Contents

General Information  2
Learning Outcomes  2
General Assessment Information  3
Assessment Tasks  3
Delivery and Resources  5
Unit Schedule  5
Policies and Procedures  5

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
Hector Viveros Tapia
hector.viveros@mq.edu.au

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 Submission Penalty (written assessments)

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of ‘0’ will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>30%</td>
<td>No</td>
<td>Week 7</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>20%</td>
<td>No</td>
<td>Week 11</td>
</tr>
<tr>
<td>Examination</td>
<td>50%</td>
<td>No</td>
<td>University’s formal examination period</td>
</tr>
</tbody>
</table>

Report

Assessment Type 1: Report
Indicative Time on Task 2: 20 hours
Due: Week 7
Weighting: 30%

This assessment is an individual report of up to 1,500 words, and worth 30%.

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.

Group Presentation

Assessment Type 1: Presentation
Indicative Time on Task: 2 hours
Due: Week 11
Weighting: 20%

A 3-4 minute individual presentation as part of a team, and worth 20%.

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.

Examination
Assessment Type: Examination
Indicative Time on Task: 2 hours
Due: University's formal examination period
Weighting: 50%

A 2 hour (plus 10 minutes reading time) closed book 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:
- 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.

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

<table>
<thead>
<tr>
<th>Required text</th>
<th>Nankervis, A., Baird, M., Coffey, J., &amp; Shields, J. Human Resource Management: Strategy and Practice (10th ed.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit web page</td>
<td>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></td>
</tr>
<tr>
<td>Technology Used and Required</td>
<td>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.</td>
</tr>
<tr>
<td>Delivery Format and Other Details</td>
<td>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></td>
</tr>
<tr>
<td>Recommended readings</td>
<td>Recommended readings are provided via the Leganto links on the <a href="https://ilearn.mq.edu.au/login/">iLearn Unit page</a>.</td>
</tr>
<tr>
<td>Inherent Requirements</td>
<td>Tutorial attendance is required in the presentation week to complete the Group Presentation task</td>
</tr>
</tbody>
</table>

Unit Schedule

Please see iLearn.

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
- Assessment Procedure
- Complaints Resolution 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

Academic Integrity

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

Student Support

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

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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

Macquarie University offers a range of Student Support Services including:

- IT Support
- Accessibility and disability support with study

https://unitguides.mq.edu.au/unit_offerings/150335/unit_guide/print
Student Enquiries
Got a question? Ask us via AskMQ, or contact Service Connect.

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.