

MACQUARIE
UNIVERSITY



FACULTY OF
BUSINESS AND ECONOMICS

HRM 201 Workplace Relations

Semester 2, 2010

Department of Business

MACQUARIE UNIVERSITY
Faculty of Business and Economics
HRM 201 Workplace Relations
UNIT OUTLINE

Year and Semester: Semester 2, 2010

Unit convenor: Associate Professor Paul J. Gollan

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

The aim of this subject is to provide you with an understanding of the key issues and contemporary developments in this discipline. It will cover the basic concepts of workplace relations the role of government, employer associations and trade unions in employment relations, enterprise bargaining and negotiation, performance management and employment relations, rewarding people and developing people within employment relations context, managing occupational health and safety and managing dismissals and providing an overview of the federal Governments workplace relations reforms. The Unit will examine the role and changing nature of Government, employers (and their representatives) and employees (and their representatives) in the field of employment and industrial relations. This Unit includes an analysis of the various aspects of Federal Government policies & practices in relation to industrial relations. An overview of current developments and future developments are also considered because of the contemporary developments in industrial relations policy and workplace practices.

TEACHING STAFF

Lecturer: Associate Professor Paul J. Gollan

Email: paul.gollan@mq.edu.au

Phone: 9850 6468 – email preferable

Tutor: Graham Evans

Email: graham@mercurylaw.com.au

Guest Lecturer: Jonathan Hamberger, Senior Deputy President of Fair Work Australia

CLASSES

There will be no classes in Week 1 (02-08-10)

*Please note students MUST attend the tutorial assigned unless given permission by Lecturer or Tutor, in special circumstances

The format for the sessions will be two hours of lectures followed by a one hour tutorial/presentation/workshop.

The timetable for classes can be found on the University website at:

<http://www.timetables.mq.edu.au>

CONSULTATION

Mondays 4.00pm – 5.00pm at level 6, Bldg E4A. Room 642. Please confirm appointment via email: paul.gollan@mq.edu.au
Otherwise via arrangement. Please contact the Lecturer via email to organize such.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed Text:

Balnave, Brown, Maconachie & Stone (2009) (2nd Ed) *Employment Relations in Australia*, John Wiley & sons Australia

Recommended Texts:

Teicher, Julian, Holland, Peter and Gough, Richard (2006) (2nd Ed) *Employee Relations Management*, Pearson Education Australia.

Bray, Mark, Waring, Peter and Cooper, Ray (2009), *Employment Relations: Theory and Practice*, McGraw-Hill.

Other useful sources:

Note: Students are expected to have read daily newspapers and magazines prior to lecture each week, especially ie. Australian Financial Review, The Australian; The Sydney Morning Herald, The Age, BRW, Time; etc. Professional journals such as HR Monthly, Human Resources Leader and CCH Work Alert have useful articles on workplace and employment relations There will be at the beginning of each lecture a session (facilitated by the lecturer) discussing the workplace relations oriented news of the week. The expectation is that all students will be contributing via discussion of such events

UNIT WEB PAGE

The web page for this unit can be accessed via the “login” button on

<http://learn.mq.edu.au>

LEARNING OBJECTIVES AND OUTCOMES

At the completion of this subject students should demonstrate their ability to:

1. Relate the concept of Workplace Relations and its components

2. Determine how Workplace Relations contributes to overall organizational management success, employee wellbeing and workplace effectiveness
3. Examine Workplace Relations systems and their application
4. Identify and discuss contemporary workplace relations and employment relations issues that are evident within the modern workplace

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students' generic skills in a range of areas. One of the aims of this unit is that students develop their skills in the following:

- Communication skills;
- Critical analysis skills;
- Problem-solving skills;
- Creative thinking skills.

TEACHING AND LEARNING STRATEGY

You 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 Human Resource Management.

Week	Week Beg.	Topic	Text Chapter
1	02/08	Intro to employment relations	Ch 1
2	09/08	The govt and employment relations	Ch 2
3	16/08	Guest Lecturer – Jonathan Hamberger (Snr Dep President of Fair Work Australia) Fair Work Australia: an overview	Ch 12
4	23/08	Employer Associations	Ch 3
5	30/08	Trade Unions and Employee Representation	Ch 4
6	06/09	Enterprise bargaining and negotiation	Ch 5
7	13/09	Employing people	Ch 6
	20 Sept-01 Oct	Mid-semester Break	
8	04/10	Public Holiday	
9	11/10	Performance management & employment relations	Ch 7
10	18/10	Rewarding people	Ch8
11	25/10	Managing occupational health & safety	Ch10
12	01/11	Managing dismissals	Ch11
13	08/11	Labor's workplace relations reforms: an overview - Course Review	Ch12

TUTORIAL SESSIONS:

In week 2 Tutorials, the tutorial content will be available on Blackboard. Groups for presentations (see Assessment guidelines) will be formed from students within that tutorial and such group member details will be emailed to the tutor by no later than week 4, containing all group members full names and student numbers.

It is encouraged that group members exchange phone contact details and email addresses

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

The assessments for this subject are to help you learn the broad issues and contexts of the theoretical aspect of the course and apply them to real work environments. There are individual components which allow you to demonstrate your ability to analyse information through a Case Study and relate it to your reading, course materials and class discussions. The final examination allows you to articulate what you have learned during the semester. The other assessments are group and individual based and help you to learn to work as a team and develop your interpersonal skills including speaking in public. Our aim is to encourage you to study throughout the semester not just cram at the end so that learning becomes fun and not overly stressful around exam time. The examination will address all the materials covered during the semester but more detailed directions will be given during the lectures and tutorials.

ASSESSMENT

The assessment will be continuous and designed to test the students understanding of strategy along the learning taxonomy scale including knowledge, comprehension and application.

Marks will be allocated on the following basis:

Group Presentation	20
Individual Written Assessment	20
Final Exam	<u>60</u>
Total Marks	100%

Points to note about these assessments:

1) You will need to allow at least three hours of reading per week to prepare for class including course notes and your own research. **Good preparation leads to good outcomes.**

2) Students must complete all components of the course to register a pass or better grade. **A student could fail the unit by failing the exam even though the other assessments achieved a pass grade.**

3) Please note that pressures relating to work are generally not considered as legitimate reasons for not attending or completing a mandatory component of the course.

4) Students must attend at least 80% of classes. A roll of tutorial attendance will be kept and students must sign this each tutorial.

5) **Tutorials where group presentations are to be delivered, the expectation is for all students to attend and participate in the discussion after the presentation/s.**

Assessments:

1. Individual Assignment: Value 20%

In essay format, discuss the following statement:

‘How do Labor’s industrial relations reforms aim to provide fairness and flexibility in the workplace? Do you believe these aims have been successful? Give reasons for your answer?’

The following criteria will need to be addressed:

- Demonstrated research has been undertaken
- Evidence that the student has read widely on the topic, from all types of sources, eg. Textbooks, journals and electronic sources
- Clarity of argument and discussion
- Presentation style, including grammar, spelling and proofreading
- Use of the Harvard Reference System (not footnoting)
- Bibliography and/or Reference list (minimum 8 references required)
- 1200 words maximum

The essay will be handed into BESS in the HRM 201 marked letterbox in Week 8 no later than 6pm on Monday 4th of October, 2010. It must have attached an individual cover sheet which can be downloaded from the BESS website located at <http://www.businessandconomics.mq.edu.au/current/undergraduate/bess..>

As a general rule late submission of assessments is not acceptable, however if you do have extenuating circumstances you must inform the lecture **Prior** to the due date. Otherwise late submissions will attract a penalty of a 10% deduction per day of the mark awarded.

2. Group Presentations (Week 9-12 tutorials)

You are to form groups of no more than 5 students, then notify the tutor of group member names and student numbers by email (no later than week 4). Each group is required to prepare a presentation on a topic; topic lists will be handed out in week 2 tutorials by the tutor. (Only one group per tutorial can present and research the chosen topic, which will be allocated on a first come first served basis)

The following criteria will need to be addressed:

The presentation is not a stage show but getting and maintaining the interest of the audience will be expected and forms a major part of the mark.

Each group member MUST present to the rest of the class and all should be prepared to answer questions from the class/and or tutor at the conclusion of the presentation. The use of presentation aids is encouraged, but emphasis should be placed on important material researched and use of organisational examples. The presentation should not take any longer than 15 minutes.

3. Final Examination

The final exam will be held in the formal examination period 17th of November to 3th of December, 2010.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in draft form before the commencement of the examinations.

<http://www.timetables.mq.edu.au/exam>

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at

<http://www.reg.mq.edu.au/Forms/APSCon.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester that is the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

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

GRADES

Please refer to relevant Bachelor Degree rule in the Handbook of Undergraduate Studies.

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.businessandconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals.

SPECIAL CONSIDERATION

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/procedure.html

STUDENT SUPPORT SERVICES

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

CLASSROOM ETIQUETTE

Students are expected to arrive on time, certainly before five minutes past the hour, and not to leave until the class ends. If you have a recurring problem that makes you late, or forces you to leave early, have the courtesy to discuss this with your lecturer/tutor. Students must be quiet during lectures unless, of course, class participation is required. Mobiles should be turned off during classes; not simply set to “silent”.

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.