



The University of Southern Queensland

Course specification

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: Managing Workplace Relations

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	3000	74128	1, 2008	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080309

STAFFING

Moderator: Kim Southey

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/business/aboutfob.htm>

SYNOPSIS

This course provides practical workplace relations knowledge and skills required by anyone who manages people. In these times of decentralised industrial relations, it is not just industrial relations specialists who need these skills, but general managers, human resource managers and supervisors. The course makes reference to Australian employment law and processes, but is relevant to students from all countries because of the generic nature of many of the issues and skills covered. Topics covered in this course include: building a positive workplace relations climate; negotiating skills and implementing workplace agreements; managing workplace disputes, grievances and industrial action; neutrality, impartiality and ethical behaviour in workplace relations, management strategy in workplace relations, including corporate strategies of individualisation; and managing dismissals.

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 demonstrate an understanding of the industrial relations knowledge and skills required to manage people in the contemporary workplace, including:

1. building a positive employee relations climate (Assignment, Examination)
2. negotiation skills and implementing agreements (Assignment, Examination)
3. managing workplace disputes and grievances and industrial action (Assignment, Examination)
4. issues surrounding neutrality, impartiality and ethics of managing workplace relations (Assignment, Examination)

5. management strategy and style in workplace relations including corporate strategies of individualisation (Assignment, Examination)
6. workplace relations in different contexts (Assignment, Examination)
7. managing dismissals (Assignment, Examination).

TOPICS

	Description	Weighting (%)
1.	Introduction to workplace relations	8.33
2.	Workplace relations legislation	8.33
3.	Building a positive workplace relations climate	8.33
4.	Negotiation skills	8.33
5.	Negotiating and implementing agreements	8.33
6.	Maintaining a constructive working climate	8.33
7.	Managing workplace disputes, grievances and industrial action	8.33
8.	Neutrality, impartiality and ethical behaviour in managing workplace relations	8.33
9.	Management strategy and style in workplace relations	8.33
10.	Corporate strategies of individualisation: motives, methods and ethics	8.33
11.	Workplace relations in different contexts	8.33
12.	Managing dismissals	8.37

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).

Cole, K 2007, *Workplace relations in Australia: a practical guide to WorkChoices*, Pearson, Frenchs Forest, New South Wales.

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.

Nil.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	35.00
Directed Study	75.00
Private Study	55.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT	100.00	50.00	30 May 2008
2 HOUR EXAMINATION	50.00	50.00	END S1 (see note 1)

NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

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 of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must 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 to bring only writing and drawing instruments into the examination. Students are permitted to bring a paper-based translation dictionary into the examination venue. Electronic dictionaries are not permitted in an

- examination venue. 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 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

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) The examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The examiner will not accept submission of assignments by facsimile. (vi) 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 to negotiate such special arrangements. (vii) 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: 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.