ZBUS8503 Workforce Planning Research - 2024

Published on the 30 Jun 2024

General Course Information

Course Code : ZBUS8503
Year : 2024
Term : Semester 2
Teaching Period : Z2
Is a multi-term course? : No
Faculty : UNSW Canberra
Academic Unit : UC School of Business
Delivery Mode : Online
Delivery Format : Standard
Delivery Location : UNSW Canberra at ADFA
Campus : UNSW Canberra
Study Level : Postgraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

In this course, students will use workforce planning data to underpin a research project. In conjunction with supervisors, students will identify a specific Defence workforce planning issue that their data can help resolve. The research project will use skills developed throughout the

Master of Workforce Planning (8561) to analyse and present the data in ways that will enable better decision making.

This elective is only available to Defence funded students.

Course Aims

This course aims to consolidate the skills learnt over the Master of Workforce Planning program to undertake research, write a research report, and present findings to UNSW Canberra and Defence.

Relationship to Other Courses

This course enables students to consolidate the skills acquired through ZBUS8317, ZEIT8305, ZEIT8307/ZEIT8412, ZPEM8311 and ZBUS8314 (core courses of the Master of Workforce Planning program).

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Demonstrate the ability to develop a clear research question and design that addresses a specific workforce planning problem area.
CLO2 : Demonstrate the capability to carry out investigated reasoning leading to applied research outcomes.
CLO3 : Report research findings in a way that will support effective workforce planning strategy and implementation.

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate the ability to develop a clear research question and design that addresses a specific workforce planning problem area.	• Research Plan • Project Update
CLO2 : Demonstrate the capability to carry out investigated reasoning leading to applied research outcomes.	• Report • Presentation • Project Update
CLO3 : Report research findings in a way that will support effective workforce planning strategy and implementation.	• Report • Presentation

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate | Microsoft Teams

Learning and Teaching in this course

Students should meet with their supervisor on at least a fortnightly basis (in person or via Collaborate / MS Teams). The supervisor will assist the student by providing guidance on the nature and scope of the research and on drafts of the work. The student is responsible for independent research and writing of the research project.

Workload

Students are expected to undertake an average of 10 hours of study per week for a 6 UOC course. This includes engagement with course readings and other activities, assessment preparation and research, as well as contact time with the lecturer and fellow students.

Other Professional Outcomes

Developing Program Attributes

Students will be encouraged to develop the following School of Business program attributes by undertaking the course activities and mastering the knowledge content:

1: Business knowledge

Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.
a. Students will select and apply disciplinary knowledge to business situations in a local and global environment.

2: Problem solving

Our graduates will be critical thinkers and effective problem solvers.
a. Students will identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

3: Business communication

Our graduates will be effective professional communicators.
a. Students will prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context.

4: Teamwork

N/A

5: Responsible business practice

Students will identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice.

6: Global and cultural competence

Students will identify social and cultural implications of business activities.

7: Leadership development

N/A

Developing Graduate Capabilities

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Research Plan Assessment Format: Individual Short Extension: Yes (7 days)	5%	Start Date: Not Applicable Due Date: 12/08/2024 09:00 AM Post Date: 26/08/2024 09:00 AM
Project Update Assessment Format: Individual Short Extension: Yes (7 days)	10%	Start Date: Not Applicable Due Date: Week commencing 9 September 2024 Post Date: 23/09/2024 09:00 AM
Report Assessment Format: Individual Short Extension: Yes (7 days)	50%	Start Date: Not Applicable Due Date: 14/10/2024 09:00 AM Post Date: 28/10/2024 09:00 AM
Presentation Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: Week commencing 4 November 2024 Post Date: 28/11/2024 03:00 PM

Assessment Details

Research Plan

Assessment Overview

Students will develop a plan for the intended research project.

Course Learning Outcomes

- CLO1 : Demonstrate the ability to develop a clear research question and design that addresses a specific workforce planning problem area.

Detailed Assessment Description

Please see the course Moodle site for a detailed description of this assessment. Information will

be made available on 15 July 2024.

Permitted use of AI tools: DRAFTING ASSISTANCE
As this assessment task involves some planning processes, you are permitted to use software to generate initial ideas. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the software should not be a part of your final submission.

It is a good idea to keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work. Please also record the prompts you use and disclose this in your assignment (see instructions below regarding the cover sheet).

Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

<u>Assessment Length</u>

1000 words

<u>Assignment submission Turnitin type</u>

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Project Update

<u>Assessment Overview</u>

The objective of the Project Update is to present your project progress and receive feedback from project stakeholders.

<u>Course Learning Outcomes</u>

- CLO1 : Demonstrate the ability to develop a clear research question and design that addresses a specific workforce planning problem area.

- CLO2 : Demonstrate the capability to carry out investigated reasoning leading to applied research outcomes.

Detailed Assessment Description

Please see the course Moodle site for a detailed description of this assessment. Information will be made available on 15 July 2024.

Permitted use of AI tools: DRAFTING ASSISTANCE

As this assessment task involves some planning processes, you are permitted to use software to generate initial ideas. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the software should not be a part of your final submission.

It is a good idea to keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work. Please also record the prompts you use and disclose this in your assignment (see instructions below regarding the cover sheet).

Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

Assessment Length

20 minute presentation

Submission notes

This is a verbal presentation, preferably delivered in person (with an online option available, if necessary)

Assignment submission Turnitin type

This is not a Turnitin assignment

Report

Assessment Overview

Students will prepare an academic research report containing their analysis of the workforce planning issue and recommendations/solutions to address the issue, aligned with the requirements set by the Defence sponsor.

Course Learning Outcomes

- CLO2 : Demonstrate the capability to carry out investigated reasoning leading to applied research outcomes.
- CLO3 : Report research findings in a way that will support effective workforce planning strategy and implementation.

Detailed Assessment Description

Please see the course Moodle site for a detailed description of this assessment. Information will be made available on 15 July 2024.

Permitted use of AI tools: DRAFTING ASSISTANCE

As this assessment task involves some planning processes, you are permitted to use software to generate initial ideas. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the software should not be a part of your final submission.

It is a good idea to keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work. Please also record the prompts you use and disclose this in your assignment (see instructions below regarding the cover sheet).

Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

5000 words

Submission notes

Please submit your assignment to Turnitin (via Moodle)

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Presentation

Assessment Overview

Students will present their findings to the Defence sponsor and teaching team.

Course Learning Outcomes

- CLO2 : Demonstrate the capability to carry out investigated reasoning leading to applied research outcomes.
- CLO3 : Report research findings in a way that will support effective workforce planning strategy and implementation.

Detailed Assessment Description

Please see the course Moodle site for a detailed description of this assessment. Information will be made available on 15 July 2024.

Permitted use of AI tools: DRAFTING ASSISTANCE

As this assessment task involves some planning processes, you are permitted to use software to generate initial ideas. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the software should not be a part of your final submission.

It is a good idea to keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work. Please also record the prompts you use and disclose this in your assignment (see instructions below regarding the cover sheet).

Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible

penalties.

Please refer to the General Assessment Information section below for information on the requirement to include a cover sheet/declaration with all assessments, disclosing whether AI tools were used.

Assessment Length

10 minute presentation

Submission notes

This is a verbal presentation, preferably delivered in person (with an online option available, if necessary)

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

Referencing

Please use the APA 7th Edition.

Ethical and Responsible Use of Artificial Intelligence at UNSW

At UNSW, students must use artificial intelligence ethically and responsibly.

This includes:

- Adhering to course/assessment guidelines regarding use of AI tools;
- Acknowledging AI-generated content in your assessments, following UNSW guidance on [Referencing and acknowledging the use of artificial intelligence tools](#). In the School of Business, students are required to include a **cover sheet/declaration** for all assessments (see the Assessments Hub on the Course Moodle site). If you do not submit a completed cover sheet/declaration with your assessment, you will be emailed to request resubmission of your assessment with the required cover sheet/declaration (noting your assessment will not be graded until the cover sheet is included);
- Not including your own or others' personal or private information in prompts;
- Verifying and critiquing all AI generated material; and
- Avoiding using AI tools to translate your writing.

Please refer to [Ethical and Responsible Use of Artificial Intelligence at UNSW](#) for further information.

Short Extensions (School of Business, Postgraduate)

An automatic Short Extension (without documentation) of **seven calendar days** may be available for some assessment tasks in this course. Please check assessment instructions and further guidance on the course Moodle site.

You can apply by accessing the Short Extension Student Portal on the Special Consideration login page.

Applications for Short Extensions MUST be submitted before the assessment due date. Late applications are not permitted. If you do not apply on time, you will have to submit a Special Consideration application with the appropriate supporting documentation, within 3 working days of the assessment due date.

Only one Short Extension can be granted for any given assessment. All subsequent extension requests must be submitted as a Special Consideration application.

For assessment tasks where a Short Extension is not available, students needing an extension (of any duration) must apply via the Special Consideration process.

Special Consideration

Applications for Special Consideration should be submitted BEFORE the assessment due date.

If extenuating circumstances prevent you from submitting an application before the due date, please notify your course convenor by email and submit the application as soon as possible.

If your application is approved, the outcome may be one of the following:

- A supplementary or alternative assessment,
- An extended deadline for the assessment (note the extension granted is normally equivalent to the period of impact outlined in your supporting documentation),
- An aggregated or averaged mark derived from other comparable completed assessments.

Please note, applying for Special Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

More information on Short Extensions and Special Consideration: https://www.student.unsw.edu.au/special-consideration.

Late Submission of Assessment
UNSW has a standard late submission penalty of:

- 5% per day,
- for all assessment tasks where a penalty applies,
- capped at five days (120 hours) from the assessment submission deadline. In case of approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the original or extended deadline, a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet assessment task submission and completion deadlines, and to apply for extensions as early as possible before the assessment task deadline.

<u>Grading Basis</u>

Standard

<u>Requirements to pass course</u>

Students must achieve at least 50% overall to pass the course. Students are expected to engage actively in course learning activities and attempt all assessment requirements in the course.

Course Schedule

Attendance Requirements

Not Applicable - as no class attendance is required

General Schedule Information

This is a research course, therefore there is no class schedule with pre-assigned topics.

The course schedule, including key milestones, will be determined through negotiation between students and the research project supervisor.

Course Resources

Prescribed Resources

There are no compulsory textbooks for this course. All required course readings will be made available on the course Moodle site.

Recommended Resources

Recommended reading/s will be made available on the course Moodle site.

Course Evaluation and Development

Informal feedback from students will be gathered over the semester, with formal feedback gathered through the end-of-semester myExperience survey.

Previous student's feedback has been addressed through clarifying the assessment requirements (specifically length of written work and duration of presentations).

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the UNSW Code of Conduct and Values.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Dr Fiona Buick		Building 27, Room 314, School of Business, UNSW Canberra	+61 2 5114 5002	By appointment	Yes	Yes
Lecturer	Dr Yu Zhang		Building 27, Room 214, School of Business, UNSW Canberra		By appointment	No	No

Other Useful Information

School Contact Information

School of Business

Email: Business@adfa.edu.au