The University of Southern Queensland

Course Specification

Description: Management Issues in Training

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<td>FET</td>
<td>4501</td>
<td>28196</td>
<td>3, 2003</td>
<td>EXT</td>
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Academic Group: FOEDU
Academic Org: FOE003
HECS Band: 1
ASCED Code: 070109

STAFFING
Examiner: Emory McLendon
Moderator: Peter Cronk

RATIONALE
Effective and efficient workplace relations demand knowledge of management and leadership theory. The application of theory to practice requires this knowledge with both technical skills and people skills and applies to every workplace transaction.

SYNOPSIS
This course introduces the theory and practice of management and communication, examining the impact these theories and practices have on the learner's work environment. Professional issues including staff development, staff appraisal, quality assurance, costing strategies for training and future trends in training will be examined. The learner will evaluate his/her personnel management and communication style, determining how it influences their ability to operate as a professional trainer and/or manager.

OBJECTIVES
On successful completion of this course learners will be able to:

- analyse their particular management and communication style;
- evaluate staff development and appraisal practices in their organisation;
- discuss costing strategies for training programs;
- discuss quality assurance principles and
- discuss future trends in their training environment.
TOPICS

Description Weighting (%)  
1. Leadership: Management Style and Communication 30.00  
2. Staff: Development and Appraisal 30.00  
3. Program: Costing and Evaluation 20.00  
4. Quality: A Journey 19.00  
5. Change: Future Directions 1.00  

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

There are no prescribed texts in this course.

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.

Any recommended reference materials are referred to in the Introductory Book.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS  
Assessment 55  
Directed Study 100  

ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>JOURNAL REVIEWS</td>
<td>999.00</td>
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<td>PROFILE REPORT(2500 WDS)</td>
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<td>POSITION REPORT(2500 WDS)</td>
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IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:

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 complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assignment.

3 Penalties for late submission of required work:
The Department of Further Education and Training has an extension policy which enables students to be within two weeks of the due date for assignments before they need to contact the course examiner. If more than two weeks late with submission of assignments, students must contact the course examiner to negotiate a further extension.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all summative assessment items (the examination and assignments).

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
There will be no Deferred or Supplementary examinations in this course.

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/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

1 All pieces of graded summative assessment in this course will be graded using one of the following letter grades: HD, A, B, C, F or Incomplete. Plus and minus may be used with each of these letter grades. Any pieces of ungraded summative assessment will be assessed using only Pass/Fail categories.

2 Any pieces of ungraded summative assessment will be assessed using only Pass/Fail categories.