AGRI11006 *People Management*
Term 2 - 2019

Profile information current as at 03/05/2024 05:14 pm

All details in this unit profile for AGRI11006 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit covers the fundamentals of people management and is underpinned by the VET competency unit 'Manage staff'. You will learn about different communication and management styles, allowing you to start identifying and developing your own management style. You will learn the importance of employment standards, including occupational health and safety (OHS) and equal opportunities; the importance of diversity; and how to manage the workforce in the context of meeting business objectives. You will also be introduced to the concept of continuous personal reflection and provided with tools to enable you to assess your own performance as a manager and leader.

Details

Career Level: *Undergraduate*
Unit Level: *Level 1*
Credit Points: *6*
Student Contribution Band: *7*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure (Higher Education Coursework)](#).

Offerings For Term 2 - 2019

- Bundaberg
- Emerald
- Mixed Mode
- Rockhampton

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Portfolio**
Weighting: 50%
2. **Presentation and Written Assessment**
Weighting: 50%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Communicate effectively with key stakeholders.
2. Identify and evaluate effective management styles.
3. Develop a whole of business workforce plan.
4. Develop and implement an OHS plan.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level	○ Introductory Level	● Intermediate Level	● Graduate Level	○ Professional Level	○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Portfolio - 50%	●	●		
2 - Presentation and Written Assessment - 50%	●		●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	●	●	●	●
2 - Problem Solving		●		
3 - Critical Thinking	●	●	●	●
4 - Information Literacy		●	●	●
5 - Team Work				
6 - Information Technology Competence			●	●
7 - Cross Cultural Competence	●	●	●	●
8 - Ethical practice	●	●	●	
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Portfolio - 50%	●	●	●	●		●	●	●		
2 - Presentation and Written Assessment - 50%	●		●	●		●	●	●		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Excel 2016 with Data Analysis Toolpak (or equivalent software package)

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Amie Anastasi Unit Coordinator
a.anastasi@cqu.edu.au

Schedule

Week 1 - 15 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Communication at work		

Week 2 - 22 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
Are you a manager?		

Week 3 - 29 Jul 2019

Module/Topic	Chapter	Events and Submissions/Topic
How to prepare task descriptions and person specifications		**Assessment 1 - Management Portfolio PART A:** Bielbin Team role (Due: Week 3 Friday 2nd August – 11:45PM AEST).

Week 4 - 05 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Managing workplace performance		

Week 5 - 12 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Manage administrative support		**Assessment 1 - Management Portfolio PART B:** Short written report (Due: Week 5 Friday 16th August – 11:45PM AEST).

Vacation Week - 19 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 26 Aug 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to WH&S		**Assessment 1 - Management Portfolio PART C:** Short written report (Due: Week 6 Friday 30th August – 11:45PM AEST).

Week 7 - 02 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
WH&S and risk management		

Week 8 - 09 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Safe systems of work		**Assessment 1 - Management Portfolio PART D:** Short written report (Due: Week 8 Friday 13th September – 11:45PM AEST).

Week 9 - 16 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Support workforce training and WH&S inductions		

Week 10 - 23 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Presentations		**Assessment 2 - Managing staff and planning for training PART A:** Oral Presentation (Due: Week 10 during lectures and tutorials).

Week 11 - 30 Sep 2019

Module/Topic	Chapter	Events and Submissions/Topic
Workplace planning in review		

Week 12 - 07 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic
People and WH&S systems in review		**Assessment 2 - Managing staff and planning for training PART B:** Written assessment (Due: Week 12 Friday 11th October – 11:45PM AEST).

Review/Exam Week - 14 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 21 Oct 2019

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Additional Teaching Contacts:
Geoff Bahnisch Lecturer
g.bahnisch@cqu.edu.au

Assessment Tasks

1 Management portfolio

Assessment Type
Portfolio

Task Description
The Management Portfolio is worth 50% of your overall grade and is composed of 4 parts (each part is worth 12.5% of your overall unit mark). Each part is a task you might undertake in a professional career and is due on time, neatly done and completed (as it would be in your professional life).
PART A - Bielbin Team role online submission and evaluation of personalities (300-500 words)
PART B - Short written report. Position description in relation to rural career opportunity and job specifications. (300-500 words)
PART C - Short written report. Performance review that you have developed for a workplace scenario (300-500 words)
PART D - Short written report. Complete a risk assessment and a safe operating procedure development that you have developed for a workplace scenario (300-500 words)

Assessment Due Date

Due dates: Part A: Week 3 Friday 2nd August 11:45PM AEST; Part B: Week 5 Friday 16th August 11:45PM AEST; Part C: Week 6 Friday 30th August 11:45PM AEST; Part D: Week 8 Friday 13th September 11:45PM AEST.

Return Date to Students

10 working days after due date for each part.

Weighting
50%

Minimum mark or grade
50%

Assessment Criteria
Each task will be marked on the following criteria:
1. English language and comprehension (Is the writing free of spelling and grammatical errors? Is the writing clear and concise?) 20%
2. Content (Is the task complete? Does the writer reasonably cover all aspects of the topic?) 30%
3. References (Does the task contain references e.g. MSDS, policies, etc. where and when appropriate?) 30%
4. Organisation and presentation (Is the task organized and presented in the clearest way possible?) 20%
Further information and marking rubrics are available on the Moodle site.

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Learning Outcomes Assessed

- Communicate effectively with key stakeholders.
- Identify and evaluate effective management styles.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

2 Managing staff and planning for training

Assessment Type
Presentation and Written Assessment

Task Description
PART A: Oral Presentation (10%). You will be required to develop a mock staff-safety induction which you will orally present during lectures and tutorials (8 to 10 minutes) to a group. Your delivered induction will include safety instructions and induction documents that you have developed for a workplace scenario.

PART B: Written Assessment (40%). This written report (1200 to 1500 words) requires you to demonstrate your management ability and underlying knowledge by preparing task descriptions, planning for induction, managing staff and planning for training. You will be given an outline and case study of a rural working property that allows you to address all areas of Human Resource Management to be applied under Industrial Relations legislation in your descriptions, planning and management. The written report should have an introduction of the task, aims or objectives, content, conclusion and references.

Assessment Due Date

Due dates: PART A: Week 10 during lectures and tutorials. PART B: Friday 11th of October 11:45PM AEST

Return Date to Students

10 working days after due date for each part.

Weighting
50%

Minimum mark or grade
50%

Assessment Criteria
Each task will be marked on the following criteria:

1. English language and comprehension (Are the presented materials free of spelling and grammatical errors? Is the writing clear and concise?) 20%

2. Content (Is the task complete? Does the writer reasonably cover all aspects of the topic?) 30%

3. References (Does the task contain references e.g. MSDS, policies, etc. where and when appropriate?) 30%

4. Organisation and presentation (Is the task organized and presented in the clearest way possible?) 20%

Further information and marking rubrics are available on the Moodle site.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Communicate effectively with key stakeholders.
- Develop a whole of business workforce plan.
- Develop and implement an OHS plan.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem