



## COURSE OUTLINE

# HRM210 Managing Human Resources

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2022 | Semester 1

USC Sunshine Coast  
USC Moreton Bay

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

**ONLINE**

You can do this course without coming onto campus.

*Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.*

## 1. What is this course about?

### 1.1. Description

An organisation's human resources are a unique source of sustainable competitive advantage. The ability to lead and manage these people is integral to success in all industries. In this course, you will gain understanding of how to utilise human resource management systems and processes to drive business success. You will learn knowledge and skills in human resource planning, employer branding, recruitment & selection, retention, performance management, wellbeing and workforce analytics.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Learning materials</b> – Asynchronous online delivery of learning material.	1hr	Week 1	13 times
<b>Tutorial/Workshop 1</b> – Synchronous and scheduled face to face workshops.	2hrs	Week 2	10 times
<b>Seminar</b> – Synchronous, face to face seminars (Recorded).	1hr	Week 1	3 times
<b>Information session</b> – Synchronous online Task Information Sessions (Recorded/ All cohort/ Shared with Online).	1hr	Week 1	3 times
<b>ONLINE</b>			
<b>Learning materials</b> – Asynchronous online delivery of learning material.	1hr	Week 1	13 times
<b>Tutorial/Workshop 1</b> – Synchronous online workshops (Recorded).	2hrs	Week 2	10 times
<b>Seminar</b> – The recorded version of the Blended Mode seminars or Synchronous Online Seminars (Recorded) depending on the size of the online cohort. *	1hr	Week 1	3 times
<b>Information session</b> – Synchronous online Task Information Sessions (Recorded/ All cohort/ Shared with Blended).	1hr	Week 1	3 times

1.3. Course Topics

Strategic human resource management systems; Human resource planning; Human resource information systems; Human resource development, Managing change, Human resource management and the law, Employee health and safety; Job analysis, job design and quality of work life; Recruiting human resources; Employee selection; Appraising and managing performance; Career planning, development and employee motivation; Employee remuneration and benefits; Managing Diversity.

2. What level is this course?

200 Level (Developing)

Building on and expanding the scope of introductory knowledge and skills, developing breadth or depth and applying knowledge and skills in a new context. May require pre-requisites where discipline specific introductory knowledge or skills is necessary. Normally, undertaken in the second or third full-time year of an undergraduate programs.

3. What is the unit value of this course?

12 units

#### 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Demonstrate knowledge of human resource management strategy and practice.	Knowledgeable Empowered Ethical Sustainability-focused
2	Demonstrate effective communication for the Human Resource Management profession.	Empowered Engaged
3	Demonstrate an understanding of effectively managing and working in teams in a human resource management context.	Empowered Engaged
4	Apply creative and critical thinking to human resource management strategy and practice.	Creative and critical thinker

#### 5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

##### 5.1. Pre-requisites

Not applicable

##### 5.2. Co-requisites

Not applicable

##### 5.3. Anti-requisites

Not applicable

##### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

#### 6. How am I going to be assessed?

##### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

##### 6.2. Details of early feedback on progress

Prior to the end of week 4, formative online quizzes will be available for early feedback.

##### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Written Piece	Individual	30%	800 words	Week 6	Online Assignment Submission with plagiarism check
All	2	Oral and Written Piece	Individual and Group	40%	15 minutes and 500 words.	Refer to Format	Online Assignment Submission with plagiarism check
All	3	Oral and Written Piece	Individual	30%	2.5 minutes and 250 words	Week 13	Online Assignment Submission with plagiarism check

### All - Assessment Task 1: Research Summaries

<b>GOAL:</b>	The goal of this assessment is for you to research human resource management strategy and practice, and demonstrate the development of your research and written communication skills.		
<b>PRODUCT:</b>	Written Piece		
<b>FORMAT:</b>	Using the template provide, integrate peer-reviewed, academic journal article sources to write well developed arguments / analysis about specified human resource management topics. Additional details will be provided in the Assessment area on Canvas.		
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>	
	1	Identification and critical analysis of pertinent issues in human resource management strategy and practice	1
	2	Demonstrate critical thinking to develop and evaluate appropriate solutions to human resource management problems	4
	3	Accuracy, presentation and quality of written work (including argument development and flow, structure, English expression, discipline-based vocabulary, grammar, spelling, and punctuation)	2
	4	Referencing of sources of information using Harvard referencing style.	2

### All - Assessment Task 2: Interview

<b>GOAL:</b>	The goal of the Interview Role Play is for you, as part of a group, to demonstrate your knowledge of human resource management strategy and practice.		
<b>PRODUCT:</b>	Oral and Written Piece		
<b>FORMAT:</b>	<p>As a group, prepare for and participate in an interview role play. As a group, complete a summary of key references that helped inform your practice (using the template provided). Individually, complete a learning reflection (using the template provided). Additional details will be provided in the Assessment area on Canvas.</p> <p>Your marker will allocate a time in Week 10 or 11 for the group to conduct the interview (face to face or via video conferencing). The summary of key references and learning reflection is due 4pm Friday of Week 11.</p>		
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>	
	1	Identification and critical analysis of pertinent issues in human resource management strategy and practice.	1
	2	Use of appropriate verbal and non-verbal communication (posture, gesture, eye contact, and vocal expressiveness)	2
	3	Knowledge and application of effective group processes.	3
	4	Contribution to the group task.	3
	5	Demonstrate critical thinking to develop and evaluate appropriate solutions to human resource management problems	4

### All - Assessment Task 3: Human Resources Promotion

<b>GOAL:</b>	The goal of this assessment task is for you to identify and communicate the integral role of human resource management in organisational success.	
<b>PRODUCT:</b>	Oral and Written Piece	
<b>FORMAT:</b>	Record and edit a video promoting the importance of human resource management. Complete a summary of key references that informed your response (using the template provided). Additional details will be provided in the Assessment area on Canvas.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	1
	2	2

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

### 7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Week 1: Strategic human resource management systems (Chapter 1)	Pre-recorded concept videos and associated activity Information Session
Week 2: Human resource planning (Chapter 2)	Pre-recorded concept videos and associated activity + Tutorial
Week 3: Human resource information systems (Chapter 3)	Pre-recorded concept videos and associated activity + Tutorial
Week 4: Human resource management and the law (Chapter 4); Employee health and safety (Chapter 12); Human resource development (Chapter 9);Managing change (Chapter 13)	Pre-recorded concept videos and associated activity + Tutorial
Week 5: Job analysis, job design and quality of work life (Chapter 5)	Pre-recorded concept videos and associated activity + Tutorial
Week 6: Recruiting human resources (Chapter 6)	Pre-recorded concept videos and associated activity + Tutorial
Week 7: Employer Branding	Pre-recorded concept videos and associated activity. Information Session
Week 8: Employee selection (Chapter 7)	Pre-recorded concept videos and associated activity.
Week 9: Appraising and managing performance (Chapter 8)	Pre-recorded concept videos and associated activity + Tutorial. Information Session
Week 10: Career planning, development and employee motivation (Chapter10)	Pre-recorded concept videos and associated activity + Tutorial
Week 11: Employee remuneration and benefits (Chapter 11)	Pre-recorded concept videos and associated activity + Tutorial
Week 12: Managing diversity (Chapter 14)	Pre-recorded concept videos and associated activity + Tutorial. Information session.
Week 13: Revision	Tutorial

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Stone, R., Cox, A. & Gavin, M	2020	Human Resource Management	10th Ed.	Wiley

### 8.2. Specific requirements

Not applicable

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

### 10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

### 10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

### 10.4. SafeUSC

USC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

## 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

USC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10. General Enquiries

### In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)