Unit of Study Guide: BUS2004 Human Resource Management Trimester 3, 2022

Overview

This unit introduces and explores the major concepts and perspectives in Human Resource Management (HRM). HRM is the managing and planning of an organization's workforce, or human resources. It is responsible for the attracting, selecting, training, assessing, and rewarding of employees, while also overseeing organizational leadership and culture, and ensuring compliance with employment and labour laws. HRM also covers in the area of health and safety for employees.

Course(s)	Diploma of Business (DipBUS) Bachelor of Business (BBUS) Diploma of Business Information Systems (DipBIS) Bachelor of Business Information Systems (BBIS)
Credit Points	6 Credit points
Duration	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
Level	Undergraduate Introductory
Student Workload	Students should expect to spend approximately 10 hours per week over 12 weeks (totalling approximately 120 hours) on learning activities for this unit.
Mode(s) of Delivery	On campus, Blended
Pre-Requisites	BUS1002
Unit Coordinator	As per current timetable
Contact Information	Consultation: 1 hour scheduled session

Unit Learning Outcomes

On successful completion of this units, students will be able to:

[ULO1] Demonstrate an understanding of the primary functions of human resource management and their relationship to the organisational strategy.
[ULO2] Demonstrate an understanding of the strategic importance of human resource management to organisational success.
[ULO3] Describe the roles and responsibilities of human resource professionals.
[ULO4] Critique the emerging strategic role that human resource management plays in organisations.
[ULO5] Analyse employee-employer problems using ethical and the relevant legal human resource management concepts.

Weekly Schedule

Sydney
Level 6, 1-3 Fitzwilliam Street,
Parramatta, NSW 2150
Phone:+61 2 8319 2100
Email: programs@apicollege.edu.au
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Melbourne
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www.apicollege.edu.au

Detailed information for each week's activities can be found in the unit's weekly modules in Canvas.

Week	Topic
Week 1	Introduction to HRM and HR planning
Week 2	Introduction to job analysis, job design and HR information systems.
Week 3	Recruitment and Selection
Week 4	HRM and the law & Industrial relations.
Week 5	Training and Development & Career Planning
Week 6	Managing Performance
Week 7	Motivation
Week 8	Remuneration and benefits
Week 9	Health and safety & diversity management.
Week 10	Managing change and negotiation
Week 11	STUDY WEEK
Week 12	ASSESSMENT/EXAMINATON WEEK FOR SPECIFIED UNITS

Assessments

1. All assessments are compulsory.

2. To pass the unit students must:
   - achieve a total of 50% or more of marks offered; and
   - pass all individual invigilated assessments; and
   - have attempted all assessments.

   Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision.

3. The Board of Examiners may grant a supplementary assessment where a student:
   - achieves a total of 45% or more; and
   - has passed all individual invigilated assessments in the unit; and
   - has attempted all assessments; and
   - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline?

   Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision. Attendance and engagement in class will be considered.

4. APIC awards common result grades as set out in the Award of Grade Policy.

5. Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
Assessment 1: Weekly Tute Activities Short quiz on the key concepts of human resource management presented in Weeks 2 -8, to identify further support needs.	Individual 👤 Invigilated 👤✓	40%	30 mins	Week 2 -8	ULO1
Assessment 2: Objective Assignment The objective assessment will be in HR field. Please refer instructions in assessment brief.	Individual 👤	20%	1500 words	Week 6	ULO1, 2, 3,4,5
Assessment 3: Case Study HR Case Study given instruction in assessment brief	Individual 👤	40%	2000 words	Week 10	ULO1, 2, 3, 4, 5

equiv. – equivalent word count based on the Assessment Load Equivalence Guide. It means this assessment is equivalent to the normally expected time requirement for a written submission containing the specified number of words.

Course Reserves

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via APIC Library or via the Course Reserve link on the unit's homepage.

Prescribed text(s):

Stone, JR 2020, Human resource management, 10th edn, John Wiley and Sons, Brisbane.

*The required textbook for this unit is **Human Resource Management, 10th Edition**. You must have access to this resource prior to the start of the semester.*

The required resource is available in multiple formats and options:

- *The printed textbook and E-Text can be purchased from just **$75** from Wiley: https://www.wileydirect.com.au/buy/human-resource-management/*
- *Or the printed textbook can be purchased via campus bookstores or most online retailers (Zookal, Booktopia, Amazon etc.)*
- *If purchasing internationally, please search for your title on wiley.com and update your location in the upper right-hand corner.*

Recommended Readings:

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Human Resource Management Journal

Asia Pacific Journal of Human Resources

International Journal of Human Resource Management

Human Resource Management Review

Harvard Business Review

Other Recommended Resources:

Fair Work Commission: https://www.fwc.gov.au/

Australian Human Resources Institute: https://www.ahri.com.au/

Australian Human Resources – HRM Guide: - http://www.hrmguide.net/australia/

Australian Department of Employment: https://www.employment.gov.au/australias-national-workplace-relationssystem

Academic Integrity

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's Academic Integrity Policy for further details.

Other Important Information and Links

Special consideration	Late submission
If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the Assessment Policy for further details.	Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.

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Assessment appeals	Award of grades
If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the Assessment Policy for further details.	APIC awards common result grades, set out in the Award of Grade Policy.
Expectations of student conduct	Study resources
Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the Student Code of Conduct.	APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).
Student Services	Key dates
The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the Student Services page on the OLS (Canvas).	Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the Academic Calendar section of the APIC website.

Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on <date>

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