage expertise at a strategic level beyond the IT function.
Criterion 2. You guide IT practice and promotes high standards of excellence, based on broad expertise and experience, to address business and client needs.

Dimensions

Along with satisfying the criteria, your submission will need to demonstrate that you’re working at the required level of autonomy, influence and complexity for the credential. Keep this in mind as you decide which examples and evidence documents you’ll include in your submission to show that you’re operating at the required level.

Autonomy

You lead and promote the IT technical proficiency of others in a varied range of roles and contexts.

Influence

You lead the development of IT specialist technical and professional capabilities in a workforce.

Complexity

You work across locations, within and beyond the organisation, to promote high standards of IT technical and professional excellence.
Choose your examples and evidence

The evidence you provide will vary according to your experience and the SFIA categories and levels you have chosen for this credential. Evidence examples should show how you maintain and extend a sound theoretical approach to the application of technology in your professional/technical fields.

In your reflective testimony, you must provide a narrative explaining the context and detail for each of the evidence documents you have selected and how the different pieces of evidence demonstrate the criteria and align to the chosen SFIA categories.

Please complete the evidence grid to show the SFIA category or categories to which your evidence aligns and submit this with your other evidence.

Evidence must include one current professional or vendor certification, or equivalent, at an appropriate level in a relevant field.

If you are submitting other professional or vendor certifications that are no longer current you will need to explain how they contribute to your professional practice.

Other evidence may include:
- documentary evidence confirming your role as a ‘go to’ subject matter expert providing technical and professional expertise within the organisation, industry or profession. This could include: Letter of appointment and position description; Ask the Expert role; Official client feedback; LinkedIn recommendations (not endorsements); other endorsements; performance review; or other documents
- contribution to the design and delivery of technical skills training and the development of others
- high-level membership of a nationally acknowledged professional network and contribution to the field of endeavour
- evidence of extensive practical experience with both a big picture understanding and an eye for relevant fine detail
- senior level status and recognition in a national professional network or association
- application of extensive knowledge of global best practice
- development of workforce capability in your technical/professional area of expertise
- evidence of advances you have made to existing professional or technical practices, knowledge, know how or learning
- contribution to advancing local or national standards of professional or technical performance.

The evidence you provide must be:

**Valid**
Your evidence focuses on the appropriate knowledge and skill specified.

**Sufficient**
You provide enough evidence to satisfy that you meet the criteria and dimensions.

**Authentic**
Your evidence relates to your performance, and not that of another person or another capability.

**Current**
Your evidence must show continuity of your expertise and capability at the level. You can submit evidence from previous roles but you must submit evidence from your current role to show that you are still practising at the level.
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.