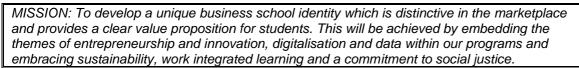# Newcastle Business School

GSBS6507: Professional Practice in Human Resource Management and Employment Relations
Online
2024

MISSION: To develop a unique business school identity which is distinctive in the marketplace and provides a clear value proposition for students. This will be achieved by embedding the themes of entrepreneurship and innovation, digitalisation and data within our programs and embracing sustainability, work integrated learning and a commitment to social justice.

OVERVIEW

Course Description	Professional Practice in HRM & ER provides students with the opportunity to apply the learning from GSBS6040 Human Resource Management and GSBS6006 ER in Globalised Economies to manage organisational and workplace issues which are commonly the responsibility of HRM and ER professionals either directly, or in an internal advisory role to line managers or as external consultants. Mixing both theoretical considerations and practice, students are engaged in a selected range of HRM and ER cases and activities. It provides students with managerial practice to support the effective conduct of HRM and ER functions in organisations.
Sustainable Development Goals	5 GENDER EQUALITY 8 DECENT WORK AND ECONOMIC GROWTH 10 REDUCED INEQUALITIES
Contact Hours	**Online:** Online workshops and discussion forums as per course requirement for the full trimester.
Unit Weighting	10 units
Workload	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

Please refer to the course CANVAS site for details of teaching staff for ALL course offerings. The primary contact for courses is the Course Coordinator, whose details are listed on the course CANVAS site.

Student Consultation	A minimum of one (1) hour of student consultation per week. Please refer to the course CANVAS site for details.
Course Learning Outcomes	**On successful completion of this course, students will be able to:**

1. Apply theoretical knowledge of specific HRM and ER methods to 'real-world' examples and situations.
2. Demonstrate the development of advanced skills in issue definition, research, critical thinking and problem solving in the HRM and ER domain.
3. Reflect on the experience of participating in the management of people in order to better understand some of the common errors and challenges in HRM and ER practice.
4. Gain experience in designing or improving HRM and ER policy, practices and methods for the mutual gain of employees and the organisation.

COURSE OUTLINE

ASSESSMENTS

This course has **3** assessments. Each assessment is described in more detail in the sections below:

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Professional Practice Challenges	Sunday of Week 5 by 11:59 pm	Individual	30%	1, 2, 3, 4
2	Problem Based Learning - Exercise 1	Sunday of Week 8 by 11:59 pm	Individual	30%	1, 2, 3, 4
3	Problem Based Learning - Exercise 2	Sunday of Week 12 by 11:59 pm	Individual	40%	1, 2, 3, 4

Please note: students are advised that ALL assessments must be submitted in English. Assessment items not submitted in English will receive a mark of zero.

Results of individual assessment items and final results, including those provided via the Learning Management System (LMS) are 'unofficial results' until they are confirmed as finalised by the School Assessment Body and the Head of School or delegate. Finalised results are released directly to students on the Fully Graded Date of the relevant Semester/Trimester.

Time referenced is time in Newcastle NSW

Late Submissions	The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. **Note**: this applies equally to week and weekend days.

Assessment 1 – Professional Practice Challenges

Assessment Type	Written Assessment
Purpose	To assess students' achievement of all learning outcomes.
Description	Professional practice challenges on five (5) activities.
Weighting	30% (5 professional practice challenges x 6 marks each = 30 marks)
Length	Each professional practice challenges, maximum of 400 words
Due Date	Sunday of Week 5 by 11:59 pm. See course CANVAS site for more information.
Submission Method	Online – via Turnitin
Assessment Criteria	Please refer to the course CANVAS site.
Return Method	Online
Feedback Provided	Online

Assessment 2 – Problem Based Learning – Exercise 1

Assessment Type	Case Study / Problem Based Learning
Purpose	To assess students' achievement of all learning outcomes.
Description	Problem Based Learning Exercise
Weighting	30%
Length	Written Submission 1500 words
Due Date	Sunday of Week 8 by 11:59 pm. See course CANVAS for more information.
Submission Method	Online – via Turnitin
Assessment Criteria	Please refer to the course CANVAS site.
Return Method	Online
Feedback Provided	Online

Assessment 3 – Problem Based Learning – Exercise 2

Assessment Type	Case Study / Problem Based Learning
Purpose	To assess students' achievement of all learning outcomes.
Description	Problem Based Learning Exercise
Weighting	40%
Length	2500 words
Due Date	Sunday of Week 12 by 11.59 pm. See course CANVAS for more information.
Submission Method	Online – via Turnitin
Assessment Criteria	Please refer to the course CANVAS site
Return Method	Online
Feedback Provided	Online

SYLLABUS

Course Content

Topics in the course include but are not limited to the following:
1. HRM and ER architecture
2. Recruitment and selection
3. Managing Pay and Rewards
4. Performance management
5. Separation and termination
6. Employee voice
7. Health and safety
8. Managing organisational change

Course Materials

Recommended Texts for assumed knowledge for this course:

For GSBS6040 Human Resource Management

Nankervis, A., Baird, M., Coffey, J. and Shield, J. (2022), *Human Resource Strategy and Practice*, 11th ed, Asia Pacific, Cengage. South Melbourne

ISBN: 9780170458795

For GSBS6006 Employment Relations in Globalised Economies

Wright, Chris, F., et al, (2021) *International and Comparative Employment Relations: Global Crises and Institutional Responses* (7th ed.) Sage Publications.

ISBN: 9781526499653

Please refer to the course CANVAS site for details of additional required and recommended readings

Note: This course contains materials that will have been previously covered in other HRM and ER courses. This course builds on the knowledge you have gained to date in these courses. There is no course text, however it is understood that you will be familiar with the content of the above textbooks.
See CANVAS for more details.

SCHEDULE

Week	Topic	Workshop Activities
1	Establishing an HRM/ER Professional Identity	1.1 Establishing an HRM/ER Professional Identity – Professional practice challenge 1
2	Recruitment and Selection	2.1 Describing your perfect job – Professional practice challenge 2
3	Recruitment and Selection	2.2 Using psychometric testing for selection – Professional practice challenge 3
4	Pay and Rewards	3.1 Reflection – Equity and Transparency in Pay – Professional practice challenge 4
5	Pay and Rewards	3.2 Does Transparency Improve Pay Equity? – Professional practice challenge 5

Assessment 1 due: Sunday of Week 5 by 11:59 pm. Final written Professional practice challenges |
| 6 | Performance Management | 4.1 The Performance Review Interview |
| 7 | Performance Management | 4.2 Step 1 – Feedback on Performance Reviews |
| 8 | Performance Management | 4.2 Step 2 – Reflections on Performance Reviews

Assessment 2 due: Sunday of Week 8 by 11:59 pm. PBL 1 |
9	Health and Safety	5.1 Take a Teaspoon of Cement
10	Health and Safety	5.2 Are HR Managers responsible for Employees' Mental Health?
11	Organisational Change	6.1 What is the effect of open plan working?
12	Organisational Change	6.2 Design a short Employee Voice Survey

Assessment 3 due: Sunday of Week 12 by 11:59 pm. PBL 2 |

Note that exercises may vary depending on the composition of the class and previous HRM/ER courses completed.

If a lecture/class is scheduled on a public holiday, a make-up lecture may be announced by the course coordinator on the course CANVAS site.

CONTACTS

School Office   **Newcastle Business School – Callaghan, Newcastle City & Online**
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Newcastle
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ADDITIONAL INFORMATION

Grading Scheme   This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

*Skills are those identified for the purposes of assessment task(s).

Communication Methods   Communication methods used in this course include:
- CANVAS Course Site: Students will receive communications via the posting of content or announcements on the CANVAS course site.
- Email: Students will receive communications via their student email account.

Course Evaluation   Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

Oral Interviews (Vivas)   As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination (viva) Procedure. In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule.

Academic Misconduct   All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35.

Adverse Circumstances   The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure available at:

https://policies.newcastle.edu.au/document/view-current.php?id=236

Important Policy Information
The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures that support a safe and respectful environment at the University.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.

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