



# MGMT1007

## Introduction to Human Resource Management

Session 2, Special circumstance 2020

*Department of Management*

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#### **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.

#### **Notice**

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff Hector Viveros Tapia <a href="mailto:hector.viveros@mq.edu.au">hector.viveros@mq.edu.au</a>
Credit points 10
Prerequisites
Corequisites
Co-badged status
Unit description This unit provides an introduction to human resource management (HRM) in Australia. Content examined includes key policies and practices and contemporary environmental influences on HR strategy formation. Major topic areas are: human resource planning and staffing; employee training and development; performance appraisal; managing a workforce; and workplace health and safety. On completion of this unit students will be able to demonstrate the links between the different areas of HRM and the contribution of HRM in businesses.

## 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:

**ULO1:** Identify and investigate key concepts and theories in Human Resource Management.

**ULO2:** Explain and analyse the connection between Human Resource Management and organisational processes, plans and policies which deliver sustainable organisations.

**ULO3:** Develop and apply effective critical thinking and argument-making skills, both written and verbal.

## General Assessment Information

**Late Assessment Policy:**

Late assessment submissions must be submitted through the appropriate submission link in [iLearn](#). No extensions will be granted unless an application for [Special Consideration](#) is made and approved. There will be a **deduction of 10%** of the total available marks made from the total awarded mark for each **24 hour period** or part thereof that the submission is late. Late submissions will not be accepted after solutions have been discussed and/or made available.

*Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.*

Presentation:

No extensions will be granted. Students who are absent for the oral presentation and for the Turnitin submission of their slides will score **zero** for this assessment task. This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved.

*Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.*

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Group Presentation</a>	20%	No	In tutorials weeks 5, 6, 8, 9, 10
<a href="#">Report</a>	30%	No	Week 7
<a href="#">Online Examination</a>	50%	No	University Examination Period

### Group Presentation

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **In tutorials weeks 5, 6, 8, 9, 10**

Weighting: **20%**

Apply knowledge of HR principles in a verbal presentation. This task requires knowledge of key HR principles, and emphasises strong communication skills, critical thinking and substantiating a point of view. Students present as a team, but are assessed individually. See Assessment Guide on iLearn for more details.

On successful completion you will be able to:

- Identify and investigate key concepts and theories in Human Resource Management.
- Develop and apply effective critical thinking and argument-making skills, both written and verbal.

## Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Week 7**

Weighting: **30%**

Examine the role of HRM in organisations, with an emphasis on sustainable thinking, research and report writing skills.

On successful completion you will be able to:

- Identify and investigate key concepts and theories in Human Resource Management.
- Explain and analyse the connection between Human Resource Management and organisational processes, plans and policies which deliver sustainable organisations.
- Develop and apply effective critical thinking and argument-making skills, both written and verbal.

## Online Examination

Assessment Type <sup>1</sup>: Examination

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **University Examination Period**

Weighting: **50%**

A two-hour online final examination, administered via iLearn, will be held during the University Examination Period.

On successful completion you will be able to:

- Identify and investigate key concepts and theories in Human Resource Management.
- Develop and apply effective critical thinking and argument-making skills, both written and verbal.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment

- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

Required text	Nankervis, A., Baird, M., Coffey, J., & Shields, J. Human Resource Management: Strategy and Practice (10th ed.)
Unit web page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
Technology Used and Required	Students are required to have access to a personal computer and familiarise themselves with iLearn ( <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a> ).  iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.
Delivery Format and Other Details	<ul style="list-style-type: none"><li>• Number and length of classes: <b>1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours online delivery</b> per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s)</li><li>• Tutorials will commence in <b>Week 1</b>.</li><li>• The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></li></ul>
Recommended readings	Recommended readings are provided via the Leganto links on the <a href="#">iLearn</a> Unit page
Inherent Requirements	Tutorial attendance is required in presentation week to complete the Group Presentation task.

## Unit Schedule

Please see iLearn.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note: The Special Consideration Policy is effective from 4**

*December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## 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](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## 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](https://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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/](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.

## Changes since First Published

Date	Description
06/07/2020	Updated the General Assessment Information