

HRM220

Managing Workplace Relations

School: School of Business and Creative Industries

2022 | Semester 2

UniSC Sunshine Coast
UniSC Moreton Bay**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

Please go to usc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course provides an understanding of the regulatory systems which govern employment relations within Australia. You will be exposed to critical elements of workplace legislation and contemporary issues such as discrimination, health and safety, the distinction between employee and contractor, dismissal, intellectual property and privacy. This course also provides you with specific managerial approaches to employment relations within the context of managing industrial conflict and overall organisational performance.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Learning materials – Asynchronous online delivery of learning material.	1hr	Week 1	13 times
Tutorial/Workshop 1 – Synchronous and scheduled face to face workshops.	2hrs	Week 2	10 times
Seminar – Synchronous, face to face seminars (Recorded).	1hr	Week 1	3 times
Information session – Synchronous online Task Information Sessions (Recorded/ All cohort/ Shared with Online).	1hr	Week 3	3 times
ONLINE			
Learning materials – Asynchronous online delivery of learning material.	1hr	Week 1	13 times
Tutorial/Workshop 1 – Synchronous online workshops (Recorded).	2hrs	Week 2	10 times
Seminar – The recorded version of the Blended Mode seminars or Synchronous Online Seminars (Recorded) depending on the size of the online cohort. *	1hr	Week 1	3 times
Information session – Synchronous online Task Information Sessions (Recorded/ All cohort/ Shared with Blended).	1hr	Week 1	3 times

1.3. Course Topics

1. Theories and frameworks for the study of employment relations
2. Role of the State, unions and employer groups
3. Regulation of Minimum standards (NES) and the formation and application of awards
4. Current Issues – Collective bargaining and the negotiation of enterprise agreements
5. The employment contract formation and types (contractor vs employee)
6. Equity and Discrimination
7. Workplace Health and Safety
8. Current Issues_Bullying and Harassment
9. Dismissal (1)
10. Dismissal (2)
11. Intellectual property and privacy
12. Managing industrial conflict and poor performance

2. What level is this course?

200 Level (Developing)

Building on and expanding the scope of introductory knowledge and skills, developing breadth or depth and applying knowledge and skills in a new context. May require pre-requisites where discipline specific introductory knowledge or skills is necessary. Normally, undertaken in the second or third full-time year of an undergraduate programs.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING *
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Written Communication - Demonstrate effective written communication skills in an Australian employment relations context.	Empowered Engaged	PC1.1
2 Problem solving - Demonstrate critical and creative thinking to identify and solve employment relations problems and arrive at innovative solutions.	Creative and critical thinker Empowered	PC3.1
3 Community Consciousness- Demonstrate an awareness and appreciation of the need to take a socially responsible and sustainable approach to employment relations decisions	Ethical Sustainability-focussed	PC4.1
4 Diversity - Demonstrate an appreciation of the need to embrace and respect diversity and foster inclusivity in an Australian employment relations context.	Ethical Sustainability-focussed	PC5.1
5 Discipline Knowledge - Demonstrate capacity and competence in the application of employment relations specific knowledge.	Knowledgeable	PC6.2
6 Oral Communication Skills - Demonstrate effective written communication skills in an Australian employment relations context.	Empowered Engaged	PC1.2

* Competencies by Professional Body

CODE	COMPETENCY
ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS	
PC1.1	Written Communication
PC1.2	Oral Communication
PC3.1	Problem Solving
PC4.1	Social Responsibility and Sustainability
PC5.1	Diversity
PC6.2	Discipline Knowledge

5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Not applicable

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Formative feedback is provided throughout the semester in tutorial classes. Tutorials include the review of weekly case study-type questions and both small group and class discussion related to workplace relations content. The mid-semester exam (week 5) also provides an opportunity for feedback on progress and the ability to identify students in need of additional assistance.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Oral	Individual	20%	10 minutes	Week 5	Online Submission
All	2	Case Study	Individual	40%	1,000 words	Week 10	Online Assignment Submission with plagiarism check
All	3	Report	Individual	40%	1,500 words	Exam Period	Online Assignment Submission with plagiarism check

All - Assessment Task 1: Job Application Video

GOAL:	For you to demonstrate an understanding of the theoretical and regulatory context for workplace relations within society and business.					
PRODUCT:	Oral					
FORMAT:	You will prepare a narrated PowerPoint presentation. More details available on the Canvas site.					
CRITERIA:	No.					Learning Outcome assessed
	1	Demonstrate knowledge of the relevant legislation, standards, universal principles and theory within an Australian employment relations context.				2 5
	2	Oral Communication Skills.				6

All - Assessment Task 2: Case Study - Contractor or Employee

GOAL:	For you to demonstrate an applied understanding of regulation of workplace relations through the application of principles to a given problem-solving scenario
PRODUCT:	Case Study
FORMAT:	You will be asked to complete an investigation of a current issue in workplace relations. This assessment task will require research into the regulatory framework surrounding the issue.

CRITERIA:	No.	Learning Outcome assessed
	1	Demonstrate application of knowledge of the relevant legislation, standards/codes of conduct, associated with legal compliance, social responsibility, ethical conduct and sustainable practice in an Australian employment relations context. 5
	2	Demonstrate evidence of critical thinking to develop and evaluate appropriate and innovative solutions to business problems within an Australian workplace relations context. 5
	3	Demonstrate awareness, appreciation and respect for cultural and other forms of diversity and the need for inclusivity within an Australian workplace relations context. Demonstrate effective written communication skills in a business context. 4
	4	Written Communication 1

All - Assessment Task 3: Dismissal

GOAL:	For you to demonstrate an understanding of legislation and precedent cases in an Australian employment relations context.		
PRODUCT:	Report		
FORMAT:	You will need to complete an investigation of a current issue in workplace relations (unfair dismissal). This assessment task will require research into the regulatory framework surrounding the issue.		
CRITERIA:	No.		Learning Outcome assessed
	1	Demonstrate application of knowledge of the relevant legislation, standards/codes of conduct, associated with legal compliance, social responsibility, ethical conduct and sustainable practice in an Australian employment relations context.	5
	2	Demonstrate evidence of critical thinking to develop and evaluate appropriate and innovative solutions to business problems within an Australian workplace relations context.	2
	3	Demonstrate awareness, appreciation and respect for cultural and other forms of diversity and the need for inclusivity within an Australian workplace relations context.	3 4
	4	Written Communication	1

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

Not applicable

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10. General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au