This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.
Unit Name: BS460 Human Resource Management

Nominal Duration: 12 weeks

Delivery Mode: External

Workload:
- Topic readings, exercises, review of study materials: 35 hours
- Reading and private study: 35 hours
- Assignment preparation: 50 hours
- TOTAL: 120 hours

Weight: 10 credit points

Unit Coordinator: Andrew Johnson

Teaching Staff: Andrew Johnson

Co / Prerequisite Units: BS400 Christian Thinking on Management

Core / Elective:
- Graduate Certificate in Management: Elective
- Graduate Diploma in Management: Core

Rationale: Accountability demands of the various stakeholders of profit and non-profit organisations, require managers of organisations adopt effective and efficient HRM practices, which are consistent with the mission and values of their organisation. Managers need to focus on the importance of good leadership and management of the organizations most important asset – its people and implement the strategic role of HRM in the acquisition and development of people in organisations.


Outcomes:
1. Apply the fundamental concepts of human resource management in Australia to organizational issues and problems.
2. Relate and apply the human resource function within organizational settings and its potential contribution to organizational effectiveness.
3. Discuss and show the relevance of the roles, functions and outcomes of HRM.
4. Evaluate and apply the theories underlying current human resource management practices.
5. Plan and illustrate how to implement different human resource practices within an organization.
6. Know and understand the key principles governing the ethical and contemporary management of organisations.
7. Analyse and understand the current issues in HRM.

Content:

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## Assessment

**Assessment Task #1 – Short Essay** (Relates to Outcomes 1, 2, 4, 5)

This task is an essay on the question, "What are the implications for Human Resource Management of the changes in the Australian bargaining framework since 2005?" The essay is to include at least three references.

- **Weighting:** 5%
- **Length:** 500 words
- **Due Date:** Week 4

**Assessment Task #2 – Assignment 1** (Relates to Outcomes 1-6)

This task gives students the opportunity to explore the relevance of Strategic Human Resource Management to an organisation of their choice.

- **Weighting:** 45%
- **Length:** 1000 words
- **Due Date:** Week 7

**Assessment Task #3 – Assignment 2** (Relates to Outcomes 1-6)

This task gives students the opportunity to explore the personnel management operation of an organisation and how that operation relates to the organisation’s overall aims. Students will need to access HR manuals and other sources of information such as Mission Statements, Policies and forms that are used by the organisation to explain the how and why of:

1. Job Analysis & Recruitment strategies
2. Employee Testing, Interviewing and Selection
3. Induction, Training and Career Development
4. Performance appraisal, Remuneration and Incentives

- **Weighting:** 50%
- **Length:** 2500-3000 words
- **Due Date:** Week 12

## Academic & General Resource Requirements


### Journals

- *Asia Pacific Journal of HRM* [ISSN 1038-4111]
- *Human Resource Planning* [ISSN 0199-8986]
- *International Journal of Employment Studies* [ISSN 1039-6993]
- *Public Management* [ISSN 0033-3611]
- *Public Personnel Management* [ISSN 0091-0260]

## Unit Summary

This unit is designed to introduce managers and administrators to the key principles of sound and ethical human resource management in organisations. Topics include: job analysis and design; human resource planning; recruitment and selection; training and development; performance appraisal; career planning; motivation and leadership; compensation and benefits; occupational health and safety; industrial relations; the legal environment; HRM auditing and emerging trends.