HRM 201
Workplace Relations
E2 2012

Marketing and Management

Contents

General Information ........................................... 2
Learning Outcomes ........................................... 2
Assessment Tasks ............................................. 3
Delivery and Resources ...................................... 4
Unit Schedule .................................................. 6
Policies and Procedures ...................................... 7
Graduate Capabilities ......................................... 9
Research and Practice ....................................... 11

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 nikki.balnave@mq.edu.au

Credit points
3

Prerequisites
HRM107

Corequisites

Co-badged status

Unit description
This unit examines the broader macro issues related to managing people and managing change. The scope of inquiry extends to the macroeconomic environment including the economic, political, social, and institutional specific context for managing people. The unit also explores the role of government and agencies that establish various frameworks for industrial awards, systems of conciliation and arbitration, and conflict resolution in the workplace. Students examine the role of unions, employer associations and employers; and the impact of change and reform directions.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://students.mq.edu.au/important-dates

Learning Outcomes
1. Understand and identify the different approaches to the study and practice of employment relations
2. Identify internal and external stakeholders in the employment relationship and the goals and objectives of these stakeholders
3. Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
4. Define and apply theory in key employment relations processes
5. Relate the above to current issues in the field of employment relations
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>20%</td>
<td>Week 4</td>
</tr>
<tr>
<td>Essay</td>
<td>40%</td>
<td>Week 9</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40%</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

Assignment

Due: **Week 4**
Weighting: **20%**

Submission

Extension

Penalties

What is required to complete the unit satisfactorily

This Assessment Task relates to the following 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
- Relate the above to current issues in the field of employment relations

Essay

Due: **Week 9**
Weighting: **40%**

Submission

Extension

Penalties

What is required to complete the unit satisfactorily

This Assessment Task relates to the following 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
• Define and apply theory in key employment relations processes
• Relate the above to current issues in the field of employment relations

Final Examination
Due: University Examination Period
Weighting: 40%

Examination conditions

What is required to complete the unit satisfactorily

This Assessment Task relates to the following 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
• Define and apply theory in key employment relations processes
• 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/

While tutorials are not compulsory, if your final grade is marginal, your tutor's opinion of your performance may be instrumental in determining your final grade.

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

The **Suncorp Group** Employee Council Academic Prize

**Required and Recommended Texts and/or Materials**

**Required Text:**


**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.

Students are required to learn how to use power point, word processing and iLearn.

**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
NOTE: Wikipedia can be a great help with initial information on some topics, however in this unit Wikipedia articles should not be used in assessment tasks.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Weekly Study Topic</th>
<th>Text Chapter/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What is employment relations?</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Approaches to the study of employment relations</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>3</td>
<td>The changing context of Australian employment relations</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>The state</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Management</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Employee representation: Trade unions</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Employee representation: Non-union</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>MID-SEMESTER BREAK</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Statutory regulation</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>Bargaining structures and processes</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Collective bargaining simulation</td>
<td>Readings on iLearn</td>
</tr>
</tbody>
</table>
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:


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

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](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:

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/

Special Consideration Policy

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: http://students.mq.edu.au/support/.

UniWISE provides:

- Online learning resources and academic skills workshops http://www.mq.edu.au/learning_skills/
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.

Student Enquiry Service

Details of these services can be accessed at http://www.student.mq.edu.au/ses/.

Equity Support

Students with a disability are encouraged to contact the Disability Support Unit who can provide appropriate help with any issues that arise during their studies.

IT Help

If you wish to receive IT help, we would be glad to assist you at http://informatics.mq.edu.au/help/.
Graduate Capabilities

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

• Analyse the way that these stakeholders act, together and separately, to shape employment relations processes
• Define and apply theory in key employment relations processes
• Relate the above to current issues in the field of employment relations

Assessment tasks

• Essay
• Final Examination

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

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
• Define and apply theory in key employment relations processes
• Relate the above to current issues in the field of employment relations

When using the university’s IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students and it outlines what can be done.
**Assessment tasks**

- Assignment
- Essay
- Final Examination

**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
- Define and apply theory in key employment relations processes
- Relate the above to current issues in the field of employment relations

**Assessment tasks**

- Assignment
- Essay
- 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
• Define and apply theory in key employment relations processes
• Relate the above to current issues in the field of employment relations

Assessment tasks

• Assignment
• Essay
• Final Examination

Research and Practice

This 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.