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## **HAS 965: Occupational Hygiene Workplace Project**

### **Subject Outline**

12 credit points

### **Subject Information**

**Annual, 2026**, Wollongong

Flexible

**Distance/ Online Delivery** This subject is delivered entirely online.  
It involves no on-campus or other in-person learning activities.

Subjects with a delivery mode of On Campus and/or Flexible with International Student enrolments will be delivered in accordance with the ESOS National Code. That is, online learning experiences (such as lectures, tuition, and resources) will be supplementary to in-person learning experiences such as scheduled classes and/or scheduled contact hours.

*UOW may need to modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.*

For up-to-date information please refer to your subject's Moodle site.

### **The Faculty of Science, Medicine and Health**

The Faculty of Science, Medicine and Health offers a range of undergraduate and postgraduate programs designed to meet the needs of a diverse student population. We carry out world-leading research which is strongly aligned with our teaching program

As a student of our faculty, you will be actively engaged in learning with extensive clinical, laboratory and/or field work experiences, use of advanced educational technologies and opportunities for enriching work experience. More information about the Faculty of Science, Medicine and Health and our School is available on our web pages: <https://www.uow.edu.au/science-medicine-health/>

Within many of our courses, attending a workplace experience or clinical placement is an exciting part of your course program. Whilst integral to your learning, these health-related placements also let you experience what it's like to work as a professional in real-life workplace settings. More information about requirements for Health Placements is available on our webpage: <https://www.uow.edu.au/student/health-placements/>

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## Teaching Staff

<b>Teaching Role</b>	Coordinator
<b>Name</b>	Principal Investigator Dr Jane Whitelaw
<b>Telephone</b>	+61 2 4221 5232
<b>Email</b>	<a href="mailto:jwhitela@uow.edu.au">jwhitela@uow.edu.au</a>
<b>Room</b>	29.121
<b>Consultation Times</b>	Tuesday 13:00 - 15:00 (by email appointment) Wednesday 13:00 - 15:00 (by email appointment)

<b>Teaching Role</b>	Tutor
<b>Name</b>	Co-investigator Linda Apthorpe
<b>Telephone</b>	+61 2 4221 4619
<b>Email</b>	<a href="mailto:laphorp@uow.edu.au">laphorp@uow.edu.au</a>
<b>Room</b>	29.122
<b>Consultation Times</b>	Tuesday 13:00 - 15:00 (by email appointment)

<b>Teaching Role</b>	Tutor
<b>Name</b>	Co-investigator Dr Adelle Liebenberg
<b>Telephone</b>	+61 2 4239 3914
<b>Email</b>	<a href="mailto:liebenberg@uow.edu.au">liebenberg@uow.edu.au</a>
<b>Room</b>	29:122
<b>Consultation Times</b>	Tuesday 13:00 - 15:00 (by email appointment)

### Teaching Staff Additional Information

Please email subject co-ordinator to arrange a consultation.

## Expectations of Students

UOW values are intellectual openness, excellence and dedication, empowerment and academic freedom, mutual respect and diversity, recognition and performance. We will provide a safe, equitable and orderly environment for the University community, and expect each member of our community to behave responsibly and ethically ([Student Conduct Rules](#)).

We expect that students demonstrate these values and professional behaviour, both face to face and online, making genuine efforts to complete their studies successfully, arriving on time to class, taking part constructively in class discussions and activities, demonstrating appropriate professional and ethical conduct in all communication with UOW staff and community members, and submitting assignments on time (or completing a request for Academic Consideration in advance if needed).

### Guiding Communication Principles for Students

**Moodle** Announcements will be the primary platform for communication of general information to students

- Students should ensure they regularly check the main announcements forum at the top of each subject's Moodle site. Information distributed via a Moodle Announcement MAY not be duplicated on any other forum on the Moodle site.
- Moodle Discussion forums pertinent to specific assignments will be used but will not replace or be used for overarching subject announcements.
  - Assignment discussion forums for specific assignments will be clearly labelled in the forum description to identify the purpose of the forum (e.g. 'Please ask any questions you have about Assessment Task 1 in this discussion forum') - students should check and ask any assignment questions on these forums and not through email.
  - The Moodle assignment discussion forums should always be used in the first instance when inquiring about assessment tasks.
- It is the student's responsibility to check all subject Moodle sites regularly for information and notifications.

**SOLS messages** will be used for all central communication relating to the following:

- Administrative matters relating to student enrolment
- Critical information relating to course or subject, e.g. Changes to assignments, policy updates, class cancellations or changes
- Timetable information
- Security and emergency information
- Students are encouraged to check SOLS messages daily as these messages are often of high priority

SOLS and Moodle announcements can NOT be responded to.

### Appropriate Online Behaviour

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically. Students must comply with the University's [Student Conduct Rules](#) and related policies including the [IT Acceptable Use Policy](#) and [Bullying Prevention Policy](#), whether undertaking their studies face-to-face, online.

For more information on appropriate communication and etiquette in the online environment please refer to the guide [Online and Email Etiquette](#).

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Hardcopies of this document are considered uncontrolled please refer to your Moodle site for the latest version.

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# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

On successful completion of this subject, students will be able to:

1. (i) Explain their process of enquiry to define a contemporary Occupational Hygiene question requiring investigation (ii) Explain and justify the process of a rigorous and systematic approach used to conduct a literature search and critical appraisal of evidence to address the research question.
2. Justify and argue the proposed research methodology for the investigative project.
3. (i) Design, construct and appraise data collection tools to plan ethical research activities. (ii) Conduct ethical research activities in accordance with the University's ethical guidelines.
4. Conduct research activities to: (i) Plan, analyse and interpret the data collected (ii) Describe how the results inform the research topic investigated; and (ii) Contrast and compare results with the evidence based literature.
5. Compose a formal research report addressing the literature, methodology, findings, conclusion and implications for practice and submit this for peer and lecturer review.
6. Reflect on feedback and present a summary of their investigation as a PowerPoint presentation suitable for dissemination to a peer audience.

### Subject Description

The aim of this capstone subject is to provide students with an authentic learning approach by applying knowledge, research and critical thinking to inform a project based investigation of a contemporary occupational hygiene issue and disseminate findings to facilitate knowledge translation to WHS environments. Students will learn research methodology and practical skills to apply in their capstone project, including literature review and critical appraisal skills, development and presentation of a research proposal, ethics considerations, study design and evaluation.

### Course Handbook

Information about subject pre-requisites, co-requisites and restrictions as well as course completion requirements and Course Learning Outcomes can be found in the [Course Handbook](#).

## Subject Details: Practical Activities, eLearning, Readings and Materials

### Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via your SOLS page.

### Safety Guidelines

The rules below are general rules that are required when participating in labs or practical activities. Before commencing these activities you are to ensure that you understand specific procedures and policy related to safety.

- All first year students undertaking Chemistry (CHEM101/102/104/105) must complete the Moodle WHS Induction (see the subject Moodle site for more details below)
- Before commencing any activity you are to ensure that you understand specific procedures and policy related to the lab in which you work and safety in general.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any experiments/practical work. These materials will be made available by the lab supervisor/Subject Coordinator.

- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in these activities before commencing the practical.
- All Reasonable Adjustment cases (Access Plans) must be discussed with the Subject Coordinator prior to commencing the activity.
- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker.
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.

## **PROFESSIONAL Work Integrated Learning**

This subject has 'Professional WIL'. Students in this subject will spend substantial time in a workplace and receive guidance, supervision and feedback from a workplace supervisor.

### **Using Generative Artificial Intelligence (GenAI)**

UOW is committed to embracing gen AI as a tool to enhance learning and development of important digital and work-readiness skills.

Your subject coordinator will provide specific guidance on the use of gen AI in your assessment tasks via your Subject Outline and/or your subject Moodle site. If gen AI use is permitted, it should be used thoughtfully, critically, and in ways that support your own learning.

Guidance on appropriate use of AI in assessments, including how to [acknowledge GenAI](#) can be found on the [Using Generative Artificial Intelligence in Assessment website](#)

You are responsible for all work you submit, and ethical use of gen AI is an important part of maintaining academic integrity. Misuse or unauthorised use may breach the [Academic Integrity Policy](#).

### **Major Text(s)**

University of Wollongong Student Manuals, student manuals, resources and texts in particular from: HAS 861, HAS 941, HAS 961, HAS 962, HAS 977 and HAS 980.

Reed, S, (editor) (2025) *Principles of Occupational Health and Hygiene*, 4th Edition, CRC Press, Sydney (Available online and in hard copy at UOW Library)

Also see Moodle for resources and a reminder to access student manuals, lectures and resources from previous subjects.

### **Recommended Readings and Other Resources**

- AIHA (American Industrial Hygiene Association) 2024, *A Strategy for Assessing and Managing Occupational Exposures*, 4th edn, AIHA, Falls Church, VA. Available at: <https://www.aiha.org/education/marketplace/strategy-book-4th-edition>.
- Australian Institute of Occupational Hygienists (AIOH), 2025, *Guidelines for writing occupational hygiene reports*, 4th Edn, Australian Institute of Occupational Hygienists, Gladstone Park, VIC
- Australian Institute of Occupational Hygienists (AIOH) 2019 *Occupational hygiene monitoring and compliance strategies*, Australian Institute of Occupational Hygienists, Gladstone Park, VIC
- Cherrie, J. Semple, S & Coggins M., 2021, *Monitoring for Health Hazards at Work*, 5th Edn, Wiley-Blackwell ISBN:978-119-61496-8 (pbk. : alk. paper) Online Access: Access electronically via Ebrary - ebooks collection
- Perkins, J (Ed.), 2008, *Modern industrial hygiene*, Cincinnati: American Conference of Governmental Industrial Hygienists (ACGIH)
- Da Nardi S.R. & Association, 2003 *The Occupational environment: its evaluation, control & management*, Cincinnati, AIHA Press

This is not an exhaustive list. Students are encouraged to use the UOW Library catalogue and databases to locate additional resources including the e-readings list: <https://ereadingsprd.uow.edu.au/>

## References

It is expected that your Literature Review will cover new and previously reviewed Australian and International standards, codes of practice, and AIOH position papers relevant to your topic.

## Lectures, Tutorials and Attendance Requirements

### Lecture Times \*

*UOW may need to modify teaching locations, teaching delivery, and assessment delivery at short notice in response to unforeseen circumstances such as health or environmental factors.*

For up-to-date information please refer to your subject's Moodle site.

Up to date timetable and delivery information is located at <http://www.uow.edu.au/student/timetables/index.html>

You can access your personal timetable by logging into SOLS and selecting 'My Timetable'

### Lecture Program: Autumn Session \*

Week	Commencing	Topics Covered	Activities
1	02 Mar 2026	Project Concept Consultation with Subject Coordinator	Attendance at <b>week 1 Zoom 4-5pm on Weds 4/3/26 is highly recommended.</b> Student Action Required (First Two Weeks): 1. Week 1 Zoom, and 2. Email project outline paragraph to Subject Coordinator, and if required 3. Book appointment ASAP to discuss planned project Mandatory for proper guidance and project alignment with requirements.
2	09 Mar 2026	Project Concept Consultation with Subject Coordinator.	Email project outline to Subject Coordinator, or book appointment this week to discuss planned project. Mandatory for proper guidance and project alignment with requirements.
3	16 Mar 2026	Proposal paragraph due	Submission of the proposed proposal paragraph: <b>Proposal paragraph: Due 9.00 am, Tuesday 17/3/26</b>
4	23 Mar 2026	Commence Literature Review and develop "pitch proposal".	Book a consultation with a UOW librarian to receive guidance on: • Your literature review • Effective search terms • Project concepts To schedule your appointment, please use the following link: <a href="https://uow.libwizard.com/f/consultation">https://uow.libwizard.com/f/consultation</a>  It is strongly encouraged you to take advantage of this valuable resource to enhance the quality of your research and project development.
5	30 Mar 2026	Present <b>5 minute</b> PowerPoint presentation to pitch your proposal to Lecturers and fellow students and get feedback before the formal proposal assessment is due.	<b>COMPULSORY ZOOM: 2-4pm Wednesday 1/4/26</b> Present your project proposal to the subject coordinator, subject matter experts and fellow students to receive valuable feedback prior to formal assessment submission.

		See information on Moodle, and ensure presentation is loaded into the Dropbox by 4pm following the presentation.	<b>COMPULSORY</b> presentation is required during this time slot. There will be no other avenue to gain feedback. This session is designed to provide you with constructive feedback to refine your proposal before the formal assessment submission. Please come prepared to deliver a concise pitch of your project proposal. See moodle for more information.
6	06 Apr 2026	Literature review & Formal Research proposal due - see marking guides on Moodle.	<b>Literature review (10%) &amp; Formal Research proposal (5%) Due 9:00am, Tuesday 7/4/26.</b> Please ensure your work is uploaded to the designated Moodle submission portal before the deadline. Late submissions may incur penalties as per university policy.
7	13 Apr 2026	Ethics Application preparation. see Moodle for guidance and work methodically through the requirements.	Action Required Review: <ul style="list-style-type: none"> <li>• Online Materials</li> <li>• Ethics Application Guidelines</li> <li>• Supporting Documents</li> <li>• Recommended Readings</li> </ul> Additional Support: Student Consultations via Zoom (by request) Note: These activities focus on preparing and submitting a draft ethics application (Assessment 3b).
7	15 Apr 2026	Recess week: Review progress with Subject Co-ordinator (if required) via non-compulsory Zoom or email for an appointment.	<b>Zoom on Ethics Questions (non compulsory): Weds 4-5pm 22/4/26.</b> If you have not locked in a project, i.e. 1. Had your proposal formally accepted 2. Received a letter from site confirming support 3. Made significant progress towards your ethics application <b>Contact Subject Co-ordinator ASAP and plan to WITHDRAW NOW and re-enrol in the next session as fees are due next week and it is your last chance to withdraw without penalty.</b>
	20 Apr 2026	<b>Mid-Session Recess</b>	
8	27 Apr 2026	Completion of draft Ethics Application using NotebookLM to ensure consistency across documents.	<b>Draft Ethics Application Submission: Due 9.00 am Tues 28/4/26</b> Upload your completed Draft Ethics Application to the designated Moodle submission portal AND email the OneDrive link to your folders to Jane (with edit access). Ensure all required components are included as per the guidelines provided. Late submissions may incur penalties as per university policy. Note: This draft submission will be marked and contribute to your final grade. Feedback provided will assist in preparing your final ethics application. <b>Failure to meet this deadline will reduce data collection window by at least 4 weeks and will not be grounds for an AC for initial or final report submissions.</b>
9	04 May 2026	Revise ethics application post feedback from Subject Co-ordinator.	Revise ethics application following feedback, <b>track changes, save in a new folder</b> , and resend OneDrive link to subject co-ordinator ASAP. Ensure you have CaRES access, RA and ReDBox RDMP completed.

			<p>Revise ethics application following feedback, track changes, save in a new folder, and resend OneDrive link to subject co-ordinator ASAP.</p> <p><b>Finalise in One Drive by 8.00 am Thursday 7th May.</b></p> <p><b>Complete placement forms in Sonia.</b></p> <p>Failure to quickly respond to and address feedback for submission this week will delay ethics approval and reduce time for data collection and analysis. This will not be grounds for AC.</p>
10	11 May 2026	Ethics submission.	<p><b>Once approved</b>, accept all changes, rename and prepare "clean copy" and <b>submit to CaRES by 8.00 am Monday 11/5/26.</b></p> <p>Remember to add yourself as an internal investigator, then log back in and sign off as the student researcher. Email the subject co-ordinator when you have done this so your application can be processed ASAP.</p>
11	18 May 2026	Complete all Sonia forms	After you complete Sonia forms, take a break whilst ethics application is being reviewed.
12	25 May 2026	Commence Literature Review and Methods Section Write Up.	<p>Commence drafting the following sections for your Initial Report:</p> <ol style="list-style-type: none"> <li>Literature Review.</li> <li>Methods Section.</li> </ol> <p>Key Points:</p> <ul style="list-style-type: none"> <li>Ensure alignment between literature, research questions, and methodology</li> <li>Justify methodological choices based on literature and research objectives</li> <li>Address ethical considerations thoroughly</li> <li>Acknowledge limitations and strategies to mitigate them</li> </ul> <p>Remember: This is an initial draft. Focus on clarity, coherence, and critical analysis. Consult course materials and seek guidance if needed.</p>
13	01 Jun 2026	Continue Literature Review and Methods Section Write Up	<p>Continue drafting the following sections for your Initial Report:</p> <ol style="list-style-type: none"> <li>Literature Review.</li> <li>Methods Section.</li> </ol> <p>Key Points:</p> <ul style="list-style-type: none"> <li>Ensure alignment between literature, research questions, and methodology</li> <li>Justify methodological choices based on literature and research objectives</li> <li>Address ethical considerations thoroughly</li> <li>Acknowledge limitations and strategies to mitigate them</li> </ul> <p>Remember: This is an initial draft. Focus on clarity, coherence, and critical analysis. Consult course materials and seek guidance if needed.</p>
13	01 Jun 2026	Review Feedback from Ethics Committee and prepare response.	<p>Share prepared response and track changes documents with subject co-ordinator by Wednesday 9am prior to Friday 12 noon submission deadline.</p> <p>Failure to quickly respond to and address feedback for submission this week will delay ethics approval and reduce time for data collection and analysis. This will not be grounds for AC.</p>
	08 Jun 2026	<b>Study Recess</b>	

**Lecture Program: Spring Session \***

Week	Commencing	Topics Covered	Activities
1	27 Jul 2026	Following ethics approval or exemption 1. Complete placement approval forms in Sonia, and once approved 2. Commence Recruitment & Data Collection	Preparation: • Prepare draft data collection plan • Identify any concerns or questions Prerequisites: 1. Ethics approval finalised 2. Subject Coordinator's explicit approval received via Sonia Action Steps: 1. Confirm both prerequisites are met 2. Review approved ethics protocol 3. Prepare data collection materials 4. Begin data collection as per approved methodology Student consultations via Zoom if required
2	03 Aug 2026	Continue Recruitment & Data Collection.	Email Subject Co-ordinator re status of your projects and any support required.
3	10 Aug 2026	Data Collection	You may need to continue with data collection and send samples for analysis during this time. You are strongly advised to write up the sections of your Initial data appraisal as you go. Student consultations via Zoom if requested.
4	17 Aug 2026	Data Collection & Analysis	Student consultations via Zoom if requested.
5	24 Aug 2026	Data Analysis - quantitative and qualitative Prepare Initial Appraisal Report	Refer to lectures, activities and feedback from HAS 962 and HAS 941 and AIOH Statistics Masterclasses. Student consultations via Zoom if requested.
6	31 Aug 2026	Initial Data Appraisal Due	<b>Initial Data Appraisal (20%): Due 9.00am Tues 1/9/26</b> See moodle for specific sections required using AIOH Report Format. Review Report Masterclass & AIOH Guidelines for expectations of the standard required.
7	08 Sep 2026	Complete further data collection if required and commence preparation of the Final Report	
8	14 Sep 2026	Review feedback from Initial Appraisal when available, and action changes for Final Report	Student consultations via Zoom if requested.
9	21 Sep 2026	Preparation of Final Report.	Student consultations via Zoom if requested.
	28 Sep 2026	<b>Mid-Session Recess</b>	
10	05 Oct 2026	Final report due.	Review feedback from Initial Appraisal when available and incorporate into final data collection and report.  AIOH Report Format of a professional standard suitable for dissemination to stakeholders. Your reports will be marked and feedback provided.  DO NOT release report to external Stakeholders until approved. You may have to address further feedback prior to release of the report. <b>Final Report (35%): Due 9:00am, Tuesday 6/10/26</b>

11	13 Oct 2026	Prepare and submit Workplace Presentation and Conference Abstract	Respond with changes to the Final report. <b>DRAFT 20-minute Workplace presentation (3%) &amp; Conference Abstract (5%): Due 9.00am, Tuesday 13/10/26</b>
12	19 Oct 2026	Respond to subject co-ordinator with changes to the Final report if required.	Student consultations via Zoom if requested.
13	26 Oct 2026	Prepare and submit Workplace Presentation Video (20 mins) and Reflection. <i>Following feedback, all recommended changes must be made to the presentation and approval given by the Subject Coordinator <u>before presentation</u> to stakeholders.</i>	<b>Video of Workplace Presentation (2%) &amp; Reflection (5%): Due: 9:00am, 27/10/26</b> Action recommended changes to the Final Report and when it is at an acceptable level and approved by the Chief Investigator, disseminate to stakeholders. <b>Ethics Close-out must be completed &amp; all data securely stored in RedBox by the 17/11/26.</b> <b>OR RESULTS WILL NOT BE RELEASED</b>
13	26 Oct 2026		<b>Zoom to share project findings and celebrate completion: 3-5pm Tuesday 17th November 2026</b>
	02 Nov 2026	<b>Study Recess</b>	
	07 Nov 2026	<b>Examinations</b>	
	14 Nov 2026	<b>Examinations</b>	

\* The above times and program may be subject to change. Students will be notified of any change via SOLS.

### Additional Lecture Comments

This is an applied workplace project and as such, is mainly self-guided. Please feel free to arrange a meeting with the subject co-ordinator at regular intervals or send an email for guidance - this is more a supervisory/mentoring style of engagement rather than lectures.

The Moodle site will contain support material and reference guides for each stage of your project, so please access the site regularly.

You have assessment/milestone due dates you are expected to meet unless you have an extension via an AC. Please flag any time delays asap so we can work through them together.

### Recording of Teaching and Learning Activities

The University of Wollongong supports the recording of UOW educational content as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with lecture recording technology and made available via the subject Moodle site within 48 hours.

## Your Privacy - Recording of Teaching and Learning

In accordance with the Student Privacy & Disclosure Statement, and Lecture Recording Procedures when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), or via the delivery of online content therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely via the Learning Platform;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed, please refer to the University's Privacy Policy or consult our Privacy webpage <https://www.uow.edu.au/privacy/>

## Recent Improvements to Subject

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources including, direct student feedback to tutors and lecturers and responses to the Subject and Course Evaluation Surveys. Feedback is also used to inform comprehensive reviews of subjects and courses.

The model site has been restructured and recorded lectures added to provide more guidance at each stage of the project. Students will also be mentored via individual Zoom meetings throughout the session.

### Subject Outline Version Control

Version history and subject improvements

11th edition	Dr Jane Whitelaw: School of Medical and Indigenous Health Sciences. Inclusion of AI assisted learning and use of AI in assessments. The specific and acknowledged use of AI has been added to enhance presentation of students original material in the Final Report and Workplace Presentation.	
10th edition	Dr Jane Whitelaw: School of Social Sciences, UOW No changes	2025
9th edition	Jane Whitelaw: School of Health & Society, UOW Literature review and ethics application marks reduced by 5 each and added to Final Report (thesis style) and Presentation (which consists of an abstract, in workplace presentation and reflection). Assessment 4 initial report has been refocused on review of data collection and analysis as the differentiation between assessment 4 & 5 was unclear to students and lack of depth of data analysis in assessment 4 was sometimes not realised until submission of assessment 5, leading to delays in finalisation of marks due to resubmissions.	2024
8th edition	Jane Whitelaw: School of Health & Society, UOW No changes	2023
7th edition	Jane Whitelaw: School of Health & Society, UOW No changes	2022
6th edition	Jane Whitelaw: School of Health & Society, UOW Reflection Activity added to Assessment 5, Pre and Co Reqs updated following commencement of Master of Occupational Hygiene (2020).	2021
5th edition	Jane Whitelaw: School of Health & Society, UOW Change of Autumn session dates due to COVID19	March 2020

4th edition	Assessment weighting changed to include 20% for the ethics application incorporating project design and data collection techniques.	2020
3rd edition	Jane Whitelaw: School of Health & Society, UOW	2018
2nd edition	Linda Apthorpe: School of Health & Society, UOW	2017
1st edition	Jane Whitelaw: School of Health & Society, UOW	2016

### **Extraordinary Changes to the Subject Outline**

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the amendment, where practicable, prior to the amendment being finalised.

### **Learning Analytics**

Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) may be used by the Subject Coordinator and your faculty's Head of Students to assist in analysing student engagement, and to identify and recommend support for students identified who may be in need of assistance. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to <https://www.uow.edu.au/privacy/>

## Section B: Assessment

### Assessment Summary

Assessment Item	Form of Assessment	%
Assessment 1	Proposal	S/US
Assessment 2	Report	10%
Assessment 3	Proposal	5%
Assessment 4	Professional Task	15%
Assessment 5	Report	20%
Assessment 6	Report	35%
Assessment 7	Presentation	15%
	<b>TOTAL MARKS</b>	100%

**Please note:** Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

### Assessment 1: Proposal - Preliminary research proposal

<b>Marking Criteria</b>	Satisfactory/Unsatisfactory
<b>Length</b>	One paragraph/half a page
<b>Grading</b>	Satisfactory / Unsatisfactory
<b>Assessment Due</b>	17 Mar 2026 (Tuesday in Autumn Week 3) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Submission of proposed proposal in paragraph format (approx. 500 words). Explain what you plan to evaluate and why; and initial idea of where, who, and how. Please be as specific as you can at this stage and describe the value of the project.
<b>Generative AI use</b>	The use of Gen AI is <b>not permitted</b> for this assessment.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	via comments in Moodle Dropbox
<b>Detailed information</b>	It is essential a draft proposal is submitted early to gain approval before proceeding to the literature review and formal proposal stage.

### Assessment 2: Report - Literature Review

<b>Marking Criteria</b>	<p><b>Conduct a Literature Review to inform Project Proposal:</b> <i>Introduction (2 marks)</i></p> <ul style="list-style-type: none"> <li>Define or identify the general topic, issue, or area of concern, thus providing an appropriate context for reviewing the published literature.</li> <li>Discuss overall trends in what has been published about the topic; or conflicts in theory, methodology, evidence, and conclusions; or gaps in research and scholarship; or a single problem or new perspective of immediate interest.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Explain the reason (point of view) for reviewing the literature; explain the criteria to be used in analysing and comparing literature and the organisation of the review (sequence); and, when necessary, state why certain literature is or is not included, ie explain search methodology and criteria. (scope)</li> </ul> <p><i>Body (5 marks)</i></p> <ul style="list-style-type: none"> <li>• Group research studies and other types of literature (reviews, theoretical articles, case studies, etc.) according to common denominators such as qualitative vs quantitative approaches, conclusions of authors, specific purpose or objective, chronology, etc.</li> <li>• Summarise individual studies or articles with as much or as little detail as each merits according to its comparative importance in the literature and relevance to your study, remembering that space (length) denotes significance.</li> <li>• Provide the reader with strong "umbrella" sentences at the beginning of paragraphs, "signposts" throughout, and brief "so what" summary sentences at intermediate points in the review to aid in understanding comparisons and analyses.</li> </ul> <p><i>Conclusion (3 marks)</i></p> <ul style="list-style-type: none"> <li>• Summarise major contributions of significant studies and articles to the subject under review, maintaining the focus established in the introduction.</li> <li>• Evaluate the current "state of the art" for the subject reviewed, pointing out major methodological flaws or gaps in research, inconsistencies in theory and findings, and areas or issues pertinent to future study.</li> <li>• Conclude by providing some insight into the relationship between the central topic of the literature review and a larger area of study about Occupational Hygiene Practice in relation to the context of your research question</li> </ul>
<b>Length</b>	3000 MAX words excluding in-text referencing and reference list
<b>Weighting</b>	10%
<b>Assessment Due</b>	07 Apr 2026 (Tuesday in Autumn Week 6) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Only Microsoft Word Documents (.doc or .docx) are acceptable. No PDF files will be accepted. Save your Word file using the following convention: <Surname_Initial_StudentNumber_SubjectNo_Asst_No> For example: "Garner_M_7654321_HAS965_LitReview"
<b>Generative AI use</b>	<p>The use of Generative AI <b>is permitted</b> in this assessment. Specifically, you are permitted to use NotebookLM to understand, summarize, and generate insights from your peer-reviewed publications, relevant/pertinent grey literature, relevant standards and codes of practice and government websites and content.</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date. NotebookLM can act as a private "thinking partner" for studying, planning, or deep analysis by linking multiple sources.</p>

	See Moodle for specific requirements.
<b>Assessment submission</b>	<p>Online via Moodle</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>
<b>Assessment return</b>	Assessment feedback will be provided to you within 15 working days (3 weeks) of assessment due date.
<b>Detailed information</b>	<p>Prepare a <b>comprehensive literature review</b> based on your individual workplace occupational hygiene topic as agreed with the subject co-ordinator in weeks 1 &amp; 2.</p> <p>By identifying a suitable workplace research question and conducting a literature review, students will:</p> <ul style="list-style-type: none"> <li>(i) Explain their process of enquiry to define a contemporary Occupational Hygiene issue/question requiring investigation</li> <li>(ii) Explain and justify the process of a rigorous and systematic approach used to conduct a literature search and critical appraisal of evidence to address the research question</li> </ul> <p>Students are required to submit a comprehensive literature review (using the Harvard author-date referencing style) of the issue they intend to evaluate (following initial email approval of topic).</p> <p>This must include a critical review of the toxicology &amp; epidemiology of the hazards specific to the situation to be evaluated, a review of exposure standards and/or guidelines, plus a review of selected methods of sampling and analysis (including issues with LOD/LOQ).</p> <p>It should also include a review of statistical methods appropriate for the evaluation of your results.</p> <p>If completing an intervention study, students will need to include a review of possible controls and justify the selection of controls to be applied.</p>

### Assessment 3: Proposal - Project Proposal

<b>Marking Criteria</b>	<p><b>Marking Criteria: Marked /25 and scaled to 5% of final grade</b></p> <ol style="list-style-type: none"> <li>1. <i>Title (1 mark)</i> Include an adequate and appropriate title for the proposed research project</li> <li>2. <i>Introduction (3 marks)</i> Provide an overview of the proposed project. This should briefly state what the proposal is about; for example, the broad aims and the research question proposed.</li> <li>3. <i>Problem Statement and Background to the research (7 marks)</i> Identify the problem or issue to be addressed by the project. Provide a brief overview of the relevant literature to demonstrate adequate background knowledge of the proposed field and to motivate the proposed project.</li> <li>4. <i>Significance (4 marks)</i> Argue for the significance of the project in terms of both practice and theory. Why is this study significant or worthwhile?</li> <li>5. <i>Proposed Methodology and Project Design (7 marks)</i> Describe in detail the type of study proposed and specifically how it will be done. The proposal may consider the following: the approach, design, evaluation methodology, data collection and analysis. There should be clear links between this section and the problem statement and background to the research.</li> <li>6. <i>Proposed Timeframe (1 mark)</i> Provide a brief plan of your specific actions including specific deadlines for completing major phases of the proposed project, ensuring you can meet the assignment deadlines. Consider lead times for Lab and work rosters to</li> </ol>
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	develop a specific plan for your project. 7. <i>References &amp; Grammar (2 marks)</i> Include a full list of all references using Harvard referencing.
<b>Length</b>	Research Proposal: 1500 words Max (2 pages – format on Moodle).
<b>Weighting</b>	5%
<b>Assessment Due</b>	07 Apr 2026 (Tuesday in Autumn Week 6) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	See Moodle for template Only Microsoft Word Documents (.doc or .docx) are acceptable (except for company approval letters and application appendices). Save your Word file using the following convention: <Surname_Initial_StudentNumber_SubjectNo_Asst_No> For example: “Garner_M_7654321_HAS965_Asst_3a_A26”
<b>Generative AI use</b>	The use of Gen AI is <b>not permitted</b> for this assessment.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	Assessment feedback will be provided to you within 15 working days (3 weeks) of assessment due date.
<b>Detailed information</b>	<b>Research Proposal and Methodology</b> Following on from the literature review, students will be required to prepare a well-structured and referenced proposal for an Occupational Hygiene Project which includes an overview of the issue and how they intend to measure, evaluate and potentially control any exposure issues. They must justify and argue the proposed research methodology for the investigative project, including sample size and statistical analysis techniques.

#### Assessment 4: Professional Task - Ethics Application

<b>Marking Criteria</b>	By designing, constructing and appraising the data collection and analysis tools, students will be able to plan to conduct research activities, in accordance with the University's ethical guidelines. <b>Marking Criteria: 15% of final grade</b> <b>See Moodle site for more details and guidance</b> This assessment will be graded based on the quality of the application (and attachments) in the following areas of the UOW ethics application: <ol style="list-style-type: none"> <li>1. Methods (8%)</li> <li>2. Benefits, risks and burdens (4%)</li> <li>3. Finance/COI, insurance &amp; indemnity, data security (3%)</li> </ol>
<b>Length</b>	Research Protocol Template Site and Company approval letters, Pre-HREA, HREA, RDMP, Risk Assessment, Participant Information and Consent (if required) , Field Sheets & Results feedback documentation (if required). (see Moodle for guidance)
<b>Weighting</b>	15%
<b>Assessment Due</b>	28 Apr 2026 (Tuesday in Autumn Week 8) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment

<b>Style and format</b>	<p><b>UOW Ethics Application for Health &amp; Medical HREC Full committee review.</b></p> <p>See Moodle for guidance and follow each step with meticulous detail. Documents must be named and versioned meticulously.</p> <p>There is a lot of information to support you in making this a smooth process, please use it. NB see information on moodle regarding meeting ethics committee deadlines</p>
<b>Generative AI use</b>	<p>Generative AI <b>is permitted</b> to be used to edit your documents for spelling, grammar, clarity, accuracy and consistency across documents.</p> <p>See moodle for specific information.</p>
<b>Assessment submission</b>	<p>Online via Moodle</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>
<b>Assessment return</b>	<p>Assessment feedback will be provided to directly on your submitted documents in One Drive within 10 working days (2 weeks) of assessment due date.</p> <p>Please be prepared to review feedback and address changes to make ethics committee deadlines.</p>
<b>Detailed information</b>	<p><b>Ethics Application:</b></p> <p>By designing, constructing, and appraising the data collection and analysis tools, students will be able to plan to conduct research activities, following the University's ethical guidelines. See the marking breakdown on Moodle.</p>

### Assessment 5: Report - Initial Data Appraisal

<b>Marking Criteria</b>	<p><b>Please refer to Moodle and the 2025 AIOH Report Writing Guidelines and the 2023 Report Writing Masterclass for more comprehensive information on what is required for the following sections:</b></p> <p><i>Process Description (5 marks)</i></p> <ul style="list-style-type: none"> <li>• Area/plant/process surveyed</li> <li>• Conditions at the time: Identify any items examined</li> <li>• Number of employees, duration of work shift(s), and task frequency and duration</li> </ul> <p><i>Methods &amp; Measurements (5 marks)</i></p> <ul style="list-style-type: none"> <li>• Ethics approval/exemption, data collection procedures/methods, analytical procedures, and relevant technical standard(s) and/or methodologies used</li> <li>• Locations, times, and duration of personal sampling and the description of tasks/groups evaluated, or if area/static sampling was also conducted similar details along with the reasons should be provided.</li> </ul> <p><i>Results (8 marks)</i></p> <ul style="list-style-type: none"> <li>• Results tables &amp; graphs presented in the body of the report with full data as appendices (5 marks)</li> <li>• The level of risk should be determined by appropriate statistical analysis and interpretation of the collected data (3 marks)</li> <li>• Results compared with</li> </ul> <p><i>Discussion (5 marks)</i></p> <ul style="list-style-type: none"> <li>• Discuss the implications of your findings compared to exposure standards and codes of practice and the relevant exposure standard &amp; published data on health effects</li> </ul> <p><i>Conclusion (2 marks)</i></p> <ul style="list-style-type: none"> <li>• Whether or not the relevant exposure standard(s) has been exceeded, define the risk to worker health, and justify whether controls are required (do not</li> </ul>
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	include the recommendations section) <b>Total: 25 marks scaled to 20 marks</b>
<b>Length</b>	4000 MAX words including in-text referencing and reference list
<b>Weighting</b>	20%
<b>Assessment Due</b>	01 Sep 2026 (Tuesday in Spring Week 6) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	Technical Report sections using AIOH Report writing format Only Microsoft Word Documents (.doc or .docx) are acceptable for the report. Appendices may be PDF files. Save your Word file using the following convention: <Surname Initial StudentNumber SubjectNo Asst No> For example: “Garner M 7654321 HAS965 Initail Appriaisal”
<b>Generative AI use</b>	The use of Generative AI <b>is permitted</b> in this assessment to refine layout and writing; but <b>MUST BE DECLARED</b> and should only be used to enhance your report, not develop it. See Moodle for further information.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	via Turnitin
<b>Detailed information</b>	Following approval of their proposal and data collection and analysis, students are required to provide an <b>initial appraisal report</b> of the workplace consisting of sections of a technical report (using sections of the AIOH report guidelines) including process description, methodology, preliminary results and analysis, including interpretation of data evaluation of risk. This initial appraisal provides an opportunity for a review of data collection and evaluation and guidance on control options prior to preparation of the Final Report. Students will conduct research activities: (i) plan, analyse and interpret the data collected (ii) Describe how the results inform the research topic investigated; and (iii) Contrast and compare results with the evidence-based literature.

### Assessment 6: Report - Final Project Report

<b>Marking Criteria</b>	<p><b>THIS IS A HURDLE ASSESSMENT &gt;50% REQUIRED TO DEMONSTRATE COMPETENCE IN PROFESSIONAL PRACTICE TO PASS THE SUBJECT.</b></p> <p><b>Revisions requested by the Examiner(s) must be completed and approved prior to release to Stakeholders.</b></p> <p><b>Marking Criteria (AIOH Report Format):</b>  <i>Title/Cover Page/Abstract/Executive Summary (5 marks)</i>  Title page detailing student details, and project title. An abstract of approx. 150 words should also be included which summarises the key reasons and focus of the research project. Key points must be selected and communicated. Executive summary details brief summary of the research undertaking, data collected, analysis, and recommendations.  <i>Introduction (3 marks)</i>  Introduction to the research project which includes selection of a relevant topic that adds value to the Stakeholders. Occupational Hygiene issues are</p>
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	<p>described with broad reference to the literature reviewed, processes/areas investigated, and outcomes achieved.</p> <p><i>Literature Review (5 marks)</i> This should incorporate the feedback from the literature review in Assessment 2. If there are any updates or additional information for the initial literature review these should be included. Summarise sections of assessment 2 that informed the design and conduct of your project.</p> <p><i>Methodology (5 marks)</i> A range of methodology should be used to evaluate the risk from workplace exposure. This should incorporate the feedback from the research proposal in Assessment 3 and include any changes between the original proposal and the actual methodology used. It should be a systematic description and justification of the methodology applied.</p> <p><i>Results and Discussion (8 marks)</i> Results are accurately presented in descriptive statistics tables and graphically presented. Description of how results inform the research topic investigated. Provide information on how results were compared with and contrasted with the literature reviewed. Full appendices of field-work data sheets, analytical results, calibration certificates etc must be included.</p> <p><i>Conclusion &amp; Recommendations (7 marks)</i> Conclusions and recommendations are made based on the results obtained in the project and applied to the workplace.</p> <p><i>Readability and Referencing (2 marks)</i> The Final Report must be of a professional level suitable for dissemination to stakeholders, once approval is given.</p>
<b>Length</b>	4000 words plus 8000 words from previous Assessments in this subject = <b>12,000 Words MAX</b> excluding appendices, in-text referencing, and reference list.
<b>Weighting</b>	35%
<b>Assessment Due</b>	06 Oct 2026 (Tuesday in Spring Week 10) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment
<b>Style and format</b>	<p>Research Report</p> <p>Submit a word document of your report (excluding appendices) in the Turnitin Dropbox for review, and</p> <p>One complete PDF file in the second Dropbox that includes all appendices.</p> <p>Save your file using the following convention: &lt;Surname_Initial_StudentNumber_SubjectNo_Asst_No &gt; For example: “Garner_M_7654321_HAS965_Final_Report”</p>
<b>Generative AI use</b>	<p>Generative AI <b>is permitted</b> to be used to design your layout, generate graphs and figures, edit for spelling, grammar, clarity, accuracy and consistency across sections; but <b>MUST BE DECLARED</b>.</p> <p>See Moodle for specific information.</p>
<b>Assessment submission</b>	<p>Online via Moodle</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>

<b>Assessment return</b>	As the final large body of assessment for this subject, individual feedback will be provided via Turnitin; however, marks will not be assigned until the release of final grades.
<b>Detailed information</b>	<p>Students will compose a <b>formal project report</b> addressing the literature reviewed and applied to their project, the methodology utilised, findings, conclusion, and implications for practice, and submit this for review.</p> <p>The final report <b>MUST</b> be a comprehensive document that addresses the research question posed in the formal proposal and includes relevant sections of the literature review that informed the study, monitoring strategy, results, qualitative and quantitative exposure assessment, detailed statistical analysis, and recommendations for control if required.</p> <p>The report should include and integrate the work from previous assessment tasks into one comprehensive and cohesive report that explores and presents recommendations in detail.</p> <p>As this subject is the application of Professional WIL, the Final Report must be of sufficient quality that it can be provided to key Stakeholders and results will be withheld until Reports are at a satisfactory professional level (according to the AIOH Report Writing Guidelines &amp; Professional Practice).</p>

### Assessment 7: Presentation - Abstract, Reflection & Workplace Presentation

<b>Marking Criteria</b>	<p>There are three parts to this assessment</p> <p><b>a. Abstract: 5 marks</b> A 250 word abstract document suitable for submission for a Professional Conference that shows how the project addressed the research question; including monitoring strategy, results, exposure assessment, statistical analysis and recommendations for control if required, and</p> <p><b>b. Reflection: 5 marks</b> (1 mark for each point) A 250-word (max) personal reflection on the project:</p> <ul style="list-style-type: none"> <li>• Describe what you learned both from a personal and technical viewpoint</li> <li>• What would you do differently next time?</li> <li>• Describe the value of the experience for your professional development</li> <li>• Indicate how you intend to apply this learning</li> <li>• What has been the impact of your project so far?</li> </ul> <p><b>c. Presentation: 5 marks</b> <i>DRAFT PPT (with speaker notes): 3 marks</i> <b><u>DO NOT PRESENT THIS IN YOUR WORKPLACE UNTIL APPROVED</u></b> Content of presentation and speaker notes: Key points selected and communicated at an appropriate level for the audience (2 marks) Visual Aids: clarity, relevance and appropriate use (1 mark) <i>ii) Video of Workplace Presentation: 2 marks</i> Delivery:</p> <ul style="list-style-type: none"> <li>• content</li> <li>• voice fluent, audible, modulating</li> <li>• positioning of speaker, equipment and audience</li> <li>• establishes a relationship with the audience</li> <li>• confident and enthusiastic about content</li> </ul> <p>Timing: (20 mins) well-paced, ie not too long/short</p>
<b>Length</b>	250 word Conference abstract, 250 word reflection, and 20-minute workplace presentation
<b>Weighting</b>	15%
<b>Assessment Due</b>	13 Oct 2026 (Tuesday in Spring Week 11) 27 Oct 2026 (Tuesday in Spring Week 13) Final submission time: 9:00am
<b>Type of Collaboration</b>	Individual assessment

<b>Style and format</b>	Conference abstract, reflection and workplace presentation. Only Microsoft PPT or Word Documents (.ppt, .doc or .docx) are acceptable. No PDF files will be accepted. Save your file using the following convention: <Surname Initial StudentNumber SubjectNo Asst No> For example: “Garner_M_7654321_HAS965_Abstract”
<b>Generative AI use</b>	The use of Generative AI <b>is permitted</b> in this assessment to refine layout and writing of the abstract and presentation; but <b>MUST BE DECLARED</b> and should only be used to enhance your writing, not develop it. See Moodle for specific information.
<b>Assessment submission</b>	Online via Moodle  This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.
<b>Assessment return</b>	Assessment feedback will be provided to you within 15 working days (3 weeks) of assessment due date.
<b>Detailed information</b>	Students will reflect on feedback and present: <ul style="list-style-type: none"> <li>• an abstract (summary) of their investigation,</li> <li>• a reflection of learnings and experience from the project</li> <li>• a draft workplace PPT presentation (<b>including notes section</b>) and following feedback and approval,</li> <li>• a 20 minute videoed PowerPoint workplace presentation disseminated to key stakeholders.</li> </ul> <p>NB: <b>Results will not be released until the Final Ethics Report has been submitted and all files safely stored in ReDBox (due 17/11/26)</b></p>

## Additional Assessment Information

**ALL ASSESSMENTS MUST BE ATTEMPTED, AND THE FINAL REPORT MUST BE OF ACCEPTABLE PROFESSIONAL STANDARD FOR SUCCESSFUL COMPLETION OF THIS SUBJECT**

## Minimum Requirements to Pass this Subject

To receive a clear pass in this subject, a total mark of 50% or more must be achieved. In addition, all assessment tasks must be attempted and submitted.

The assessments build on each other to achieve a Final Report, and as such, you will be refining pertinent sections of earlier assessments for the later ones (in this case; this is not plagiarism as long as it is all your own work).

**Even if you have achieved a mark of 50% overall, your Final Report is a Hurdle Assessment and >50% is required to demonstrate competence in professional practice. Revisions requested by the Examiner(s) must be completed and approved prior to release to Stakeholders.**

## Hurdle Assessment

Subjects may include a hurdle assessment. A hurdle assessment is an assessment that requires a minimum level of performance as a condition for passing the subject. Examples include, achievement of a pass grade or above in a skills-based assessment or final examination. Hurdle assessments are applied to subjects to ensure students:

1. meet learning outcomes

- demonstrate you can complete a task safely and/or meet professional standards.

For more on hurdle assessments see the Assessment and Feedback Policy [Section 8: Hurdle Assessments \(50-51-52\)](#).

Failure to meet a hurdle assessment requirement may constitute grounds for the award of a Technical Fail (TF) grade in this subject.

Should this subject contain a hurdle assessment, it will be stated under the specific assessment in Section B: Assessments.

### UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. Grade Descriptors are available here <https://www.uow.edu.au/student/exams/results/>. For more information on the UOW grade descriptors refer to the Teaching and Assessment: Assessment and Feedback Policy: [Teaching and Assessment: Assessment and Feedback Policy](#)

### Assessment Learning Outcome Matrix

Learning Outcomes	Measures - Assessment weighting						
	Preliminary research proposal <i>(S/US)</i>	Literature Review <i>(10%)</i>	Project Proposal <i>(5%)</i>	Ethics Application <i>(15%)</i>	Initial Data Appraisal <i>(20%)</i>	Final Project Report <i>(35%)</i>	Abstract, Reflection & Workplace Presentation <i>(15%)</i>
Identify a suitable workplace research question and conduct a literature review. Students will: (i) Explain their process of enquiry to define a contemporary risk issue/question requiring investigation (ii) Explain and justify the process of a rigorous and systematic approach used to conduct a literature search and critical appraisal of evidence to address the research question.	✓	✓				✓	
Justify and argue the proposed research methodology for the investigative project.			✓				
(i) Design, construct and appraise data collection tools to plan ethical research activities. (ii) Conduct ethical research activities in accordance with the University's ethical guidelines.				✓			
Conduct research activities to: (i) Plan, analyse and interpret					✓	✓	

Learning Outcomes	Measures - Assessment weighting						
	Preliminary research proposal	Literature Review	Project Proposal	Ethics Application	Initial Data Appraisal	Final Project Report	Abstract, Reflection & Workplace Presentation
	(S/US)	(10%)	(5%)	(15%)	(20%)	(35%)	(15%)
the data collected (ii) Describe how the results inform the research topic investigated; and (ii) Contrast and compare results with the evidence based literature.							
Compose a formal research report addressing the literature, methodology, findings, conclusion and implications for practice and submit this for peer and lecturer review.						✓	
Reflect on feedback and present a summary of their investigation as a PowerPoint presentation suitable for dissemination to a peer audience.							✓

## Submission, Retention and Collection of Written Assessment

Assessed work must be handed in by the date and time listed under each assessment task. All assessment tasks must represent the enrolled student's own ORIGINAL work and must not have been previously submitted for assessment in any formal course of study.

### Extensions

Students requesting an extension of time to submit an assessment task, deferred exam or exemption of a compulsory attendance requirement, must apply using Academic Consideration through SOLS. Students must apply before, or on the assessment/s due date and where evidence is required, students must provide evidence no later than three working days after the assessable item's due date for their request to be considered. **For information on the Academic Consideration Policy, eligibility requirements and how to apply, see: <https://www.uow.edu.au/student/admin/academic-consideration/>**

### Late Submission of Assessment Tasks and Penalties

Assessed work must be submitted in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted in line with the assessment instructions.

- An assessment task that is submitted late will receive a penalty of 5% of the total possible marks for each 24-hour period, or part thereof, that it is late.
- Work submitted after seven calendar days will not be marked and will be given a mark of 0.
- No assessment task can be handed in for a mark once the assessment task has been returned to students.

- Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays

Note: Assessments must still be submitted to meet minimum performance requirements even though no mark is to be awarded.

### **Collection**

Students will be notified when they can collect or view their marked assessment. In accordance with University Policy marked assessments will usually only be held for 21 days after the declaration of marks for that assessment.

### **Retention**

The university may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

### **Scaling**

Marks awarded for any assessment task or part of any assessment task, including an examination may be subject to scaling at the end of the session. Marks will be scaled only when unpredicted circumstances occur and in order to ensure fairness of marking across groups of students. The method of scaling will depend on the type of scaling required by the circumstances. When scaling is deemed necessary, it will follow a detailed consideration by the Unit Assessment Committee and/or the Faculty Assessment Committee of the marks of the group of students concerned. Scaling will not affect any individual student's rank order within their cohort. For more information please refer to [Finalisation of Student Results Policy](#) for details.

### **Supplementary Assessment**

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. For information about eligibility criteria and the form and timing of supplementary assessments see the [Supplementary Assessment Procedure](#)

### **Review and Appeal of Academic Decisions**

A student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. A student may also seek further explanation for other academic decisions such as Academic Consideration, Supplementary Assessment or Credit for Prior Learning. If a student is not satisfied with the explanation, or have further concerns, they may have grounds for a formal review. For further information refer to [Review and Appeal of Academic Decisions Policy](#)

### **Assessment Quality Cycle**

The UOW Assessment Quality Cycle provides a level of assurance that assessment practices across the University are appropriate, consistent and fair. Quality assurance activities are undertaken to support the continuous improvement of assessment and promote good practices in relation to assessment design, marking and review of the subject prior to subsequent delivery.

## **Academic Integrity**

The University's Academic Integrity Policy, faculty handbook and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the University is considered academic misconduct and students place themselves at risk of being expelled from the University.

Students should visit the following University website and become familiar with the University's policy on plagiarism [Academic Integrity Policy](#)

## **Referencing**

The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: <http://uow.libguides.com/refcite>

# Section C: General Advice for Students - Policies and Procedures

## Student Services and Support

There are a range of services available to students that are provided free of charge. A good place to get to know services that may be of use to you is the [Get Started @ UOW](#) or search for "Get Started @ UOW". Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	<a href="https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/">https://www.uow.edu.au/about/services/woolyungah-indigenous-centre/about-us/</a>
Careers advice	<a href="https://www.uow.edu.au/student/careers/">https://www.uow.edu.au/student/careers/</a>
Counselling	<a href="https://www.uow.edu.au/student/support-services/counselling/">https://www.uow.edu.au/student/support-services/counselling/</a>
Student Accessibility and Inclusion (SAI)	<a href="https://www.uow.edu.au/student/support-services/sai/">https://www.uow.edu.au/student/support-services/sai/</a>
Information Tech.	<a href="https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted</a>
Study Skills	<a href="https://www.uow.edu.au/student/support-services/academic-skills/">https://www.uow.edu.au/student/support-services/academic-skills/</a>

## Student Support Coordinator (SSC)

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Coordinators may be able to help. There are Student Support Coordinators available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website: <https://www.uow.edu.au/student/support-services/coordinators/>

## Student Advocacy Service

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students. The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: <https://www.uow.edu.au/student/support-services/advocacy/>

## AskUOW

AskUOW is your primary administrative and information contact during your studies.

Our purpose is to ensure students have access to the information they need, at the time they need it. We can help with a wide range of enquiries, including key topics such as:

- Applying for [academic consideration](#)
- Fees and scholarships
- Official documentation and student letter requests
- Student forms such as course transfer and leave of absence applications
- Student ID card issuance and replacement
- Subject enrolment
- Transport concession cards and Opal cards
- Updating personal details

Get instant answers 24/7 online using [AskUOW](#). Log in with your UOW username and password.

For further support contact [askuow@uow.edu.au](mailto:askuow@uow.edu.au) or call on 1300 275 869 (1300 ASK UOW) or +61 2 4221 3927.

## Library Services

Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

- For Library support connect with [Live Chat](#) or [contact the Library](#).
- For self-help see [Frequently Asked Questions](#) or browse [Library guides](#) to find information, databases and skills tutorials.
- [Research consultations](#) are available to UOW Postgraduate, Honours and Deans Scholar students.

## Academic Integrity Policy

Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. The Policy can be found at:

<https://policies.uow.edu.au/document/view-current.php?id=26>

## Code of Practice - Research

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at: <https://policies.uow.edu.au/document/view-current.php?id=11>

## Honours Policy

This policy sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at: <https://policies.uow.edu.au/document/view-current.php?id=36>

## The Code of Practice - Work Integrated Learning (Professional Experience)

The Code of Practice - Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles.

<https://policies.uow.edu.au/document/view-current.php?id=12>

## Copyright Policy

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

<https://policies.uow.edu.au/document/view-current.php?id=135>

## Course Progress Policy

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress. The Policy can be found at:

<https://policies.uow.edu.au/document/view-current.php?id=30>

## Examination Rules and Procedures

The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can be found here: <https://www.uow.edu.au/student/exams/>

## Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here: <https://policies.uow.edu.au/document/view-current.php?id=154>

### **Coursework Rules**

The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here: <https://policies.uow.edu.au/document/view-current.php?id=4>

### **Human Research Ethics**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here: <https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/>

### **Inclusive Language Guidelines**

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from: <https://policies.uow.edu.au/document/view-current.php?id=239>

### **Intellectual Property Policy**

UOW's IP Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at <https://policies.uow.edu.au/document/view-current.php?id=146>

### **Review and Appeal of Academic Decisions Policy**

UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at: <https://policies.uow.edu.au/document/view-current.php?id=40>

### **Student Academic Consideration Policy**

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for assessable components of a subject to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. **For information on the Policy, eligibility and how to apply see:** <https://www.uow.edu.au/student/admin/academic-consideration/>

### **The Student Charter - Your Rights and Responsibilities**

The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community. <https://www.uow.edu.au/student/charter/>

### **Student Assignment of Intellectual Property (IP) Policy**

This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here: <https://policies.uow.edu.au/document/view-current.php?id=146>

## **Student Conduct Rules**

These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct.

<https://policies.uow.edu.au/document/view-current.php?id=6>

## **Teaching and Assessment: Assessment and Feedback Policy**

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice.

The Policy can be found at: <https://policies.uow.edu.au/document/view-current.php?id=38>

## **Teaching and Assessment: Code of Practice - Teaching**

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at: <https://policies.uow.edu.au/document/view-current.php?id=9>

## **Teaching and Assessment: Subject Delivery Policy**

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at:

<https://policies.uow.edu.au/document/view-current.php?id=39>

## **Workplace Health & Safety Policy**

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

<https://policies.uow.edu.au/document/view-current.php?id=177>