HRMT11011 *Human Resources in Organisations*

Term 2 - 2017

All details in this unit profile for HRMT11011 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 introduces you to the study of Human Resources Management and its importance in the management of people within organisations. Throughout the unit, the importance of managing human resources effectively in both increasingly competitive environments and in the international context will be stressed. Areas of study to be covered include: the environment for HRM; Equal Employment Opportunity and Affirmative Action; Job Analysis; Human Resources Planning; Recruitment, Selection and Induction; Performance Appraisal; Human Resources Development; Compensation Management; Occupational Health and Safety; Termination of the Employment Relationship; Human Resources Research and International HRM. Contemporary issues in HRM will be briefly discussed during the term, as will other environmental forces likely to impact the field of HRM in the foreseeable future.

Details

Career Level: *Undergraduate*
Unit Level: *Level 1*
Credit Points: *6*
Student Contribution Band: *10*
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 - 2017

- Brisbane
- Bundaberg
- Cairns
- Distance
- Gladstone
- Mackay
- Melbourne
- Perth
- Rockhampton
- Sydney
- Townsville

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. **Online Quiz(zes)**
Weighting: 20%
2. **Written Assessment**
Weighting: 35%
3. **Written Assessment**
Weighting: 45%

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.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from student evaluations

Feedback

In Term 2, some students indicated a desire for more written feedback on their assessment items to explain the grade received.

Recommendation

The level of feedback was discussed with markers part-way through the term, and students seemed more satisfied with the level of feedback on assessment 2.

Unit Learning Outcomes

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

1. provide a critical overview of the field of human resource management
2. explain how the primary functions of HRM relate to each other and to the broader organisational strategy
3. describe the roles and responsibilities of HR professionals
4. discuss the emerging strategic role that HRM plays in 21st century organisations
5. apply the concepts of HRM to problems confronting managers and organisations through practice exercises and case analysis
6. analyse employee-employer problems using ethical and the relevant legal HRM concepts.

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	5	6
1 - Online Quiz(zes) - 20%		●			●	●
2 - Written Assessment - 35%	●	●	●	●	●	●
3 - Written Assessment - 45%	●	●	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	○	○	○	○	○	○
2 - Problem Solving	○	○	○	○	○	○

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
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 - Online Quiz(zes) - 20%	•	•	•	•	•	•	•	•		
2 - Written Assessment - 35%	•	•	•	•	•	•	•	•		
3 - Written Assessment - 45%	•	•	•	•	•	•	•	•		

Textbooks and Resources

Textbooks

HRMT11011

Prescribed

Managing Human Resources (e-book)
Edition: 4th (2013)
Authors: Raymond J Stone
John Wiley and Sons Australia
Australia
ISBN: ISBN : 9781118681060 (Paperback)
Binding: Paperback

Additional Textbook Information
The textbook will be essential for passing the assessment items. Students are strongly advised to purchase the e-book.
E-Text with iStudy: 9781118689882
However, if paper books are preferred, they can be purchased at the Bookshop: http://bookshop.cqu.edu.au

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Zoom.us (client)

Referencing Style

All submissions for this unit must use the referencing style: American Psychological Association 6th Edition (APA 6th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Maree Franettovich Unit Coordinator
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Schedule

Week 1 - 10 Jul 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Strategic human resource management (HRM)	Chapter 1	

Week 2 - 17 Jul 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
HR Planning and Information Systems	Chapters 2 and 3	

Week 3 - 24 Jul 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Human resource management and the law	Chapter 4	Quiz Week 3 closes Sunday 30 July 2017 11:45PM AEST

Week 4 - 31 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Job analysis, job design and quality of work life	Chapter 5	Quiz Week 4 closes Sunday 6 August 2017 11:45PM AEST

Week 5 - 07 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Recruiting human resources	Chapter 6	**Academic Essay - Individual** Due: Week 5 Monday (7 Aug 2017) 11:45 pm AEST

Vacation Week - 14 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 21 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Employee Selection	Chapter 7	

Week 7 - 28 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Performance Management and Employee Remuneration	Chapters 8 and 11	

Week 8 - 04 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Industrial Relations	Chapter 12	

Week 9 - 11 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Human Resource Development and Managing Diversity	Chapters 9 and 14	Quiz Week 9 closes Sunday 17 September 2017 11:45PM AEST

Week 10 - 18 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Employee Health and Safety	Chapter 13	Quiz Week 10 closes Sunday 24 September 2017 11:45PM AEST

Week 11 - 25 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
International HRM	Chapter 15	

Week 12 - 02 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
Assessing human resource management effectiveness	Chapter 16	**Business Report - Individual** Due: Week 12 Friday (6 Oct 2017) 11:45 pm AEST

Review/Exam Week - 09 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 16 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
		No exam for this Unit.

Assessment Tasks

1 Online Quizzes

Assessment Type
Online Quiz(zes)

Task Description
Students are to complete four online quizzes**.** These will be conducted during Weeks 3, 4, 9 and 10 and are accessible through the Assessment Block in Moodle.
Online quizzes will close on Sunday evening at 11:45PM AEST in the respective weeks.
You may attempt each quiz once only. You must complete the 10 questions in the quiz in a single 20 minutes period.
There is no alternative test to the quizzes. Extensions will not be available for quizzes.
Quizzes will cover learning materials and textbook chapters from selected weeks.

- Week 3 quiz = Chapter 4 HRM and the Law
- Week 4 quiz = Chapter 5 Job Analysis, Job Design and quality of work life
- Week 9 quiz = Chapter 9 Human Resource Development
- Week 10 quiz = Chapter 13 Employee Health and Safety

Number of Quizzes
4

Frequency of Quizzes
Other

Assessment Due Date

Submission of quizzes through Moodle only

Return Date to Students

Result is shown in Moodle.

Weighting
20%

Assessment Criteria
Each quiz will be marked based on correct and incorrect answers. A correct answer will receive full marks and incorrect answers will not attract **negative marks.**

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Follow the instruction set provided in the assessment block in Moodle.

Learning Outcomes Assessed

- explain how the primary functions of HRM relate to each other and to the broader organisational strategy
- apply the concepts of HRM to problems confronting managers and organisations through practice exercises and case analysis
- analyse employee-employer problems using ethical and the relevant legal HRM concepts.

Graduate Attributes

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

2 Academic Essay - Individual

Assessment Type
Written Assessment

Task Description
This is an individual assessment. The essay should be 1500 words +/- 10% (excluding the list of references).
This written assessment is designed to assist students to develop skills in the analysis of human resource issues based on relevant HR theories and models.
The task provides students with the opportunity to enhance their research, analysis, critical thinking and written communication skills; particularly in the areas of developing argument in the context of academic essay writing. Students are expected to engage in extensive research of the academic literature, and use a minimum of six (6) scholarly references, one of which must be the prescribed text, plus five (5) academic peer reviewed journal articles. Please do not commence this Assessment without referring to the Assessment Task information provided in Moodle.

Assessment Due Date
Week 5 Monday (7 Aug 2017) 11:45 pm AEST

All submissions are to be uploaded in assessment link in Moodle

Return Date to Students

Assessments will be returned after the marking and moderation processes are completed.

Weighting
35%

Assessment Criteria
Each individual submission will be assessed on the extent to which it meets the following criteria:

- **Research (25%)** The essay demonstrates extensive research and understanding of the relevant material. Students should have a minimum of six (6) scholarly references, which must include the prescribed textbook, and five (5) academic peer-reviewed journals (to be eligible for a pass [13/25] on this criterion), and research is used in an integrated manner.
- **Analysis (30%)** The essay demonstrates critical analysis and a clearly integrated and well-developed argument throughout.
- **Application of theory/literature (20%)** The essay demonstrates application of the relevant theory, concepts and frameworks.
- **Presentation (20%)** The essay is appropriately structured with no headings,has relevant information order and flow, paragraphs are used effectively, and includes an well formulated introduction and conclusion
- **Communication (5%)** The essay uses clear and concise communication, appropriate language, grammar, spelling (Australian English), and punctuation.

Penalties for late submissions are applied according to policy.
Please do not commence this Assessment without referring to the Assessment Task information provided in Moodle.

Referencing Style

- [American Psychological Association 6th Edition (APA 6th edition)](#)

Submission
Online

Submission Instructions
Online via the online submission system in Moodle

Learning Outcomes Assessed

- provide a critical overview of the field of human resource management
- explain how the primary functions of HRM relate to each other and to the broader organisational strategy
- describe the roles and responsibilities of HR professionals
- discuss the emerging strategic role that HRM plays in 21st century organisations
- apply the concepts of HRM to problems confronting managers and organisations through practice exercises and case analysis
- analyse employee-employer problems using ethical and the relevant legal HRM concepts.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work

- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 Business Report - Individual

Assessment Type
Written Assessment

Task Description
The task is to write a business report on a contemporary news story about an organisation. You will write a business report (1) describing the news story, (2) identifying the human resource issues raised, and discussing them in relation to theories and models from the Unit, and (3) making recommendations for the future. **You will draw on at least two chapters of the prescribed text and a minimum of seven (7) academic peer reviewed journal articles.** (The minimum requirement for research establishes your eligibility for a passing grade.)
The assessment task gives students the opportunity to enhance their research, analysis, critical thinking and written communication skills, particularly in the areas of developing argument in the context of business report writing. Your report should be a minimum of 1500 words, with a + 10% variance allowed, (excluding the list of references and the Executive Summary and Appendices). Students are expected to engage in extensive research of the academic literature.

Assessment Due Date
Week 12 Friday (6 Oct 2017) 11:45 pm AEST

All submissions must be uploaded through the assessment link in Moodle.

Return Date to Students

Assessments will be returned and marks released after grade certification.

Weighting
45%

Assessment Criteria
Each individual submission will be assessed to the extent to which it meets each of the following criteria:

- **Research (25%)** The report demonstrates extensive research and understanding of the relevant material. Students should have a minimum of eight (8) references, which must include the prescribed textbook, and seven (7) academic peer-reviewed journal articles (to be eligible for a pass [13/25] on this criterion), and research is used in an integrated manner.
- **Application (20%)** The report demonstrates application of the relevant theories and concepts to the topic.
- **Analysis (30%)** The report demonstrates critical analysis, and provides clearly supported recommendations.
- **Presentation (20%)** The report is appropriately structured, includes a well-formulated introduction and conclusion, uses relevant topic headings in the body, recommendations are stated, and correct referencing of sources throughout the report and in the list of References.
- **Communication (5%)** The report uses clear and concise communication, appropriate language, grammar, spelling (Australian English), and punctuation.

Penalties for late submissions are applied according to policy.
Please do not commence this Assessment without referring to the Assessment Task information provided in Moodle.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Online via the online submission system in Moodle

Learning Outcomes Assessed

- provide a critical overview of the field of human resource management
- explain how the primary functions of HRM relate to each other and to the broader organisational strategy
- describe the roles and responsibilities of HR professionals
- discuss the emerging strategic role that HRM plays in 21st century organisations
- apply the concepts of HRM to problems confronting managers and organisations through practice exercises and case analysis
- analyse employee-employer problems using ethical and the relevant legal HRM concepts.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- 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