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| <b>Course Code:</b>        | 1001QBT                                 |
| <b>Course Name:</b>        | Work and Employability                  |
| <b>Semester:</b>           | Trimester 2, 2019                       |
| <b>Program:</b>            | Associate Degree in Commerce & Business |
|                            | Diploma of Commerce                     |
| <b>Credit Points:</b>      | 10                                      |
| <b>Course Coordinator:</b> | Lorna Clark                             |
| <b>Document modified:</b>  | 13 June 2019                            |

### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

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### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the “myTimetable” link.

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### Prerequisites

There are no prerequisites for this course

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## **Brief Course Description**

Work and Employability is a 10 Credit Point course within the Diploma of Commerce. The course is situated within the second semester of the program. The Diploma of Commerce is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment.

This course introduces students to the world of work by providing them with an overview of issues and theories relevant in the modern workplace. The course provides knowledge of employment relations as well as the processes and theories of workplace planning, recruitment, career building, performance management and workplace negotiation. This course prepares students to enter the world of work by combining theoretical knowledge with practical, student-centred application which in turn assists them to develop relevant skills that will enhance future employability.

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## **Rationale**

A range of topics have been selected to provide students with a broad introduction to issues and concepts relevant to work. Topics include: employee rights and representation, employability, workplace planning and recruitment and performance management. Contemporary issues and cases are introduced to allow students to begin developing specialist skills and to prepare students for further subjects in the Employment Relations, Industrial Relations. Human Resource Management and Occupational Health and Safety majors.

Work and Employability is also an important foundation course for graduates wishing to commence employment in the business and commerce sectors.

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## **Aims**

The course aims to provide students with an understanding of the social, economic and legal framework of the modern workplace and current employment practices. Students will develop an awareness of how employees are managed and how employability can be enhanced. Issues will be explored in a variety of contexts and practical work undertaken to further develop understanding and skills. The course also aims to develop students' capacity to think critically about work and employability issues and problems. It also enables students to develop strategies and skills which will enhance their own employability upon graduation. In addition, it aims to help improve their ability to work both collaboratively and independently.

## Learning Outcomes

Upon successful completion of this course you will be able to:

1. Explain key processes and strategies for managing people at work
  2. Describe the role of employers and how to manage people in organisations
  3. Identify the role of employees and assess the skills needed to enhance their employability
  4. Make connections between the course content and their relevance personally and professionally
  5. Recognise the importance of effective communication and interpersonal relations in the workplace
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## Texts and Supporting Materials

Shaw, Amie & McPhail, Ruth, (author.) & Ressler, Susan, (author.) (2017). *Employment relations* (2). South Melbourne, Vic. Cengage Learning Australia

A selection of articles will also be provided on the portal.

It is essential that students purchase this textbook and bring it with them to classes each week. Tutorial exercises from the book will be needed for class and some assessment will be based on the textbook content.

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## Organisation and Teaching Strategies

The course consists of a two hour lecture, a one hour tutorial and a one hour workshop each week (see Weekly Teaching Schedule).

The course is designed to introduce you to issues in work and employability. The course integrates and draws on the disciplinary content of both industrial relations and human resource management. You will be introduced to the content of the course through the lectures, however the lectures are intended only as introductions to the course content and you are expected to complete the required reading in the course. Demonstration of reading will be required in the case debates, the professional portfolio, and the final exam.

In addition, the course is designed to develop your skills in analysis and criticism as well as the synthesis of a cogent argument.

An introduction to fundamental themes in work and employability is provided early in the course and these are applied in case debates. The case debates are designed as formative exercises to develop your understanding, application, analysis and criticism. You will participate in one case debate as a member of a debating team.

You will be required to demonstrate analytical and writing skills in a more detailed and extended form in the professional portfolio and in the case component of the final exam.

# **Class Contact Summary**

## **Attendance**

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions. Therefore, you are encouraged to attend and participate in all classes throughout the semester.

## **Participation in Class**

You are expected to actively participate in classes each week.

## **Consultation Times**

Attendance during consultation times is optional but you are encouraged to use this extra help to improve your learning outcomes.

## **Course Materials**

Lecture notes will be made available to you on the Learning@Griffith College site on the student portal and you are advised to print these out and bring them to each class so that extra notes can be added.

## **Independent Learning**

You should allocate approximately 10 hours of study per week (including the lecture/tutorial time) to this course. However, you will find that more than this will be required in some weeks.

## **Program Progression**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

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# Content Schedule

## Weekly Teaching Schedule

| Week | Topic                                     | Activity | Readings                     |
|------|---|----------|------------------------------|
| 1    | The World of Work                         | Lecture  | Chapter 1 and 2 of textbook  |
|      | Introduction to the Course and Assessment | Workshop | Course Outline               |
| 2    | Employees: Rights and Representation      | Lecture  | Chapter 3                    |
|      |   | Tutorial | Materials provided on portal |
|      |   | Workshop | Materials provided on portal |
| 3    | Employers: Strategies and Representation  | Lecture  | Chapter 4                    |
|      |   | Tutorial | Materials provided on portal |
|      |   | Workshop | Materials provided on portal |
| 4    | Employability                             | Lecture  | Articles to be supplied      |
|      |   | Tutorial | Materials provided on portal |
|      |   | Workshop | Materials provided on portal |
| 5    | Workplace Planning and Recruitment        | Lecture  | Chapter 8                    |
|      |   | Tutorial | Materials provided on portal |
|      |   | Workshop | Materials provided on portal |
| 6    | Training and Development                  | Lecture  | Chapter 8                    |
|      |   | Tutorial | Materials provided on portal |
|      |   | Workshop | Materials provided on portal |

|    |                                |          |                              |
|----|--------------------------------|----------|------------------------------|
| 7  | People and Performance         | Lecture  | Chapter 10                   |
|    |                                | Tutorial | Materials provided on portal |
|    |                                | Workshop | Materials provided on portal |
| 8  | Diversity and Inclusion        | Lecture  | Chapter 6                    |
|    |                                | Tutorial | Materials provided on portal |
|    |                                | Workshop | Materials provided on portal |
| 9  | Negotiation and Communication  | Lecture  | Chapter 12                   |
|    |                                | Tutorial | Materials provided on portal |
|    |                                | Workshop | Materials provided on portal |
| 10 | Workplace Health and Wellbeing | Lecture  | Chapter 6 and 7              |
|    |                                | Tutorial | Materials provided on portal |
|    |                                | Workshop | Materials provided on portal |
| 11 | Motivation                     | Lecture  | Chapter 11                   |
|    | Debates                        | Tutorial | Assessment Task              |
|    |                                | Workshop | Materials provided on portal |
| 12 | Final exam preparation         | Lecture  | Textbook and lecture notes   |
|    |                                | Workshop | Materials provided on portal |

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## Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

| Item | Assessment Task        | Weighting | Relevant Learning Outcomes | Due Date    |
|------|------------------------|-----------|----------------------------|-------------|
| 1    | Mid-Semester Exam      | 20%       | 1 2 3                      | 7           |
| 2    | Professional Portfolio | 40%       | 3 4 5                      | 9           |
| 3    | Negotiation            | 15%       | 1 2 5                      | 11          |
| 4    | Final Exam             | 25%       | 1 2 3 5                    | Exam Period |

### Assessment Details

#### Mid-Semester Exam (20%)

The Mid-Semester Exam may contain a combination of multiple choice or short answer questions based on content from weeks 1-6.

#### Professional Portfolio (40%)

Each student will develop a professional portfolio which will be used to prepare them to enter the workforce. The portfolio will include a number of required items and these will be discussed during tutorials and posted on the portal. The portfolio will include a LinkedIn profile and a written reflective piece of work.

A requirement for submission of your Professional Portfolio is that it must be uploaded to Turnitin for checking of originality against sources (including web/database/other students assignments) by the due date of submission. Failing to submit to Turnitin will result in you receiving a Did Not Submit (DNS) mark for your assignment. Your tutor will discuss how Turnitin will be specifically used in your course. Turnitin Student User Guides are also available from the Griffith College portal.

#### Negotiation (15%)

Each negotiation will be between two small teams of students. You will be expected to participate as a member of a team in one of these negotiations only. You will be assessed on your knowledge of course concepts and participation in the negotiation as well as the overall argument your group presents.

**Final Exam (25%)** The Final Exam may contain a combination of short answer, or short essay style questions and a case study based on content from weeks 7-12

**Note: To obtain a passing grade for the course you will have to achieve an overall combined result from all assessment of 50%.**

## Submission and Return of Assessment Items

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

### Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

### Extensions

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

### Assessment Feedback

Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).

### Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills. Studies in this course will give you opportunities to begin to develop the following skills:

| Generic Skills                   | Taught | Practised | Assessed |
|----------------------------------|--------|-----------|----------|
| Written Communication            | Yes    | Yes       | Yes      |
| Oral Communication               | Yes    | Yes       | Yes      |
| Information Literacy             | Yes    | Yes       | Yes      |
| Secondary Research               | Yes    | Yes       | Yes      |
| Critical and Innovative Thinking |        | Yes       | Yes      |
| Academic Integrity               | Yes    | Yes       | Yes      |
| Self Directed Learning           |        | Yes       |          |
| Team Work                        | Yes    | Yes       | Yes      |
| Cultural Intelligence            |        | Yes       |          |
| English Language Proficiency     |        | Yes       | Yes      |



## **Additional Course Information**

### **Teacher and Course Evaluations**

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's online evaluation tool whenever these are available.

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### **Academic Integrity**

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

### **Risk Assessment Statement**

There are no out of the ordinary risks associated with this course.

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