

Course Outline

Code: HRM220

Title: Managing Workplace Relations

School:	Business
Teaching Session:	Semester 2
Year:	2020
Course Coordinator:	Dr Noel Tracey
Course Moderator:	Dr Dan Abell

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

This course provides an understanding of the regulatory systems which govern employment relations within Australia. You will be exposed to critical elements of workplace legislation and contemporary issues such as discrimination, health and safety, the distinction between employee and contractor, dismissal, intellectual property and privacy. This course also provides you with specific managerial approaches to employment relations within the context of managing industrial conflict and overall organisational performance.

1.2 Field trips, WIL placements or activities required by professional accreditation

N/A

2. What level is this course?

200 level Developing – Applying broad and/or deep knowledge and skills to new contexts. May require pre-requisites and introductory level knowledge/skills. Normally undertaken in the 2nd or 3rd year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

Specific Learning Outcomes On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Demonstrate understanding of the theoretical and regulatory context for workplace relations within society and business.	1, 2 and 3	Sustainability-focused Ethical Community Consciousness
Demonstrate an applied understanding of regulation of workplace relations through the application to real world problems.	1, 2 and 3	Creative and critical thinkers Empowered
Demonstrate an appreciation of the need to embrace and respect diversity and foster inclusivity in an Australian employment relations context.	2 and 3	Sustainability-focused Ethical Cultural Awareness
Demonstrate effective written communication skills in an Australian employment relations context.	1, 2 and 3	Empowered Engaged Written Communication

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 Enrolment restrictions

Nil

5.2 Pre-requisites

Nil

5.3 Co-requisites

Nil

5.4 Anti-requisites

Nil

5.5 Specific assumed prior knowledge and skills (where applicable)

N/A

6. How am I going to be assessed?

6.1 Grading scale

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

6.2 Details of early feedback on progress

Formative feedback is provided throughout the semester in tutorial classes. Tutorials include the review of weekly case study-type questions and both small group and class discussion related to workplace relations content. The mid-semester exam (week 5) also provides an opportunity for feedback on progress and the ability to identify students in need of additional assistance.

6.3 Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Examination	Individual	20%	2 hours	Week 5	Online Assignment Submission with Plagiarism check
2	Case Study	Individual	50%	2,000 words	Week 10	Online Assignment Submission with Plagiarism check
3	Examination	Individual	30%	4 hours	Week 13	Online Assignment Submission with Plagiarism check
			100%			

Assessment Task 1: Mid semester examination

Goal:	To demonstrate an understanding of the theoretical and regulatory context for workplace relations within society and business.
Product:	Examination
Format:	An online open-book examination comprising short answer and multiple-choice questions. The exam will cover course material from weeks 1 to 4 inclusive. Further details are provided in the assessment area in BlackBoard.
Criteria:	Knowledge of the relevant legislation, standards, universal principles and theory within an Australian employment relations context. Written communication

Assessment Task 2: Assignment

Goal:	To critically apply knowledge of the relevant legislation, standards/codes of conduct, associated with legal compliance, social responsibility, ethical conduct and sustainable practice in an Australian employment relations context to arrive at an innovative solution that acknowledges diversity.
Product:	Case Study
Format:	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 draw on course material from weeks 1 to 9 inclusive. Further details are provided in the assessment area in BlackBoard.
Criteria:	Application of knowledge of the relevant legislation, standards/codes of conduct, associated with legal compliance, social responsibility, ethical conduct and sustainable practice in an Australian employment relations context. <ul style="list-style-type: none"> • Evidence of critical thinking to develop and evaluate appropriate and innovative recommendations to business problems within an Australian workplace relations context. • Awareness, appreciation and respect for cultural and other forms of diversity and the need for inclusivity within an Australian workplace relations context. • Written communication.

Assessment Task 3: Final examination

Goal:	To demonstrate understanding and application of principles in relation to workplace regulation.
Product:	Examination

Format:	Online, open-book examination covering course content from weeks 1 to 12. The examination will include a case study and short-answer questions. Further details are provided in the assessment area in BlackBoard.
Criteria:	<ul style="list-style-type: none">• Demonstrate application of knowledge of the relevant legislation, standards/codes of conduct, associated with legal compliance, social responsibility, ethical conduct and sustainable practice in an Australian employment relations context.• Demonstrate evidence of critical thinking to develop and evaluate appropriate and innovative solutions to business problems within an Australian workplace relations context.• Demonstrate awareness, appreciation and respect for cultural and other forms of diversity and the need for inclusivity within an Australian workplace relations context.• Written communication

7. Directed study hours

This course will be delivered via technology-enabled learning and teaching. All lectures will remain in this mode for Semester 2 2020.

When government guidelines allow, students that elected on-campus study via the class selection process will be advised when on campus tutorials and practical sessions will resume.

Student workload is calculated at 12.5 learning hours per one unit.

Each week:

- 1 hour on-line lecture
- 1 hour interactive tutorial
- 1 hour digital content
- 9.5 hours independent study (including assessment work)

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

Reliable Internet access

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

8.1 Prescribed text(s) or course reader

There are no required hardcopy texts for this course however there are required readings provided on Blackboard and outlined in the course schedule.

8.2 Specific requirements

N/A

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low.

It is your responsibility as a student 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. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the [online Health Safety and Wellbeing training module 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 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.

10.2 Assessment: Additional requirements

Eligibility for Supplementary Assessment

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

- a) The final mark is in the percentage range 47% to 49.4%
- b) The course is graded using the Standard Grading scale
- c) You have not failed an assessment task in the course due to academic misconduct

10.3 Assessment: 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 and supply the required documentation to negotiate an outcome.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Wellbeing Services

Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.

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Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, [AccessAbility Services](#) can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to [Student Hub](#), email studentwellbeing@usc.edu.au or accessability@usc.edu.au or call 07 5430 1226

10.6 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:

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

10.7 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

Appendix 1 Course content

Week # / Module #	What key concepts/content will I learn?	Directed Study Activities: teaching components
1	Introduction, theories and frameworks for the study of employment relations	<ul style="list-style-type: none">• 1 hour on-line lecture• 1 hour interactive tutorial• 1 hour digital content
2	The role of the State, Unions and Employer Associations	<ul style="list-style-type: none">• 1 hour on-line lecture• 1 hour interactive tutorial• 1 hour digital content
3	Regulation of Minimum standards (NES) and the formation and application of awards	<ul style="list-style-type: none">• 1 hour on-line lecture• 1 hour interactive tutorial• 1 hour digital content
4	Current Issues: Collective bargaining and the negotiation of enterprise agreements	<ul style="list-style-type: none">• 1 hour on-line lecture• 1 hour interactive tutorial• 1 hour digital content
5	Mid-semester Examination (I)	<ul style="list-style-type: none">• Online Examination• 1 hour interactive tutorial

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6	The employment contract: formation and types (contractor /employee)	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
7	Equity and Discrimination within the workplace	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
8	Workplace Health and Safety, Workers Compensation	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
9	Current issues: WHS (e.g.: Sexual harassment, anti-bullying legislation)	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
10	Dismissal (including unfair and unlawful (breach of general protections) dismissal)	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
11	Intellectual property, privacy and exam preparation	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
12	Managing industrial conflict and organisational poor performance	<ul style="list-style-type: none"> • 1 hour on-line lecture • 1 hour interactive tutorial • 1 hour digital content
13	Final Examination	Online examination

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

Mid Semester Break:

28th September 2020-4th October 2020 (Between Week 10 and Week 11)

Public Holidays

Queen's Birthday - Monday 5th Oct 2020 (Week 11)