



The University of Southern Queensland

## Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

### Description: Staffing and Remuneration

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	2000	62143	1, 2007	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB003
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	080303

### STAFFING

Examiner: Kim Southey

Moderator: Shalene Werth

### OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at  
<http://www.usq.edu.au/handbook/current/busgeninfo.html>

### SYNOPSIS

One of the key challenges facing modern-day organisations is to ensure that the organisation is staffed with competent, committed and appropriately talented people. In order to achieve this, appropriate staffing, remuneration and reward strategies and practices are essential. These are key areas of human resource management and numerous HRM professionals specialise in this field. In fact, this is probably the cornerstone of the relationship between people and organisations. In this relationship, work done in organisations needs to rest upon forming proper work requirements, matching people to jobs, managing job information, assessing the value of jobs and remunerating employees for their work. This course covers relevant theory and practice about the fit between work design, staffing, remuneration and reward. The employment relationship is investigated from different perspectives with the view of facilitating a better understanding of such relationships through staffing strategies, and remuneration and reward strategies.

### OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. understand the role of and relationship between staffing, remuneration and human resource management in an organization in general (CMA Test, Assignment 1, Assignment 2, Examination)

2. understand and apply principles, processes and practices related to the staffing of organisations with appropriately qualified employees (CMA Test, Assignment 1, Assignment 2, Examination)
3. understand and apply principles, processes and practices related to the remuneration and reward of employees (CMA Test, Assignment 1, Assignment 2, Examination)
4. understand the broad role and purpose of human resource information systems (HRIS) in relation to staffing and remuneration practice (CMA Test, Assignment 1, Assignment 2, Examination).

## TOPICS

Description	Weighting (%)
1. The employment relationship and the design of work	15.00
2. Human resource planning and job analysis	25.00
3. Strategic compensation and pricing work	10.00
4. Recruitment	10.00
5. Selection and induction	15.00
6. Performance, remuneration and reward	15.00
7. Payroll administration and human resource information systems	10.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Compton, RL, Morrissey, W & Nankervis, AR 2006, *Effective recruitment and selection practices*, 4th edn, CCH Aust Ltd, Sydney.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

, , *The International Journal of Human Resource Management*,

, , *Human Resource Management*,

, , *Personnel Management*,

(electronic journal)

, , *Planning Review*,

, , *Human Resource Planning*,

AHRI , , *HR Monthly*,

(monthly publication)

De Cieri, H, Kramar, R, Noe, R, Hollenbeck, J, Gerhart, B & Wright, P 2005, *Human resource management in Australia: strategy, people, performance*, 2nd edn, McGraw Hill, North Ryde, New South Wales.

Nankervis, R, Compton, R & Baird, M 2005, *Human resource management: strategies and processes*, 5th edn, Thomson Learning, Southbank, Victoria.

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	40.00
Directed Study	56.00
Private Study	59.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
CMA TEST	20.00	10.00	21 Mar 2007 (see note 1)
ASSIGNMENT 1	100.00	30.00	14 May 2007
ASSIGNMENT 2	100.00	10.00	14 May 2007
EXAM PART A (MULTIPLE CHOICE)	25.00	25.00	END S1 (see note 2)
EXAM PART B (SHORT ANSWER)	25.00	25.00	END S1

### NOTES

1. Students are required to complete the CMA test by the due date. The test will be available from the USQConnect Study Desk.
2. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 2 hours.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)

- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks gained by the student for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must submit all of the assessment items and achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); English translation dictionaries (but not technical dictionaries). Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (v) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 2 Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.
- 3 Harvard referencing system is required to be used in all submitted written work.
- 4 Students may be required to provide an electronic copy of assignments submitted for assessment purposes. Such copies should be dispatched to the USQ within 24 hours of receipt of a request to do so.

## **OTHER REQUIREMENTS**

- 1 Learning resources: Prescribed texts and materials (see above); recommended reference materials (see above); printed Introductory Book, Book/s of Selected Readings, and Study Book/s; and course Website accessible via USQConnect.
  - 2 Computer and Internet access: Due to the requirement to complete an online CMA test, students will require access to a computer and the Internet for this course.
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