Course Outline (Higher Education)

School:	Federation Business School
Course Title:	STAFFING ORGANISATIONS
Course ID:	BUHRM2603
Credit Points:	15.00
Prerequisite(s):	(BUHRM1501)
Co-requisite(s):	Nil
Exclusion(s):	(MGGGC2322)
ASCED:	080303

Description of the Course:

The course prepares students to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of employees to achieve the organisations needs and strategies. The course will analyse the role and function of recruitment and selection in relation to the organisations strategic business and human resource management objectives, including: human resource planning, attracting the right candidate for a job vacancy, selection methods and measurement, employment contracts and induction. Contextual factors within the internal and external environment such as human resource legal and ethical issues will be explored.

Grade Scheme: Graded (HD, D, C, P, MF, F, XF)

Work Experience:

No work experience: Student is not undertaking work experience in industry.

Placement Component: No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the course but gained a final mark of 45 per cent or above and submitted all major assessment tasks.

Program Level:

Level of course in Program	AQF Level of Program					
	5	6	7	8	9	10
Introductory	☐	☐	☐	☐	☐	☐

Level of course in Program	AQF Level of Program					
	5	6	7	8	9	10
Intermediate	☐	☐	✔	☐	☐	☐
Advanced	☐	☐	☐	☐	☐	☐

Learning Outcomes:

Knowledge:

K1. Explore and critically analyse current theories and practices of staffing organisations.

K2. Examine internal and external environmental factors and their impacts on staffing.

K3. Identify the legal and ethical requirements of the staffing process and examine how these impact on the process.

K4. Explore the role of staffing in different contexts and identify future issues and trends in the profession.

K5. Demonstrate academic skills in the areas of researching, referencing, and essay and/or report writing.

Skills:

S1. Analyse and evaluate current theories and practices of staffing organisations.

S2. Identify important aspects of the environment that impact on staffing and how organisations can respond to environmental opportunities and challenges.

S3. Review legal and ethical requirements of staffing and demonstrate their impact on staffing organisations.

S4. Consolidate understanding of staffing organisations through identification of the impact different contexts on staffing requirements and activities.

S5. Communicate understanding of the course through written assessments, written exam and participation in tutorial activities.

Application of knowledge and skills:

A1. Demonstrate the contribution of staffing organisations to the efficient and effective performance of an organisation.

A2. Relate the role and function of staffing organisations to different contexts and identify future issues and trends in the profession.

A3. Demonstrate academic skills in the areas of researching, referencing and essay writing.

Course Content:

Topics may include:

- Introduction to HRM and Staffing Organisations
- Staffing Models and Legal Compliance
- Planning for staffing requirements
- Job Analysis and Rewards
- Recruitment: Attraction and Methods
- Selection: Measurement, Shortlisting, and Methods
- Decision Making, Contracts and Induction
- Staffing System Management and Evaluation
- Retention Management

Values:

V1. Value the important role staffing has on organisations

V2. Appreciate the changing nature of the labour market and organisations, and the importance of maintaining current knowledge in this field

V3. Support the importance of academic integrity and developing academic skills.

Graduate Attributes

The Federation University FedUni graduate attributes (GA) are entrenched in the [Higher Education Graduate Attributes Policy](#) (LT1228). FedUni graduates develop these graduate attributes through their engagement in explicit learning and teaching and assessment tasks that are embedded in all FedUni programs. Graduate attribute attainment typically follows an incremental development process mapped through program progression. **One or more graduate attributes must be evident in the specified learning outcomes and assessment for each FedUni course, and all attributes must be directly assessed in each program**

Graduate attribute and descriptor		Development and acquisition of GAs in the course	
		Learning Outcomes (KSA)	Assessment task (AT#)
GA 1 Thinkers	Our graduates are curious, reflective and critical. Able to analyse the world in a way that generates valued insights, they are change makers seeking and creating new solutions.	K1, K2, K4, S1, S2, S4, A1, A2	AT# 1, 2, 3, 4
GA 2 Innovators	Our graduates have ideas and are able to realise their dreams. They think and act creatively to achieve and inspire positive change.	K4, S4, A2	AT# 2
GA 3 Citizens	Our graduates engage in socially and culturally appropriate ways to advance individual, community and global well-being. They are socially and environmentally aware, acting ethically, equitably and compassionately.	K3, K4, S3, S4	AT # 2, 4
GA 4 Communicators	Our graduates create, exchange, impart and convey information, ideas, and concepts effectively. They are respectful, inclusive and empathetic towards their audience, and express thoughts, feelings and information in ways that help others to understand.	K5, S5, A3	AT# 1, 2, 3, 4
GA 5 Leaders	Our graduates display and promote positive behaviours, and aspire to make a difference. They act with integrity, are receptive to alternatives and foster sustainable and resilient practices.	K3, S3	AT# 2, 4

Learning Task and Assessment:

Learning Outcomes Assessed	Learning Tasks	Assessment Type	Weighting
K1, K5 S1, S5 A1, A3	Article analysis	Individual Essay	10%-20%
K1, K5 S1, S5 A1, A3	Case Study	Individual Report	30%-40%
K1, K5 S1, S5 A1, A3	Presentation	Individual or Group Presentation	10%-20%
K1 to 4 S1 to 5 A1, A2	Written, closed book exam	Exam of 2 hours	40%-50%

Adopted Reference Style:

APA

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)