



HRM 201

Workplace Relations

S1 Day 2017

Dept of Marketing and Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	8
<u>Graduate Capabilities</u>	10
<u>Changes from Previous Offering</u>	12
<u>Research and Practice, Global and Sustainability</u>	12

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit Convenor

Nikola Balnave

nikki.balnave@mq.edu.au

Contact via email

E4A 509

Wednesday 1:45-2:45pm (or by appointment)

Credit points

3

Prerequisites

HRM107

Corequisites

Co-badged status

Unit description

This unit examines the broad macro issues related to managing people at work. The scope extends to the macroeconomic environment including the economic, political, social, and institutional context. The unit is approached from a stakeholder perspective, emphasising the way that management, labour and the state, along with other key stakeholders, act, both separately and together, to structure the employment relationship. Topics include the regulatory framework, bargaining structures and processes, conflict and co-operation, and the impact of change and reform directions. In particular students will be required to develop graduate capabilities in relation to critical, analytical and integrative thinking.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

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

Understand and identify the different approaches to the study and practice of employment relations

Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders

Analyse the way that these stakeholders act, together and separately, to shape employment relations processes

Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders

Relate the above to current issues in the field of employment relations

General Assessment Information

Important:

It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Assignment</u>	20%	No	Week 6
<u>Report</u>	40%	No	Week 9
<u>Final Examination</u>	40%	No	University Examination Period

Assignment

Due: **Week 6**

Weighting: **20%**

Weighting: 20%

Due Date: Wednesday 5 April (Week 6)

Duration/Length: 1000 Words (+/- 10%)

Submission Details

Students must submit their assignments electronically through Turnitin using the link on iLearn by **4:00pm** on the due date.

A hard copy of your assignment must also be submitted either to BESS (E4B) by 4:00pm on the due date, or to your tutor during your Week 6 tutorial.

Hard copies must be identical to the electronic version submitted.

Late submissions

Late assignments must also be submitted through Turnitin and a hard copy submitted to BESS in Building E4B to be date stamped and forwarded to your tutor for marking.

No extensions will be granted. A student who submits a late assessment will be penalised by 10% per day. That is, marks equal to 10% of the assignment's weight will be deducted as a 'flat rate' from the mark awarded. For example, for an assignment that has a possible highest mark of 20, the student's awarded mark will have two marks deducted for each late day. Saturday and Sunday each count as one day. This penalty does not apply for cases in which an application for disruption to studies is made and approved.

Description

This assessment task requires you to read a number of short documents and then answer a range of questions.

Aims and Objectives

This exercise is designed to start students thinking about the range of perspectives held by various stakeholders on employment relations issues. When it comes to debates about employment relations matters, there is no black and white, no right or wrong. Employment relations stakeholders often have different and sometimes competing views, and expected alliances can often shift depending on the issue. Students are encouraged to approach any employment relations matter objectively, recognise that there will be a number of perspectives on the issue, and critically evaluate all viewpoints before arriving at a conclusion.

On successful completion you will be able to:

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Report

Due: **Week 9**

Weighting: **40%**

Weighting: 40%

Due Date: Wednesday 10 May (Week 9)

Duration/Length: 2000 Words (+/- 10%)

Submission Details

Students must submit their reports electronically through Turnitin using the link on iLearn by **4:00pm** on the due date.

A hard copy of your report must also be submitted either to BESS (E4B) by 4:00pm on the due date, or to your tutor during your Week 9 tutorial.

Hard copies must be identical to the electronic version submitted.

Late submissions

Late essays must also be submitted through Turnitin and a hard copy submitted to BESS in Building E4B to be date stamped and forwarded to your tutor for marking.

No extensions will be granted. A student who submits a late assessment will be penalised by 10% per day. That is, marks equal to 10% of the assignment's weight will be deducted as a 'flat rate' from the mark awarded. For example, for an assignment that has a possible highest mark of 40, the student's awarded mark will have four marks deducted for each late day. Saturday and Sunday each count as one day. This penalty does not apply for cases in which an application for disruption to studies is made and approved.

Aims and Objectives

This assessment encourages students to:

- Provide a critical perspective of the academic literature on a topic.
- Construct an informed and analytical response to the question.
- Utilise and conform to the principles of academic rigour in the production of an acceptable, formal response to the question.

On successful completion you will be able to:

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Final Examination

Due: **University Examination Period**

Weighting: **40%**

Weighting: 40%

Due Date: Formal Examination Period

Duration: 2 Hours

The final examination will be closed book. The exam will be of two hour duration. The exam will be held during the University Examination period and will include short answer and multiple choice questions.

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

On successful completion you will be able to:

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Delivery and Resources

Classes

The unit involves 3 hours face-to-face teaching per week consisting of a two hour lecture and one hour tutorial.

The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

Students **MUST** attend the tutorial assigned unless given permission by Lecturer or Tutor in special circumstances

Prizes

The NSW Industrial Relations Society Prize

Required Text

Abbott, K., Mackinnon, B.H., and Fallon, P. (2016), *Understanding Employment Relations*, Oxford University Press, South Melbourne, Victoria.

Technology Used and Required

Students are required to use iLearn.

Unit Web Page

Course material is available on the learning management system (iLearn)

The web page for this unit can be found at: <https://ilearn.mq.edu.au/login/MQ/>

Learning and Teaching Activities

Students are expected to read and research each topic in advance, participate in class /tutorial discussions and to maintain a strong interest in current issues and changes in workplace relations.

Unit Schedule

Week	Week Commencing	Lecture Topic	Text Chapter/s
1	27 Feb	Industrial Relations, HRM and Employment Relations	11 (see also pp.3-4)
2	6 March	Approaches to the study of employment relations	1
3	13 March	Employment relations in the Australian context	2
4	20 March	Trade Unions	3
5	27 March	Employers and employer associations	4
6	3 April	The State	5
7	10 April	Agreement making	6
	17 - 30 April	MID SEMESTER BREAK	
8	1 May	Wage determination	7
9	8 May	Industrial conflict	8
10	15 May	Collective bargaining simulation	Readings on iLearn
11	22 May	Work health and safety	10
12	29 May	Employment relations and diversity	9

13	5 June	Unit review and exam briefing	All
----	--------	-------------------------------	-----

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

Grading Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Assessment tasks

- Assignment
- Report
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to

have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Assessment tasks

- Assignment
- Report
- Final Examination

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Understand and identify the different approaches to the study and practice of employment relations
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Assessment task

- Report

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Understand and identify the different approaches to the study and practice of employment relations
- Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
- Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
- Identify a range of ethical issues that involve the employment relationship, and the real or potential impact on employment relations stakeholders
- Relate the above to current issues in the field of employment relations

Assessment tasks

- Assignment
- Report
- Final Examination

Changes from Previous Offering

A new, up-to-date, textbook has been adopted for the unit. Lecture material and tutorial activities have been updated to reflect current workplace relations issues.

Research and Practice, Global and Sustainability

The unit explores the impact of industrial relations and employment policy and practice on economic and social sustainability.

The unit uses research by Macquarie University researchers as well as from external sources. The unit gives you practice in applying research findings in your assignments.

Recommended resources:

E-Resources:

ABI/INFORM – comprehensive business database.

Business Source Complete – business resources for undergraduate/postgraduate use, with extensive archive of articles. Access to industry reports, market research reports, country reports & company profiles.

Emerald Fulltext – scholarly research in management.

Factiva – full text business and company information from major Australian and international news sources.

Related Databases:

AIMMAT: AIM Management & Training Database – a source for Australian, New Zealand and South East Asian articles on management and training. Includes many case studies.

Informit – Australasian content on social, economic and political issues.

Proquest ANZ Newsstand – provides full text of Australian and New Zealand newspapers, except the AFR.

Relevant Journals:

Australian Bulletin of Labour

Journal of Australian Political Economy

British Journal of Industrial Relations

Economic and Labor Relations Review

HR Monthly

International Journal of Employment Studies

Journal of Industrial Relations

Labour and Industry

New Technology, Work and Society

People Management

Research and Practice in Human Resource Management

Work and Occupations

Work, Employment and Society