



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	<b>1001QBT</b>
<b>Course Name:</b>	<b>Work and Employability</b>
<b>Trimester:</b>	<b>Trimester 3 2019</b>
<b>Program:</b>	<b>Associate Degree in Commerce &amp; Business</b>
	<b>Diploma of Commerce</b>
<b>Credit Points:</b>	<b>10</b>
<b>Course Coordinator:</b>	<b>Lorna Clark</b>
<b>Document modified:</b>	<b>12 February 2020</b>

### Course Description

Work and Employability is a 10 Credit Point course within the Diploma of Commerce. The course is situated within the second trimester 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.

## Assumed Knowledge

### 1.2 Teaching Team

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

Name	Email
Lorna Clark	
Amber Reiher	
Evelyn Anderson	

### 1.3 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 "Support and Services/Teacher Consultation Times" link.

### 1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

### 1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

## 2. Aims, Outcomes & Generic Skills

### 2.1 Course Aims

The course aims to provide students with an understanding of human resource management and industrial relations practices as they relate to the modern workplace. It explores the legal framework that guides modern workplace relations and discusses how employees are managed within this framework.

Students will develop an awareness of how employees are recruited and managed and how employability can be enhanced. The course also aims to develop students' capacity to think critically about work and employability issues and to develop strategies and skills which will enhance their own employability upon graduation. In addition, it aims to help improve students' ability to work both collaboratively and independently and negotiate successfully within the workplace.

### 2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Analyse the role of employers and employees and how they are connected within the workplace relationship
2. Analyse the role of the state and how this body guides the workplace relationship
3. Develop a professional portfolio in preparation to enter the workforce
4. Assess the connection between the course content and its relevance personally and professionally
5. Justify the importance of effective communication and interpersonal relations in the workplace

## 2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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
Knowledge and skills with critical judgement	✓	✓	✓
Communication and collaboration skills	✓	✓	✓
Self-directed and active learning skills	✓	✓	
Creative and future thinking skills	✓	✓	✓
Social responsibility and ethical awareness		✓	
Cultural competence and awareness in a culturally diverse environment		✓	

## 3. Learning Resources

### 3.1 Required Resources

1001QBT Workbook (available from the bookshop)

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

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

### 3.2 Recommended Resources

Additional course materials are provided on the course portal site. Students will be able to access additional materials each week by downloading and printing the materials or reading them online.

### 3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

## 3.4 Other Learning Information

### **Attendance**

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

### **Preparation and Participation in Class**

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

### **Consultation Sessions**

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time 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 in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

### **Self-Directed Learning**

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

### **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].

### **Teacher and course Evaluation**

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 evaluation tool whenever these are available.

## 4. Learning and Teaching Activities

### 4.1 Weekly Learning Activities

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>	<b>Learning Outcomes</b>
1	The World of Work Course Introduction	Lecture Tutorial Workshop	Textbook: Chapter 1 and 2	1
2	Employees: Rights and Representation	Lecture Tutorial Workshop	Chapter 3	1 5
3	Employers: Strategies and Representation	Lecture Tutorial Workshop	Chapter 4	1 2 5
4	Employability	Lecture Tutorial Workshop	Articles to be supplied	3 4
5	Workplace Planning and Recruitment	Lecture Tutorial Workshop	Chapter 8	1 3 4 5
6	Training and Development	Lecture Tutorial Workshop	Chapter 8	1 4 5
7	People and Performance	Lecture Tutorial Workshop	Chapter 10	1 4 5
8	Diversity and Inclusion	Lecture Tutorial Workshop	Chapter 6	1 2 4 5
9	Negotiation and Communication	Lecture Tutorial Workshop	Chapter 12	1 2 3 4 5
10	Workplace Health and Wellbeing	Lecture Tutorial Workshop	Chapter 6 and 7	1 2 4 5
11	Motivation	Lecture	Chapter 11	1 2 4 5
	Debates		Assessment Task	4 5
12	Final exam preparation	Lecture Tutorial Workshop	Textbook and lecture notes	4

## 5. Assessment Plan

### 5.1 Assessment Summary

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

### 5.2 Assessment Detail

#### **Mid-Trimester Exam (20%)**

The Mid-Trimester 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%)**

A negotiation will be conducted between two small teams of students. You will be expected to participate as a member of a team in one of these negotiations and will be assessed on your knowledge of course concepts and participation. The overall argument that your group presents will be informed by the content learned in the course in relation to modern employment relation practices.

**Final Exam (25%)** The final exam may contain a combination of short answer, or short essay style questions and case studies 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%.**

### 5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

## 5.4 Other Assessment Information

### 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.

### Requests for extension

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 Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

### Return of Assessment Items

1. 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).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

*The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.*

## 6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

**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 an allegation of a breach of academic integrity being 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 Griffith College website - Policy Library > Academic Integrity Policy

### **Reasonable Adjustments for Assessment – The Disability Services policy**

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

### **Risk Assessment Statement**

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

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