HRM 107

Introduction to Human Resources

S1 Day 2019

Department of Management

Contents

General Information

Unit convenor and teaching staff
Unit Convenor, Lecturer
Jen Pryor
jennifer.pryor@mq.edu.au
Contact via Email
Please view consultation hours via iLearn - https://ilearn.mq.edu.au/login/

Teaching Assistant
Jackie Gorrick
jackie.gorrick@mq.edu.au
Contact via Email

Credit points
3

Prerequisites

Corequisites

Co-badged status

Unit description
This unit provides an introduction to human resource management (HRM) in Australia, key policies and practices and contemporary environmental influences on HR strategy formation. Major topic areas include: 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. Students will develop graduate capabilities in a range of areas including critical thinking, creativity and innovation and communication skills.

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:

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.

Apply knowledge of HR principles in a verbal debate using persuasive communication skills.

Develop and apply effective critical thinking and argument-making skills.

Assessment Tasks

Name	Weighting	Hurdle	Due
Individual Report	35%	No	Week 7
In-Tutorial Group Presentation	15%	No	Weeks 4, 5, 6, 8, 9 & 11
Final Exam Assessment Summary	50%	No	University Examination Period

Individual Report

Due: **Week 7**
Weighting: **35%**

Individual Report Assessment Summary Task Description Examining the role of HRM in organizations, with emphasis on sustainable thinking, research and report writing skills. See Assessment Guide on iLearn for details. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on iLearn **Format** Please refer to the iLearn Unit page **Length** 1200 **Inherent Task Requirements** None **Late Submission**
Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of **20%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a **40%** deduction). Late submissions will be accepted up to 96 hours after the due date and time..

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.

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.

In-Tutorial Group Presentation

Due: **Weeks 4, 5, 6, 8, 9 & 11**
Weighting: **15%**

In-Tutorial Group Presentation Assessment Summary Task Description 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. **Type of Collaboration** Group Work but Assessed Individually **Submission** In tutorials in Weeks 4, 5, 6, 8, 9 and 11. Please submit via Turnitin Link on iLearn **Format** Please refer to the iLearn Unit page **Length** Students will speak for 3 minutes each **Inherent Task Requirements** Students must be in attendance at the tutorial in which they are allocated to present. **Late Submission**

Students who are absent from class on the day they are allocated to present will be awarded a mark of 0 for the task, except 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.

On successful completion you will be able to:

- Identify and investigate key concepts and theories in Human Resource Management.
- Apply knowledge of HR principles in a verbal debate using persuasive communication skills.
- Develop and apply effective critical thinking and argument-making skills.

Final Exam Assessment Summary

Due: **University Examination Period**
Weighting: **50%**

Final Exam Assessment Summary Task Description A 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. **Type of Collaboration** Individual **Submission** You are expected to present yourself for examination at the time and place designated in the University Examination Timetable **Format** Closed Book. Details given in the Week 13 lecture. **Length** 2 hours plus 10 minutes reading time **Inherent Task Requirements** None **Late Submissions**
Please see Assessment Policy Schedule 4.

The only exception to not sitting an examination at the designated time in the University Examination Timetable is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for special consideration. 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.

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.

Delivery and Resources

Required text	The Compulsory Text for the unit is: • Nankervis, A., Baird, M., Coffey, J., & Shields, J. (2017). Human resource management: Strategy and practice (9th ed.). Melbourne: Cengage. This text can now be purchased from the Macquarie University Co-op Bookshop.
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/
Technology Used and Required	Students are required to learn how to use word processing, iLearn (including Turnitin) and the library journals catalogue
Delivery Format and Other Details	• Number and length of classes: **1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face** to face per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s) • Tutorials will commence in **Week 1** • The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/

Recommended readings	**Other useful texts which comprehensively cover the core material include:** • Bratton, J., & Gold, J. (2012). Human resource management: Theory and practice (5th ed.). Basingstoke: Palgrave Macmillan. • De Cieri, H., Kramar, R., Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). Human resource management in Australia: Strategy, people and performance (3rd ed.). North Ryde, NSW: McGraw-Hill. • Stone, R. J. (2017). Human resource management (9th ed.). Milton, QLD: John Wiley & Sons The publications listed below are highly recommended for further reading on the topics covered in the unit. Students should also consult them for the research and preparation of assignments. **Books** These are suggested books in order to broaden your reading. • Boxall, P., & Purcell, J. (2011). Strategy and human resource management (3rd ed.). Basingstoke: Palgrave Macmillan. • Bratton, J., & Gold, J. (2012). Human resource management: Theory and practice (5th ed.). Basingstoke: Palgrave Macmillan. • Brewster, C., Carey, L., Dowling, P., Grobbler, P., Holland, P., & Warnich, S. (2007). Contemporary issues in human resource management: Gaining a competitive advantage (2nd ed.). Cape Town: Oxford University Press. • De Cieri, H., Kramar, R., Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2008). Human resource management in Australia: Strategy, people and performance (3rd ed.). North Ryde, NSW: McGraw-Hill. • Legge, K. (1995). Human resource management: Rhetorics and realities. Basingstoke: Macmillan Business. [also 2005 Anniversary edition]. • Leopold, J., & Harris, L. (2009). The strategic managing of human resources (2nd ed.). London: Pearson Education. • Noe, R., & Winkler, C. (2009). Employee training and development for Australia and New Zealand. North Ryde, NSW: McGraw-Hill. • Shields, J. (2007). Managing employee performance and reward: Concepts, practices, strategies. Port Melbourne: Cambridge University Press. • Stone, R. J. (2013). Human resource management (8th ed.). Milton, QLD: John Wiley & Sons. **Journals** Apart from books, students will find it invaluable to get into the practice of reading relevant articles from journals. Below students will find a list of journals to start their reading and research. Those suggested can all be found within the university library system. • Academy of Management Journal Journal of Industrial Relations • Asia Pacific Journal of Human Resources Work, Employment & Society • Australian Journal of Management Employee Relations • Human Resource Management Journal Harvard Business Review • International Journal of Human Resource Management **Some useful websites:** • http://www.fwa.gov.au http://www.ilr.cornell.edu/ • http://www.ahri.com.au http://www.shrm.org • http://www.deewr.gov.au/ http://www.hreoc.gov.au/ • http://www.ilo.org/ http://www.psmpc.gov.au/ • http://europa.eu.int/comm/dg05/index_en.htm • http://www.innovations.gov.au

Unit Schedule

Topics to be covered each week are as follows:

Week	Lecture Topic and Readings	Tutorial Topic
1	Unit Overview Evolution of HRM (Ch 1)	** Tutorials commence in Week 1** Assessment & Unit Overview
2	External Factors That Impact HR (Ch 2)	The Evolution of HRM Teams Are Formed for Group Presentations
3	Employment Relationships, Industrial Relations and HRM (Ch 3)	The Key Industrial Relations Stakeholders
4	The Role of Law and Regulation in HRM (Ch 3)	Research and Report Writing Skills **Group Presentation 1**
5	HR Planning (Ch 4 and 5)	Employment Law **Group Presentations 2 and 3**
6	Hiring Great People (Ch 6)	HR in the Global Environment **Group Presentations 4 and 5**
7	**No Lectures or Tutorials This Week.** **Individual Report Due**	
	MID SESSION BREAK	
8	Learning & Development (Ch 7)	Employee Retention **Group Presentations 6 and 7**
9	Maximising Performance (Ch 8)	Learning and Development **Group Presentation 8**
10	Remuneration & Benefits (Ch 9)	Managing Employee Disciplinary Issues
11	Negotiation at the Workplace (Ch 11)	Remuneration and Benefits **Group Presentations 9 and 10**
12	Workplace Health and Safety (Ch 10)	Effective Negotiations
13	Unit Overview and Exam Preparation	WHS & Exam Preparation

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). 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.)*

Undergraduate students seeking more policy resources can visit the 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).

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 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 improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

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.

Graduate Capabilities

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

- 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.
- Apply knowledge of HR principles in a verbal debate using persuasive communication skills.
- Develop and apply effective critical thinking and argument-making skills.

Assessment tasks

- Individual Report
- In-Tutorial Group Presentation
- Final Exam Assessment Summary

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

- 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.
- Apply knowledge of HR principles in a verbal debate using persuasive communication skills.
- Develop and apply effective critical thinking and argument-making skills.

Assessment tasks

- Individual Report
- In-Tutorial Group Presentation
- Final Exam Assessment Summary

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:

Assessment tasks

- Individual Report
- In-Tutorial Group Presentation
- Final Exam Assessment Summary

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

- 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.
- Apply knowledge of HR principles in a verbal debate using persuasive communication skills.
- Develop and apply effective critical thinking and argument-making skills.

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- 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.

Assessment task

- Final Exam Assessment Summary

Changes from Previous Offering

There were no major changes from the previous offering.