



## UNSW Course Outline

# ZBUS8310 Commercial Skills in the Public Sector - 2024

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## General Course Information

Course Code : ZBUS8310

Year : 2024

Term : Semester 2

Teaching Period : Z2

Is a multi-term course? : No

Faculty : UNSW Canberra

Academic Unit : UC School of Business

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : UNSW Canberra at ADFA

Campus : UNSW Canberra

Study Level : Postgraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

As a result of far-reaching economic and social trends, the Australian Defence Force relies on commercial contractors, not only for the supply of platforms and systems but also for the repair, maintenance and adaptation of those platforms and systems in-service. Effective management

of the business relationship between Defence customer and commercial supplier across the full material life cycle is therefore a key input to Defence capability. The Commercial Skills in the Public Sector course is intended to help Defence managers develop the commercial acumen required to manage Defence business relationships with an eye to their wider Defence capability significance. To this end the course will address the interface between Defence-specific requirements and the wider principles of financial management, contract law, contracting, procurement and the management of supplier relationships.

## Course Aims

To equip Defence managers with the knowledge and understanding of concepts, approaches, tools and techniques they need to contribute to effective financial, contractual, procurement and supplier management decisions.

## Course Learning Outcomes

Course Learning Outcomes
CL01 : Identify and apply the legal principles governing contracts and use legal reasoning techniques to provide solutions to contractual problems involving commercial third parties.
CL02 : Develop the skills to evaluate the financial position and performance of entities and be able to analyse the challenges of risk, return, control and accountability.
CL03 : Develop the skills required to undertake interest-based negotiations.

Course Learning Outcomes	Assessment Item
CL01 : Identify and apply the legal principles governing contracts and use legal reasoning techniques to provide solutions to contractual problems involving commercial third parties.	• Contract Law
CL02 : Develop the skills to evaluate the financial position and performance of entities and be able to analyse the challenges of risk, return, control and accountability.	• Accounting
CL03 : Develop the skills required to undertake interest-based negotiations.	• Negotiation

## Learning and Teaching Technologies

Moodle - Learning Management System

## Learning and Teaching in this course

The three components of the course will be taught in the form of lectures and syndicate

discussions.

- Contract law will be taught through presentations and written guides, as well as practical exercises.
- Negotiation includes extensive discussion of negotiation strategies and the application of these strategies to the Defence environment.
- Students will develop their understanding of financial management concepts and principles.

### **Workload**

Students are expected to undertake an average of 10 hours of study per week for a 6 UOC course. This includes engagement with course readings and other activities, assessment preparation and research, as well as contact time with the lecturer and fellow students.

## **Other Professional Outcomes**

### **Developing Program Attributes**

Students will be encouraged to develop the following School of Business program attributes by undertaking the course activities and mastering the knowledge content:

#### **1: Business knowledge**

Students will demonstrate acquired knowledge of relevant legal, financial and negotiation principles to hypothetical scenarios.

#### **2: Problem solving**

Students will properly identify legal and financial issues that arise in business contexts and correctly apply the relevant principles in reaching well-justified solutions to problems. Students will apply appropriate tools in achieving effective negotiations.

#### **3: Business communication**

Students will draft answers, and express written arguments, cogently and clearly, using appropriate language style and presentation for the nature of the task and intended audience.

#### **4: Teamwork**

Students will develop their interest-based approach to negotiating through a team-based negotiating exercise. They will collaborate effectively to achieve team outcomes.

#### **5: Responsible business practice**

Students will be able to demonstrate awareness of the legal, financial and ethical implications of appropriate and inappropriate business behaviour through the application of legal, financial and ethical principles.

6: Global and cultural competence

N/A

7: Leadership development

N/A

Developing Graduate Capabilities

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Contract Law Assessment Format: Individual Short Extension: Yes (7 days)	40%	Start Date: Not Applicable Due Date: 23/08/2024 11:59 PM Post Date: 06/09/2024 05:00 PM
Negotiation Assessment Format: Individual Short Extension: Yes (7 days)	20%	Start Date: Not Applicable Due Date: 18/10/2024 11:59 PM Post Date: 01/11/2024 05:00 PM
Accounting Assessment Format: Individual	40%	Start Date: 05/11/2024 09:00 AM Due Date: 05/11/2024 12:00 PM Post Date: 28/11/2024 03:00 PM

Assessment Details

Contract Law

Assessment Overview

A legal advice on a hypothetical contractual scenario.

Course Learning Outcomes

- CL01 : Identify and apply the legal principles governing contracts and use legal reasoning techniques to provide solutions to contractual problems involving commercial third parties.

Detailed Assessment Description

Please see the course Moodle site 15 July 2024 for more information.

Permitted use of AI tools: SIMPLE EDITING ASSISTANCE

For this assessment task, you may use AI-based software to research and prepare prior to

writing your assessment. You are permitted to use standard editing and referencing functions in word processing software – this includes spelling and grammar checking and reference citation generation – in the creation of your submission. You must not use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

**Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.**

#### **Assessment Length**

2000 words

#### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## **Negotiation**

#### **Assessment Overview**

A case analysis of a negotiation scenario.

#### **Course Learning Outcomes**

- CLO3 : Develop the skills required to undertake interest-based negotiations.

#### **Detailed Assessment Description**

Please see the course Moodle site after 15 July 2024 for more information.

#### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to writing your assessment. You are permitted to use standard editing and referencing functions in word processing software – this includes spelling and grammar checking and reference citation generation – in the creation of your submission. You must not use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If

your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

#### **Assessment Length**

1000-1200 words

#### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### **Accounting**

#### **Assessment Overview**

Please see the course Moodle site for more information.

#### **Course Learning Outcomes**

- CLO2 : Develop the skills to evaluate the financial position and performance of entities and be able to analyse the challenges of risk, return, control and accountability.

#### **Detailed Assessment Description**

A 3-hour online open book exam from 9:00 AM until 12:00 PM on 5 November 2024. The exam will be visible on Moodle from 9:00 AM on 5 November 2024

Please see the course Moodle site after 15 July 2024 for more information.

#### **Permitted use of AI tools: SIMPLE EDITING ASSISTANCE**

For this assessment task, you may use AI-based software to research and prepare prior to completing your assessment. You are permitted to use standard editing and referencing functions in word processing software such as spelling and grammar checking. You must not use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not.

Please note that your submission may be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of

your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

#### Assessment Length

3 hours

#### Assignment submission Turnitin type

Not Applicable

## General Assessment Information

### Referencing

Information on referencing requirements for this course will be provided on the course Moodle site.

### Ethical and Responsible Use of Artificial Intelligence at UNSW

At UNSW, students must use artificial intelligence ethically and responsibly.

This includes:

- Adhering to course/assessment guidelines regarding use of AI tools;
- Acknowledging AI-generated content in your assessments, following UNSW guidance on [Referencing and acknowledging the use of artificial intelligence tools](#). In the School of Business, students are required to include a cover sheet/declaration for all assessments (see the Assessments Hub on the Course Moodle site). If you do not submit a completed cover sheet/declaration with your assessment, you will be emailed to request resubmission of your assessment with the required cover sheet/declaration (noting your assessment will not be graded until the cover sheet is included);
- Not including your own or others' personal or private information in prompts;
- Verifying and critiquing all AI generated material; and
- Avoiding using AI tools to translate your writing.

Please refer to [Ethical and Responsible Use of Artificial Intelligence at UNSW](#) for further information.

### Short Extensions (School of Business, Postgraduate)

An automatic Short Extension (without documentation) of **seven calendar days** may be available

for some assessment tasks in this course. Please check assessment instructions and further guidance on the course Moodle site.

You can apply by accessing the Short Extension Student Portal on the [Special Consideration login page](#).

Applications for Short Extensions MUST be submitted before the assessment due date. Late applications are not permitted. If you do not apply on time, you will have to submit a Special Consideration application with the appropriate supporting documentation, within 3 working days of the assessment due date.

Only one Short Extension can be granted for any given assessment. All subsequent extension requests must be submitted as a Special Consideration application.

For assessment tasks where a Short Extension is not available, students needing an extension (of any duration) must apply via the Special Consideration process.

### **Special Consideration**

Applications for Special Consideration should be submitted BEFORE the assessment due date.

If extenuating circumstances prevent you from submitting an application before the due date, please notify your course convenor by email and submit the application as soon as possible.

If your application is approved, the outcome may be one of the following:

- A supplementary or alternative assessment,
- An extended deadline for the assessment (note the extension granted is normally equivalent to the period of impact outlined in your supporting documentation),
- An aggregated or averaged mark derived from other comparable completed assessments.

Please note, applying for Special Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

More information on Short Extensions and Special Consideration: <https://www.student.unsw.edu.au/special-consideration>.

### **Late Submission of Assessment**

UNSW has a standard late submission penalty of:

- 5% per day,



- for all assessment tasks where a penalty applies,
- capped at five days (120 hours) from the assessment submission deadline. In case of approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the original or extended deadline, a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet assessment task submission and completion deadlines, and to apply for extensions as early as possible before the assessment task deadline.

### **Grading Basis**

Standard

### **Requirements to pass course**

Students must achieve at least 50% in each of the three assessments to pass the course. Students are expected to engage actively in course learning activities and attempt all assessment requirements in the course.

## **Course Schedule**

Teaching Week/Module	Activity Type	Content
Week 1 : 15 July - 19 July	Lecture	Contract Law 1
Week 2 : 22 July - 26 July	Lecture	Contract Law 2
Week 3 : 29 July - 2 August	Lecture	Contract Law 3
Week 4 : 5 August - 9 August	Lecture	Contract Law 4
Week 5 : 12 August - 16 August	Lecture	Contract Law 5
Week 6 : 19 August - 23 August	Other	Work on Law assignments
Week 7 : 9 September - 13 September	Lecture	Strategic Negotiations
Week 8 : 16 September - 20 September	Group Activity	Strategic Negotiations
Week 9 : 23 September - 27 September	Lecture	Accounting 1
Week 10 : 30 September - 4 October	Lecture	Accounting 2
Week 11 : 7 October - 11 October	Lecture	Accounting 3
Week 12 : 14 October - 18 October	Lecture	Accounting 4
Week 13 : 21 October - 25 October	Lecture	Accounting 5

## **Attendance Requirements**

Students are strongly encouraged to attend all classes and review lecture recordings.

## **General Schedule Information**

Please see the course Moodle site for more information.

# Course Resources

## Prescribed Resources

There are no compulsory textbooks for this course. All required course readings will be made available on the course Moodle site.

## Recommended Resources

Recommended readings will be made available on the course Moodle site.

## Course Evaluation and Development

Student evaluation of ZBUS8310 Commercial Skills in the Public Sector will take the form of end of semester myExperience survey. The course convenors welcome feedback on an ongoing basis on the topics, materials and assessment activities used. Constructive feedback will be used to improve future courses.

Feedback from past courses has been implemented into this course. Some of the initiatives include an additional revision day for the accounting module prior to the exam, redevelopment of the negotiation scenario to include a relevant and fresh real-life scenario each course and, for this year, a complete update of the law materials presented.

**Important note:** Students are reminded that any feedback provided should be constructive and professional and that they are bound by the [UNSW Code of Conduct and Values](#).

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Carly McDevitt			TBA	By email/ appointment	Yes	Yes
Lecturer	Dr Natalie Cujes		Building 27, Room 307, School of Business, UNSW Canberra	+61 2 5114 5684	By email/ appointment	No	No
	Prof. Michael O'Donnell			+61 2 5114 5005	By email/ appointment	No	No

# Other Useful Information

## School Contact Information

School of Business

Email: [Business@adfa.edu.au](mailto:Business@adfa.edu.au)