PSYO8919

Training in Organisations

Session 2, Weekday attendance, North Ryde 2021

Archive (Pre-2022) - Department of Psychology

Contents

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Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of units with mandatory on-campus classes/teaching activities.

Visit the MQ COVID-19 information page for more detail.

General Information

Unit convenor and teaching staff
Joanne Earl
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Mark Wiggins
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Credit points
10

Prerequisites
Admission to MOrgPsych

Corequisites

Co-badged status

Unit description
This unit explores employee training and development in the contemporary workplace. It provides students with knowledge of a range of theories and practical perspectives relating to training within organisations. Students will gain a familiarity in training needs analysis, the development and implementation of training material, and training evaluation. Practical components of the unit focus on assessing the need for training, implementing training within an organisational context, and evaluating the outcomes of training.

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 the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program

ULO2: Critically reflect on contemporary approaches to training and the challenges of training in organisations

ULO3: Plan, design and defend a needs analysis and training program to meet clear learning objectives

ULO4: Develop and present course ware

ULO5: Demonstrate effective interpersonal communication through written, oral and team-based activities

ULO6: Plan a training evaluation, using the most effective techniques.

General Assessment Information

On iLearn you will find rubrics and detailed descriptions of the assessment tasks available now.

- **Report Format** Writing to specifications is an important requirement of complying with tenders, expressions of interest and grant applications for Organisational Psychologists. Any reports should follow the same format -please use A4 paper size; minimum 11point font; margins set as normal (i.e. 2.5cm all sides); minimum 1.5 line spacing. References and appendices are not included in page or word count. Please observe the page and/or word counts carefully. Only content inclusive of the stipulated word and/or page count will be marked.

- **Submitting your essay** Please submit a copy or your assignments (Microsoft word or pdf only) via the turnitin link in iLearn. A copy of the assignment must be kept as proof that the assignment was completed and submitted. Assignments submitted by post will not be accepted. You will be required to submit your assignment to Turnitin plagiarism detection software via the Internet. Your assignment will be automatically compared to work of other students in this unit, previous students in this unit and at other universities, as well as material available on the Internet in subscription-based journal format or otherwise freely accessible information. The results of the analysis will be sent only to the unit chairs, who will analyse the results in reference to the University's standard policy on plagiarism http://www.student.mq.edu.au/plagiarism/.

- **Marking of assignments:** Rubrics are used to mark all submissions and these are available on iLearn. Submitted work will be returned two weeks after the last student submits. Assignments cannot be accepted after the return of marked assignments.

- **Late submissions:** Penalties will be levied for late submission of assignment and for exceeding word limits: Penalties for late submission: The penalty for late submission is 5% of the maximum mark per day overdue. For this assignment, worth 50%, this means that every day late will result in the loss of 5% (0.05) x 50 = 2.5 marks from the total mark (50) for the assignment.

- **Request for Extensions for Assignments** are granted by the Faculty Office: Ordinarily, no extensions of time for submission of written work will be granted since ample time for preparation will have been given. If an extension is required for medical or other extenuating circumstances, students may request this in writing through ask.mq.edu.au

with supporting documentary evidence (such as medical certificate, counsellor note, or similar). All requests for extensions must be made prior to the due date for the assignment. If an extension is granted, the approval must be uploaded with the online submission of your essay to avoid any late penalty.

Assessment Tasks

Name	Weighting	Hurdle	Due
Training Needs Analysis Review	45%	No	August 28th
Group Exemplar Training Package	30%	No	Weeks 11 and 12 in class
Individual Report	25%	Yes	October 16th

Training Needs Analysis Review

Assessment Type [1]: Report
Indicative Time on Task [2]: 33 hours
Due: **August 28th**
Weighting: **45%**

Students are required to review an existing Training Needs Analysis (TNA) and make recommendations for improvements in a professional report. A copy of the original training analysis must be included as an Appendix.

On successful completion you will be able to:

• Critically reflect on contemporary approaches to training and the challenges of training in organisations

• Plan, design and defend a needs analysis and training program to meet clear learning objectives

• Demonstrate effective interpersonal communication through written, oral and team-based activities

Group Exemplar Training Package

Assessment Type [1]: Project
Indicative Time on Task [2]: 22 hours
Due: **Weeks 11 and 12 in class**
Weighting: **30%**

Students will develop a training package in small teams. The format of the training can be online or face to face. The training is to be presented in class towards the end of semester.

On successful completion you will be able to:
- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Critically reflect on contemporary approaches to training and the challenges of training in organisations
- Plan, design and defend a needs analysis and training program to meet clear learning objectives
- Develop and present course ware
- Demonstrate effective interpersonal communication through written, oral and team-based activities

Individual Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 19 hours
Due: **October 16th**
Weighting: **25%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

An individual report is submitted covering the rationale for the program as well as documentation to be used in program evaluation.

On successful completion you will be able to:
- Identify the role of training for achieving different objectives, and the stages involved in constructing and delivering a training program
- Critically reflect on contemporary approaches to training and the challenges of training in organisations
- Plan, design and defend a needs analysis and training program to meet clear learning objectives
- Develop and present course ware
- Demonstrate effective interpersonal communication through written, oral and team-

based activities

- Plan a training evaluation, using the most effective techniques.

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[1] 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.

[2] 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

Due to COVID restrictions this course will be held online Wednesdays between 5pm - 7pm beginning July 28th. Please ensure you have set up iLearn to automatically receive announcements in case we need to pivot delivery.

It is expected that before you come to class you have completed all readings requested and pre-work posted to iLearn. You will get the most out of this class if you come along prepared to discuss the readings and to ask questions. Case studies are used extensively to build a bridge between theory and practise.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). 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

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

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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 or if you are a Global MBA student contact 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) 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

If you are a Global MBA student contact 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/.

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
20/07/2021	Changes made to the assessment requirements as per recommendations by Professor Kerry Sherman (Deputy HOD L & T) on 20/07/21

Unit information based on version 2021.02 of the Handbook