STAFFING
Examiner: Simon Fry
Moderator: Ben Swanepoel

SYNOPSIS
This course provides practical industrial relations knowledge and skills required by anyone who manages people. In these times of decentralised employment relations, it is not just industrial relations specialists who need these skills, but general managers, human resource managers and supervisors. Topics covered in this course include: negotiation skills; solving individual employee grievances; dealing with unions at the workplace; the legal regulation of employment including the contract of employment; managing contractors and labour-hire workers; awards, collective bargaining and enterprise agreements; strategic choice in employment relations; managing conflict; employee consultation; and managing discipline, termination and redundancy. The course makes some reference to Australian employment law and processes, but the course is relevant to students from all countries because of the generic nature of the issues and skills covered.

OBJECTIVES
On completion of this course students will be able to:
• demonstrate an understanding of the industrial relations knowledge and skills required to manage people in the contemporary workplace

TOPICS
<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management, strategy and workplace relations</td>
<td>8.33</td>
</tr>
<tr>
<td>The role of the manager in workplace relations</td>
<td>8.33</td>
</tr>
<tr>
<td>Managing with trade unions</td>
<td>8.33</td>
</tr>
</tbody>
</table>
4. Collective bargaining and negotiation 8.33
5. Negotiation 8.33
6. Reaching agreement 8.33
7. Government and the state 8.33
8. Employment law 8.33
9. Industrial relations processes 8.33
10. Workplace relations procedures: grievances 8.33
11. Consultation and participation 8.33
12. Termination of employment 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).

MGT3000 study package available from the USQ Bookshop

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.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>35.00</td>
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<tr>
<td>Directed Study</td>
<td>75.00</td>
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<tr>
<td>Private Study</td>
<td>55.00</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT</td>
<td>100.00</td>
<td>50.00</td>
<td>04 Jun 2004</td>
</tr>
<tr>
<td>(see note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
<td>END S1</td>
</tr>
<tr>
<td>(see note 2)</td>
<td></td>
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</tbody>
</table>

NOTES:

1. Oncampus students are required to participate in a simulated negotiation exercise with other students during tutorial sessions. Students' participation in the exercise will be assessed and will contribute to students' overall mark for the assignment. Students are required to submit a joint agreement document and an individual 2,500 word essay reflecting on the negotiation experience.

2. 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:
   It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and 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. 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.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete the assignment satisfactorily, students must obtain at least 50% of the marks available for the assignment. 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 available 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 at least 50% for the assignment, 50% for 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 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 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

9 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) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension before the due date or include an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) 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.

10 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.