

## Course outline

### **Code: HRM220**

### **Title: Managing Workplace Relations**

Faculty of Art, Business and Law

USC Business School

Teaching Session: Semester 2

Year: 2018

Course Coordinator: **Dr Noel Tracey**

Office: O1.21, USC Caboolture

Telephone: +61 7 5430 2954

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

Consultation Times: As notified on Blackboard

#### **1. What is this course about?**

##### **1.1 Course description**

This course aims to provide you with an understanding of regulatory systems impacting upon workplace relations and how these are translated into organisational policy and procedures. The course includes issues in the management of discrimination in the workplace, occupational health and safety, worker's compensation, workplace harassment and the collection and use of information given individual rights to intellectual property and privacy. It also exposes you to the practical requirements of implementing policy and procedures in the event of disputes. To this end it examines the management of grievances and conflict in the workplace.

##### **1.2 Course content**

- Introduction and Overview – Law, Policy and Procedures
- Equity in the Workplace (including EEO and Pay Equity)
- Managing Discrimination in the Workplace
- Sexual Discrimination and Sexual Harassment
- Occupational Health and Safety (OHS): Risk Management and Compliance
- Worker's Compensation
- Managing Workplace Harassment (Bullying)
- Managing Information: Intellectual Property and Privacy; Email and Internet Use
- Managing Poor Performance and Misconduct
- Managing Grievances and Conflict

#### **2. Unit value**

12 units

**3. How does this course contribute to my learning?**

<b>Specific Learning Outcomes</b>	<b>Assessment Tasks</b>	<b>Graduate Qualities</b>
On successful completion of this course you should be able to:	You will be assessed on the learning outcome in task/s:	Completing these tasks successfully will contribute to you becoming:
Apply knowledge of the employment relationship	1, 2 and 3	Knowledgeable.
Apply values based reasoning to ethical questions in workplace relations.	2 and 3	Sustainability-focussed. Ethical.
Analyse and evaluate decisions related to employment relations for the purpose of compliance	2 and 3	Creative and Critical thinkers Ethical

**4. Am I eligible to enrol in this course?**

*Refer to the **Coursework Programs and Awards - Academic Policy** for definitions of “pre-requisites, co-requisites and anti-requisites”*

**4.1 Enrolment restrictions**

Nil

**4.2 Pre-requisites**

Nil

**4.3 Co-requisites**

Nil

**4.4 Anti-requisites**

Nil

**4.5 Specific assumed prior knowledge and skills**

N/A

**5. How am I going to be assessed?****5.1 Grading scale**

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

**5.2 Assessment tasks**

Task No.	Assessment Tasks	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Mid semester examination	Individual	20%	1 hour	Week 5	In lecture
2	Assignment	Individual	50%	2000 words	Week 9	Safe Assign via Blackboard
3	Final examination	Individual	30%	2 hours	Week 13	In lecture
			100%			

**Assessment Task 1: Mid semester examination**

<b>Goal:</b>	For you to demonstrate an understanding of the regulatory context for workplace relations.
<b>Product:</b>	A closed book, written examination will be held during the normal lecture time in Week 5. Details of the examination will be provided in class. The examination will be one hour. It will cover course material from weeks 1 to 4 inclusive
<b>Format:</b>	This examination will take the form of an in-class quiz.
<b>Criteria</b>	The written examination will be assessed according to the following criteria: <ul style="list-style-type: none"> <li>demonstration of knowledge of regulation of workplace relations,</li> <li>demonstration of understanding of the material covered</li> </ul>
<b>Generic skill assessed</b>	<b>Skill assessment level</b>
Problem solving	Developing
Information literacy	Developing

**Assessment Task 2: Assignment**

<b>Goal:</b>	For you to demonstrate an applied understanding of regulation of workplace relations through the application of principles to a given problem-solving scenario.
<b>Product:</b>	You will be asked to complete an investigation of a current issue in workplace relations. This assessment task will require research into the regulatory framework surrounding the issue. It will cover course material from weeks 5 to 7 inclusive
<b>Format:</b>	This is an individual assessment.
<b>Criteria</b>	The assignment will be assessed according to the following criteria: <ul style="list-style-type: none"> <li>demonstration of knowledge of workplace relations theories and frameworks</li> <li>demonstration of understanding of the relevant areas of regulation,</li> <li>demonstration of requisite academic communication skills</li> </ul>
<b>Generic skill assessed</b>	<b>Skill assessment level</b>
Organisation	Developing
Problem solving	Developing

**Assessment Task 3: Final examination**

<b>Goal:</b>	For you to demonstrate an understanding of both principles in relation to workplace regulation and their application in practice.
<b>Product:</b>	The closed book final examination will be 120 minutes. It will cover course material from weeks 1 to 12 inclusive
<b>Format:</b>	This is a written examination comprising a case study and short answer questions
<b>Criteria</b>	<ul style="list-style-type: none"> <li>demonstration of knowledge of the relevant areas of regulation of workplace relations</li> </ul>

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	<ul style="list-style-type: none"> <li>demonstration of problem solving skills as related to ethical and compliance standards within an Australian context</li> </ul>
<b>Generic skill assessed</b>	<b>Skill assessment level</b>
Problem solving	Developing

### 5.3 Additional assessment requirements

#### Plagiarism

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

#### 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

### 5.4 Submission penalties

Late submission of assessment tasks will 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.

## 6. How is the course offered?

### 6.1 Directed study hours

On campus Lecture: 2 hours

On campus Tutorial: 1 hour

Please refer to the Course Activities table for further details.

### 6.2 Teaching semester/session(s) offered

Semester 2

### 6.3 Course activities

Teaching Week / Module	What key concepts/content will I learn?	What activities will I engage in to learn the concepts/content?	
		Directed Study Activities	Independent Study Activities
1	Introduction, theories and frameworks for the study of employment relations	Lecture	Details to be provided on blackboard

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2	The role of the state in regulating employment relations	Lecture and Tutorial	Details to be provided on blackboard
3	Equity in the workplace	Lecture and Tutorial	Details to be provided on blackboard
4	Discrimination (gender, racial, age, disability)	Lecture and Tutorial	Details to be provided on blackboard
5	Mid-semester Examination	Lecture	Details to be provided on blackboard
6	The role of unions and employer associations	Lecture and Tutorial	Details to be provided on blackboard
7	Workplace Health and Safety	Lecture and Tutorial	Details to be provided on blackboard
8	Current issues in WHS (e.g.: Sexual harassment, bullying)	Lecture and Tutorial	Details to be provided on blackboard
9	Regulation of minimum standards, awards and intellectual property	Lecture and Tutorial <b>Assignment due</b>	Details to be provided on blackboard
<b>Mid Semester Break</b>			
10	Employee or contractor	Lecture and Tutorial	Details to be provided on blackboard
11	Dismissal	Lecture and Tutorial	Details to be provided on blackboard
12	Managing industrial conflict and poor performance	Lecture and Tutorial	Details to be provided on blackboard
13	Final exam	Lecture	Details to be provided on blackboard
<b>Study Period</b>			
<b>Central Examination Period</b>			
<b>End of Semester Break</b>			

Please note that the course activities may be subject to variation.

**\*Public Holiday(s)**

*Queen's Birthday - Monday 1<sup>st</sup> Oct 2018 (Week 10)*

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

### **7.1 Prescribed text(s)**

There are no required hardcopy texts for this course however there are readings provided on Blackboard. See Section 7.2 below.

### **7.2 Required and recommended readings**

Lists of required and recommended readings may be found for this course on its Blackboard site. These materials/readings will assist you in preparing for tutorials and assignments, and will provide further information regarding particular aspects of your course.

### **7.3 Specific requirements**

N/A

#### **7.4 Risk management**

Health and safety risks have been assessed as low. It is your responsibility to research and understand risks of specific courses and to review the USC's health and safety principles by viewing the online induction training for students.

#### **8. How can I obtain help with my studies?**

In the first instance you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Peer Advisors and Academic Skills Advisors. You can drop in or book an appointment. To book: Tel: +61 7 5430 2890 or Email: [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)

#### **9. Links to relevant University policies 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

<http://www.usc.edu.au/university/governance-and-executive/policies-and-procedures#academic-learning-and-teaching>

#### **10. General enquiries**

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **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)