



MGMT1007

Introduction to Human Resource Management

Session 2, In person-scheduled-weekday, North Ryde 2023

Department of 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>	5
<u>Policies and Procedures</u>	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

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

Name	Weighting	Hurdle	Due
Participation marks	10%	No	From Week 1 onwards
Report	30%	No	Week 7
Video Presentation	20%	No	Week 11
Examination	40%	No	University's formal examination period

Participation marks

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 6.5 hours

Due: **From Week 1 onwards**

Weighting: **10%**

This assessment is worth 10% in total.

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.

Report

Assessment Type ¹: Report

Indicative Time on Task ²: 17.5 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.

Video Presentation

Assessment Type **1**: Presentation

Indicative Time on Task **2**: 13 hours

Due: **Week 11**

Weighting: **20%**

A 3-4 minute individual presentation, 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 **1**: Examination

Indicative Time on Task **2**: 13 hours

Due: **University's formal examination period**

Weighting: **40%**

A 2 hour (plus 10 minutes reading time) 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

Please review iLearn for details of delivery.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](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 \(https://students.mq.edu.au/support/study/policies\)](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 \(https://policies.mq.edu.au\)](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
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault

- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

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.