

UO HR Analytics

BUSS 3111 Study Period 6 - 2022

External - Online Activity - Online

Introduction

Welcome

Welcome to HR Analytics

HR Analytics approaches are increasingly important in today's business context. Being data savvy is an important skillset for today's HR professionals. However, while the buzzwords are very popular, we need to dig deeper beneath the veneer and understand the processes related to HR analytics. In this course, we introduce students to the basic concepts and tools related to HR Analytics. This course will provide a solid foundation for aspiring HR professionals to support their PTC managers on their organisation's People Analytics journey.

I hope you enjoy the course.

Dr Jill Gould

Online Course Facilitator

Academic Work Definitions

External mode includes online, distance education, industry placement or directed research. Virtual classrooms are deemed to be an external mode of delivery. External mode does not normally include a face to face component, however some courses offered in external mode may require a small component of on-campus activity, or practical sessions.

The expectations of your activity and preparation for each course will be aligned to the activity being undertaken. For example, if you are studying externally and there are virtual lectures, your preparation would be as listed under the lecture section of this guide.

You may also be supported through online facilitation, with preparation required, and other learning activities provided in your course, that will each have specific preparation requirements for you. These requirements should be set out in individual course guides.

Peer Interaction is usually included in UniSA courses in both external and internal modes of delivery and is considered a critical element of the learning process that may involve activities, projects, discussion forums, presentations, practicals, workshops.

Online facilitation

Student information

Online courses generally require students to independently read, view and/or work through all required materials, including pre-recorded presentations that have been produced and provided to facilitate this form of learning.

Independent online learning is supported by Online Facilitators who supplement online teaching resources by facilitating, monitoring and moderating online forums; answering student queries via virtual office hours or help desks, online dialogue and/or phone conversations, providing formative feedback on your work or explaining comments and marking of your prior work.

Students are expected to be familiar with all relevant course content, including materials provided and assessments, and engage appropriately with facilitators within the timeframes provided.

Course Overview

Prerequisite(s)

Bachelor of Business (Human Resource Management)

INFS 2038 UO Business Intelligence

Corequisite(s)

There are no corequisite courses to be completed in conjunction with this course.

Course Aim

The course aims to provide a preliminary introduction to the use of analytics in the context of Human Resource Management in organisations. The use of analytics-based tools for identifying commonly encountered HR issues and basic statistical analyses to evaluate information are introduced along with ethical issues and future trends associated with HR analytics.

Course Objectives

Refer to the indicators of graduate qualities: <http://www.unisa.edu.au/Student-Life/Teaching-And-Learning/Graduate-qualities/Indicators-of-graduate-qualities>

On completion of this course, students should be able to:

CO1. Examine and evaluate the role of analytics in the context of Human Resource Management in organisations.

CO2. Apply analytics-based tools for analysing HR data.

CO3. Analyse and evaluate basic statistical tools for identifying common HR issues encountered in organisations.

CO4. Design processes to create awareness of ethical considerations associated with data analytics related to people.

Upon completion of this course, students will have achieved the following combination of Graduate Qualities and Course Objectives:

	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•						
CO2	•		•				
CO3			•	•			
CO4					•		

Course Content

Introduction to HR Analytics; introduction to statistics using software; application of basic statistical tools to HR data; application of analytics to HR problems; ethics of analytics and employee data; limitations and future of analytics.

Assessment

Assessment Details

Details of assessment submission and return are listed under each assessment task. Assessment tasks will be returned to you within 15 working days.

Assessment Summary

#	Form of assessment	Length	Duration	Weighting	Due date (Adelaide Time)	Objectives being assessed
1	Project	2250 words	NA	50%	<i>See assessment activities for details</i>	CO1, CO2, CO3, CO4
2	Continuous assessment	2250 words	NA	50%	25 Nov 2022, 12:00 PM	CO2, CO3

Feedback proformas

The feedback proforma is available on your course site.

Assessments

1 - Project parts 1 and 2 (Graded)

Assessment Activities

Name	Sub-weighting	Due date (Adelaide Time)	Re-Submission	Re-Marking
Project 1.1: Background information	50%	10 Oct 2022, 12:00 PM	N	Y
Project 1.2: Findings	50%	31 Oct 2022, 12:00 PM	N	Y

Further information on re-marking and re-submission is available in the APPM, Chapter 5

This assessment is divided in two parts. Further detail is provided on the course site.

Some tasks will require referencing. You must use the UniSA Harvard Referencing system for in-text references and your reference list for all material which is not your own. This includes academic references, quality primary sources e.g. Government websites, images apart from your own, and online articles.

When considering references for your answers, you may use the course readings, but are also expected to research information more widely and refer to additional literature. Remember that in many instances, videos including lecture videos and those from YouTube as shown in the weekly materials are for teaching and illustrative purposes, so it is expected that you use scholarly publications for your assessments rather than reference these sources. Each task is to be submitted separately.

Please note re-submission is not available for this assessment.

2 - Final Report (Graded)

Re-submission

Re-submission is not available for this assessment

Re-marking

Re-marking is available for this assessment as per APPM 5.1

Detail for Assessment 2 is provided on the course site.

Some tasks will require referencing. You must use the UniSA Harvard Referencing system for in-text references and your reference list for all material which is not your own. This includes academic references, quality primary sources e.g. Government websites, images apart from your own, and online articles.

When considering references for your answers, you may use the course readings, but are also expected to research information more widely and refer to additional literature. Remember that in many instances, videos including lecture videos and those from YouTube as shown in the weekly materials are for teaching and illustrative purposes, so it is expected that you use scholarly publications for your assessments rather than reference these sources. Each task is to be submitted separately.

Please note re-submission is not available for this assessment.

Student Support

Support

UniSA Online students have access to a team of dedicated Student Advisers as the first point of contact for non-academic help and support. They can assist you with managing your course enrolments, and refer you to services to assist you with your studies. They are available weekdays until 9pm, and 9am-5pm weekends and most public holidays. You can call (1300 148 812) or live chat via our website (<https://online.unisa.edu.au/current-students/student-services/stay-connected/>), or simply send an enquiry (<http://ask.online.unisa.edu.au/app/ask/>) for a response the next day.

Your Online Course Facilitators (OCF) and Online Tutors should be contacted if you have a specific question about your course learning materials and assessments; you can ask via your course discussion forum or email and you can expect to receive a response in 24 hours.

If your UniSA Online OCF or Online Tutor is not available and you need immediate academic literacy assistance, you can contact Studiosity via the link in your course site (Sunday – Friday, 3pm to midnight). You will be connected with a Tutor via live chat within a few minutes. You can also submit a draft written assessment to Studiosity for feedback on structure, grammar and referencing within 24 hours. In addition there is 24/7 IT Support (<https://i.unisa.edu.au/askit/>) for learnOnline and other UniSA system connections, plus Ask the Library (<https://ask.library.unisa.edu.au/>) is available via live chat and telephone until midnight on weekdays, and 9am-5pm on weekends.

You can search for information using AskUniSAOnline (<http://ask.online.unisa.edu.au/app/ask/>), a smart online database of frequently asked questions. The UniSA Online Study Resources site (<https://online.unisa.edu.au/current-students/study-resources/>) includes guides on referencing, time management, assessments, and academic skills, and can be found in the top menu of your course site, or via the Student Services website (<http://online.unisa.edu.au/current-students/student-services/>). The Library also provide over 50 online Subject Guides (<http://guides.library.unisa.edu.au/subjectguides>) to assist you in finding relevant study resources.

Please note all times are for Adelaide (CST).

Course Teaching Staff

Name	Title	Email
Dr Jill Gould	Online Course Facilitator	UOBUSS3111@unisa.edu.au

* Please refer to your Course homepage for the most up to date list of course teaching staff.

Further Assessment Information

Academic Integrity

Academic integrity is the foundation of university life and is fundamental to the reputation of UniSA and its staff and students. Academic integrity means a commitment by all staff and students to act with honesty, trustworthiness, fairness, respect and responsibility in all academic work.

An important part of practising integrity in academic work is showing respect for other people's ideas and being honest about how they have contributed to your work. This means taking care not to represent the work of others as your own. Using another person's work without proper acknowledgement is considered Academic Misconduct, and the University takes this very seriously.

The University of South Australia expects students to demonstrate the highest standards of academic integrity so that its degrees are earned honestly and are trusted and valued by its students and their employers. To ensure this happens, the University has policies and procedures in place to promote academic integrity and manage academic misconduct. For example, work submitted electronically by students for assessment will be examined for copied and un-referenced text using the text comparison software Turnitin <http://www.turnitin.com>.

It is an offence for any person or company to provide academic cheating services to students of Australian universities, irrespective of whether the service is provided by an Australian or overseas operator (see Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Bill 2019 - <https://www.legislation.gov.au/Details/C2020A00078>). "Academic cheating services" includes providing or undertaking work for students, where that work forms a substantial part of an assessment task.

More information about academic integrity and what constitutes academic misconduct can be found in Section 9 of the Assessment Policies and Procedures Manual (APPM): <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>.

To learn more on academic integrity and how to avoid academic misconduct, please refer to the Academic Integrity Module: <https://uo.unisa.edu.au/course/view.php?id=225>

Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment: <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>.

General Assessment Information

Assessment Extension Request Policy

Extensions to assessment task will follow the University of South Australia Assessment Policies and Procedures Manual (APPM) clause 7.2 - Extension to complete an assessment task. <http://w3.unisa.edu.au/policies/manual/>

All assessment extensions requests will be:

- * submitted via the Learnonline site to the Online Course Facilitator
- * include a reason for the extension request
- * All requests should be supported with documentary evidence for example, medical certificate
- * Considerations of unexpected or exceptional circumstances are as per Assessment and Policy Procedure Manual Sections 7.7
- * Once an extension is granted, the extended due date is final.

Requests for an extension greater than 7 days will only be granted under extenuating circumstances and at the discretion of the Online Course Facilitator.

Late Submission of Assignments

Late submission of assignments will result in a penalty. The penalty for late submissions will be:

1. A deduction of 5%, for each day that the assignment is late up to a maximum of 5 days.
2. Assignments which are more than 5 days late will not be marked and will be assigned a zero grade inclusive of non-graded pass work.

UniSA Online Academic Literacy Modules:

[Academic literacy modules](#) have been developed to assist with learning how to research, analyse and communicate according to academic conventions. These academic skills will help you improve your assessment tasks and succeed in your degree. The modules consist of eight self-paced modules of approximately 90 minutes each focused on specific academic skills. You may choose to complete only those modules that focus on topics you feel least confident about or you might set yourself the goal of completing the suite of eight. There is no open or close time to complete these modules, and they will be available to you to revisit throughout your degree.

Assessment Extension Request Policy

Extensions to assessment task will follow the University of South Australia Assessment Policies and Procedures Manual (APPM) clause 7.2 - Extension to complete an assessment task. <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

All assessment extension requests will be:

- Submitted via the Learnonline site to the Online Course Facilitator prior to the time and date that the assessment item is due and include a reason for the extension request
- All requests should be supported with documentary evidence for example, medical certificate
- Considerations of unexpected or exceptional circumstances are as per Assessment and Policy Procedure Manual Section 7.7
- Once an extension is granted, the extended due date is final.

Requests for an extension greater than 7 days will only be granted under extenuating circumstances and at the discretion of the Online Course Facilitator.

Additional assessment requirements

There are no additional assessment requirements identified for this course.

Deferred Assessment or Examination

Deferred assessment or examination is available for this course.

Marking process

1. Assessments will be marked according to the assessment criteria and standards provided in the Course Outline and relevant Feedback Forms.
2. Assessments will be returned to students in the timeframe outlined in Section 1.4.4.

Penalties for late submission

Late submission of assignments will result in a penalty. The penalty for late submissions will be:

1. A deduction of 5%, for each day that the assignment is late up to a maximum of 5 days.
2. Assignments which are more than 5 days late will not be marked and will be assigned a zero grade inclusive of non-graded pass work.

Exam Arrangements

This course does not have an exam.

Supplementary Assessment

Supplementary assessment or examination offers students an opportunity to gain a supplementary pass (SP) and is available to all students under specific conditions unless supplementary assessment or examination has not been approved for the course.

Specific conditions and further information is available in section 7 of the Assessment Policy and Procedures Manual.

<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

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Specific conditions and further information is available in section 7 of the Assessment Policy and Procedures Manual.

<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Supplementary assessment or examination offers students an opportunity to gain a supplementary pass (SP) and is available to all students under the following conditions unless supplementary assessment or examination has not been approved for the course:

1. if the student has achieved a final grade between 45-49 per cent (F1) in a course
2. if a student who has successfully completed all of the courses within their program, with the exception of two courses in which they were enrolled in their final study period, a supplementary assessment or examination may be granted where the final grade in either or both of these courses, is less than 45 percent (F1 or F2) and all assessments in the courses were attempted by the student. Supplementary assessment will not be available for a course under investigation for academic integrity until the investigation is completed and determined that it did not constitute academic misconduct.

More information about supplementary assessment is available in section 7.4 of the Assessment Policy and Procedures Manual.

<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Successful completion of supplementary assessment or examination will be recorded as a supplementary pass (SP). Failed supplementary assessment or examination will be recorded as a Fail (F). The original fail grade will stand if the student does not sit a supplementary examination or complete the supplementary assessment. The OCF will contact the student in writing with information about the supplementary assessment after the official result release date. Supplementary assessments will be due in the week following result release. <https://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/UniSA-Online/unisa-online-2022/>

Variations to assessment tasks

Details for which variation may be considered are discussed in section 7 of the Assessment Policy and Procedures Manual. Variation to assessment in unexpected or exceptional circumstances should be discussed with your course coordinator as soon as possible.

More information about variation to assessment is available in section 7 of the Assessment Policy and Procedures Manual. <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Students with disabilities or medical conditions please refer to **Students with disabilities or medical conditions**.

Further Course Information

General Course Information

Student Access Plans

Students should contact the Online Course Facilitator in the first week of each course if they believe they may need any adjustments to the course and/or have a current access plan. Adjustments include extending timelines for assessment tasks or predicted absence from course activities. The Access Plan will provide the basis for reasonable accommodations.

E-Readings

eReadings are provided on the course website under the resources tab. Students are expected to read all the relevant weekly reading.

Use of recorded material

This course will involve the production of audio and/or video recordings of UniSA students. To protect student privacy, you must not at any time disclose, reproduce or publish these recordings, or related material, in the public domain including online, unless the videoed students give consent for reproduction, disclosure or publication. This requirement is consistent with University statutes, by-laws, policies, rules and guidelines which you agreed to abide by when you signed the Student Enrolment Declaration.

Student recording of learning activities

Students **must** seek permission prior to recording any UniSA learning activity. See [A-56 Policy Student recording of learning activities](#)

Breaches of this Policy contravene the principles of academic integrity, and attract the penalties provided in Section 9 of the [Assessment Policies and Procedures Manual](#).

Textbook(s)

You will need continual access to the following text(s) to complete this course. Where possible the Library will make the book available for student use. Please check the Library catalogue before purchasing the book(s). The Library will always seek to purchase resources that allow an unlimited number of concurrent users, however availability is dependent on license arrangements with book publishers and platforms. <http://www.library.unisa.edu.au>

Isson, Jean-Paul, Jesse S. Harriott, and Jac Fitz-enz. (2016). *People Analytics in the Era of Big Data: Changing the Way You Attract, Acquire, Develop, and Retain Talent* John Wiley & Sons.

Course Resources

System Requirements

To study effectively in this course you will require:

- Strong internet connection
- Webcam
- Microphone
- Headset with microphone

- Speakers

If you are unsure if you have the necessary requirements, please undertake a Computer system test <https://my.unisa.edu.au/Public/ComputerSystemTest>

Reference(s)

UniSA Harvard referencing style need to be used in this course.

Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers of a person with a disability may be entitled to a variation or modification to standard assessment arrangements. See Section 7 of the Assessment Policy and Procedures Manual (APPM) at: <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/> and Policy C7 Students with Disability at: <https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-7/>

Students who wish to apply for an Access Plan must book an appointment with a UniSA Access & Inclusion Advisor by contacting Campus Central or via the Online Booking System in the Student Portal. For more information about Access Plans please visit: <https://i.unisa.edu.au/students/student-support-services/access-inclusion/>

Once an Access Plan has been approved, students must advise their Online Course Facilitator as early as possible to ensure that appropriate supports can be implemented or arranged in a timely manner.

Students are advised there are also strict deadlines to finalise Access Plan arrangements prior to examinations. Further information is available at: http://i.unisa.edu.au/campus-central/Exams_R/Before-the-Exam/Alternative-exam-arrangements/

Special Consideration

Special consideration is available for this course.

Action from previous evaluations

Students will be given the opportunity to submit feedback at the conclusion of this course.

Unplanned learnonline outages

The alteration to assessment due dates and communication strategy is designed to minimise the impact of major unplanned learnonline system service outages on students and staff. They should only be considered when an unplanned outage occurs within 3 days of an assessment activity.

Any implementation or revisions are at the discretion of the Online Course Facilitator.

Outage Duration	Alteration to due date	Alteration to examination
Less than 1 hour	Nil impact	Nil impact
Between 1 and 4 hours	consider extension	Nil impact
Between 4 and 24 hours	24 hour extension	Consider when marking
Longer than 24 hours	48 hour extension	Consider when marking

Any changes to assessment activity will be communicated to you from your Online Course Facilitator via:

- Email
- SMS message

Course Calendar

Study Period 6 - 2022

	Weeks	Topic	Assessment Details (Adelaide Time)	Public Holidays
1	19 - 25 September	Identifying HR questions and metrics		
2	26 September - 2 October	Refresher on statistics		
3	03 - 9 October	Diversity		Labour Day 03 Oct 2022
4	10 - 16 October	Employee retention	Project parts 1 and 2: Project 1.1: Background information due 10 Oct 2022, 12:00 PM	
5	17 - 23 October	Workforce planning		
6	24 - 30 October	Employee engagement surveys		
7	31 October - 6 November	Linking to business performance	Project parts 1 and 2: Project 1.2: Findings due 31 Oct 2022, 12:00 PM	
8	07 - 13 November	Evaluating impact of interventions		
9	14 - 20 November	Ethics of analytics and employee data		
10	21 - 27 November	Advanced topics in analytics	Final Report due 25 Nov 2022, 12:00 PM	