Description: Staffing and Remuneration

<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>
<th>Campus</th>
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<tr>
<td>MGT</td>
<td>2000</td>
<td>20200</td>
<td>1, 2003</td>
<td>EXT</td>
<td>1.00</td>
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Academic Group: FOBUS
Academic Org: FOB003
HECS Band: 2
ASCED Code: 080303

STAFFING
Examiner: Peter Sheen
Moderator: Cec Pedersen

PRE-REQUISITES
Pre-requisite: MGT1001

SYNOPSIS
This course offers an in-depth treatment of issues involved in developing the human capabilities of an organisation through the appropriate use of staffing strategies, practices and techniques as well as the deployment of strategies, programmes and practices aimed at utilising, remunerating and rewarding talent and human capital. Students will develop their understanding of the nature and importance of addressing relevant environmental and organisational challenges through appropriate staffing, remuneration and other human resource related practices. The changing world of work and employment as well as strategic and organisational dynamics are explored in relation to the implications thereof for attracting and retaining the human resources required by organisations. Specific topics covered further include the foundations of measurement for human resource selection purposes, workforce planning, job analysis, job descriptions and person specifications, as well as approaches, methods and practices related to recruitment and selection and the remuneration and reward of human resources.

OBJECTIVES
On completion of this course students should be able to:

• understand and apply the principles of HRM functions to contemporary organisational issues in order to maximise the effectiveness of employees’ work;
• understand and apply principles for the following functions: job analysis, job design, job descriptions, person specifications, job evaluation, recruitment, selection,
compensation, performance appraisal, including Equal Employment Opportunity (EEO) as a special issue;
• understand the internal and external environment influences exerted by contemporary issues including assessing organisational needs, human capital theory, performance management, networks, corporate and business strategy, technology.

**TOPICS**

<table>
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<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. HR Functions</td>
<td>50.00</td>
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<tr>
<td>1.1. Job Analysis, Job Design, Job Descriptions</td>
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<td>1.2. Person Specifications, Job Evaluation</td>
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<td>1.3. Recruitment, Selection</td>
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<td>1.4. Compensation, Performance Appraisal</td>
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<td>2. Contemporary Issues</td>
<td>50.00</td>
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<tr>
<td>2.1. Assessing Organisational Needs</td>
<td></td>
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<td>2.2. Human Capital (Equal Employment Opportunity)</td>
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<td>2.3. Performance Management</td>
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<td>2.4. Networks</td>
<td></td>
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<td>2.5. Corporate and Business Strategy</td>
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<td>2.6. Technology</td>
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**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.

(Revised Edition)
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.

JOURNALS

Asia-Pacific journal of human resources,
Personnel journal,
Personnel management, (Electronic Journal),
HR monthly, - AHRI monthly publication,
Human resource planning,
Planning review,

STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>15</td>
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<tr>
<td>Directed Study</td>
<td>16</td>
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<tr>
<td>Private Study</td>
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<td>Residential Schools</td>
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ASSESSMENT DETAILS

<table>
<thead>
<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>MINOR ASSIGNMENT</td>
<td>20.00</td>
<td>20.00</td>
<td>Y</td>
<td>17 Apr 2003</td>
</tr>
<tr>
<td>MAJOR ASSIGNMENT</td>
<td>35.00</td>
<td>35.00</td>
<td>Y</td>
<td>06 Jun 2003</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>45.00</td>
<td>45.00</td>
<td>Y</td>
<td>END S1 (see note )</td>
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NOTES:
- 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 it is a requirement of your student visa that you 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 complete the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 20% 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 attempt all of the summative assessment items, achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, achieve at least 50% in the examination, and at least 50% of the available weighted marks for the summative assessment items.

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:
   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/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/business/polproc/index.htm or in the printed version of the current USQ Handbook.

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 five days if required by the Examiner. (iii) In accordance with University's Assignment Extension 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 Make-up Work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course including specified assessment criteria within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.

3 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).
4 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.

5 Harvard Referencing System is required to be used in all submitted written work.