Description: Managing Workplace Relations

Subject  | Cat-nbr | Class | Term  | Mode | Units | Campus
---------|---------|-------|-------|------|-------|---------
MGT      | 3000    | 62141 | 1, 2007 | EXT  | 1.00  | Toowoomba

Academic group: FOBUS
Academic org: FOB003
Student contribution band: 2
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/handbook/current/busgeninfo.html

SYNOPSIS
This course provides practical industrial 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. 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; 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
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. the different styles and strategies which can be employed by organisations in managing workplace relations (Assignment, Examination)
2. the role of the state, employment law, collective bargaining, enterprise agreements, awards, minimum conditions of employment, and industrial tribunals in managing workplace relations in Australia or one other country (Assignment, Examination)
3. industrial relations procedures including grievances, consultation and participation (Assignment, Examination)
4. termination of employment (Assignment, Examination)
5. negotiations (Assignment, Examination).

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>Introduction to negotiation</td>
<td>8.33</td>
</tr>
<tr>
<td>Distributive bargaining</td>
<td>8.33</td>
</tr>
<tr>
<td>Integrative bargaining</td>
<td>8.33</td>
</tr>
<tr>
<td>Negotiation: strategy and planning</td>
<td>8.33</td>
</tr>
<tr>
<td>Best practices in negotiations</td>
<td>8.33</td>
</tr>
<tr>
<td>Employment contracts</td>
<td>8.33</td>
</tr>
<tr>
<td>Law and the employment relationship</td>
<td>8.33</td>
</tr>
<tr>
<td>Awards, workplace agreements, unions and industrial disputes</td>
<td>8.33</td>
</tr>
<tr>
<td>Workplace relations procedures: grievances</td>
<td>8.33</td>
</tr>
<tr>
<td>Consultation and participation</td>
<td>8.33</td>
</tr>
<tr>
<td>Termination of employment</td>
<td>8.37</td>
</tr>
</tbody>
</table>

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.

Nil.
STUDENT WORKLOAD REQUIREMENTS

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

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>01 Jun 2007</td>
</tr>
<tr>
<td>2 HOUR EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
<td>END S1 (see note 1)</td>
</tr>
</tbody>
</table>

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 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 submit all of the assessment items, achieve at least 45% for the examination and 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
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

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
despach 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.

OTHER REQUIREMENTS

1 Learning resources: Prescribed texts and materials (see above); recommended reference
materials (see above); printed Introductory Book, Book/s of Selected Readings, and Study
Book/s; and course Website accessible via USQConnect.