The University of Southern Queensland

Course specification

Description: Staffing and Remuneration

<table>
<thead>
<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>MGT</td>
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<td>1, 2004</td>
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Academic group: FOBUS
Academic org: FOB003
Student contribution band: 2
ASCED code: 080303

STAFFING

Examiner: Kim Southey
Moderator: Peter Sheen

SYNOPSIS

Organisations in general, and especially as they grow and become larger, require human resources to carry out the work that is required to deliver the organisations' products and/or services. One of the key challenges facing modern-day organisations is to ensure that the organisation is staffed with competent, committed and appropriately talented staff. In order to achieve this, appropriate staffing and remuneration and reward strategies, functions, processes 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 organizations. In this relationship, work done in organizations 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 with particular organisational and human resource management contexts. The employment relationship is investigated from different perspectives and in particular with the view of facilitating a better understanding of such relationships through staffing strategies, processes and practices and strategies, processes and practices related to the remuneration and reward of employees. Staffing may cover aspects such as the organization and design of work, and particular attention is paid to HRM functions, processes and practices involved in conducting job analysis, job design and job evaluation. Other aspects may include the 'pricing' of work, relevant legal perspectives, and related recruitment and selection issues and decision-making, such as personnel assessment, and employment interviewing as well as processes to formalise employment and to introduce new employees to the organisational environment. Further themes may include pay equity, pay structures, paying for performance and employee benefits and relevant pay-related administration.
OBJECTIVES

On completion of this course students should be able to:

- understand the role of and relationship between staffing, remuneration and human resource management in an organization in general;
- understand and apply principles, processes and practices related to the staffing of organisations with appropriately qualified employees;
- understand and apply principles, processes and practices related to the remuneration and reward of employees;
- understand the broad role and purpose of human resource information systems (HRIS) in relation to staffing and remuneration practice.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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</thead>
<tbody>
<tr>
<td>1. The Employment Relationship and work design</td>
<td>12.50</td>
</tr>
<tr>
<td>2. Job analysis and workforce planning</td>
<td>12.50</td>
</tr>
<tr>
<td>3. Pricing Work and Structuring Pay</td>
<td>12.50</td>
</tr>
<tr>
<td>4. Recruitment</td>
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</tr>
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<td>5. Selection and Appointment</td>
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<td>6. Performance, Remuneration and Reward</td>
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<tr>
<td>7. Remuneration administration and human resource information systems</td>
<td>12.50</td>
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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).


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)

STUDENT WORKLOAD REQUIREMENTS:

<table>
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<tr>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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ASSESSMENT DETAILS

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<tr>
<th>Description</th>
<th>Marks out of</th>
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<tr>
<td>MINOR ASSIGNMENT</td>
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<td>MAJOR ASSIGNMENT</td>
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<td>35.00</td>
<td>04 Jun 2004</td>
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<td>3 HOUR EXAMINATION</td>
<td>45.00</td>
<td>45.00</td>
<td>END S1 (see note 1)</td>
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</tbody>
</table>

(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. Failure to attend may infringe the conditions of your student visa. 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 each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

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 assessment items. To be eligible for a pass, students must achieve an aggregated mark of at least 50% of all marks allocated for assignments and 50% of the marks allocated for the examination.

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/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/2004/bus.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 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.