

School / Faculty: Federation Business School

Course Title: ENGAGING AND RETAINING STAFF

Course ID: BSHSP2007

Credit Points: 15.00

Prerequisite(s): (BSHSP1013)

Co-requisite(s): Nil

Exclusion(s): Nil

ASCED Code: 080307

Grading Scheme: Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	■	■	■	■
Intermediate	■	■	✓	■	■	■
Advanced	■	■	■	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Illustrate the importance of the relationship between job descriptions, recruitment practices, performance management and the retention of employees.
- K2.** Apply Equal Employment Opportunity legislation to the selection and recruitment process.
- K3.** Identify the contribution made by inductions programs to the orientation and retention of employees.
- K4.** Determine conditions of employment by the selection and interpretation of applicable legislation and award conditions.
- K5.** Distinguish between informal and formal performance management systems and practices.

Skills:

- S1.** Integrate knowledge of recruitment and selection practices, and legislative requirements into the development of appropriate documentation.
- S2.** Develop and administer fair and equitable interview questions and make employee selections based on agreed criteria.
- S3.** Critically evaluate the reasons for poor employee performance and determine appropriate corrective actions.

Course Outline (Higher Education)

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- S4.** Apply organisational systems and procedures to the conduct of formal performance appraisals and counselling sessions.

Application of knowledge and skills:

- A1.** Coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures
- A2.** Monitor the day-to-day effectiveness of employees' performance using established performance management systems

Course Content:

Topics may include:

- Identifying recruitment needs
- Recruitment policies and procedures
- Job descriptions and selection criteria
- Recruitment channels and the impact of technology
- Employment law and ethical impacts on recruitment
- Induction programs
- Performance management systems
- Reward and recognition
- Counselling and grievance procedures

Values and Graduate Attributes:

This course will help students to develop values and attributes that will enable them to:

Values:

- V1.** Manage a business unit or organisation with a focus on effective and fair human resource management
- V2.** Be valued highly by employers for their ability develop policies and procedures that ensure a consistent approach to employee management

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Course Outline (Higher Education)

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Attribute	Brief Description	Focus
Knowledge, skills and competence	Students will gain increasing confidence in their ability to develop human resource knowledge and skills to assist in their management of hospitality organisations	Medium
Critical, creative and enquiring learners	This course will broaden the student's capacity to independently contribute to the management of an organisation	Medium
Capable, flexible and work ready	Graduates of this course will feel empowered to engage in and contribute to the human resource management of their organisation	High
Responsible, ethical and engaged citizens	Students will learn to apply Equal Opportunity legislation to the recruitment and employment of employees	Medium

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1, K2, K4 S1, S2 A1	Development of a recruitment and selection plan, including associated documents, for a designated position	Report/Presentation	25 - 35%
K5 S3, S4 A2	Analysis of performance management systems	Report/Essay	25 - 35%
K1 - K5 S1 - S3	Examination to assess attainment of required learning outcomes	Examination	40 - 50%

Adopted Reference Style:

APA