# COURSE DESCRIPTION

**PEL3102 Personnel Management and HSE**

Bachelor’s program courses

<table>
<thead>
<tr>
<th>1. Degree</th>
<th>Bachelor of Human Resource Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Semester</td>
<td>3rd year of study, 5th semester</td>
</tr>
<tr>
<td>3. Credits</td>
<td>7.5</td>
</tr>
<tr>
<td>4. Course instructor</td>
<td>Lecturer Elin Ørjasæter</td>
</tr>
<tr>
<td>5. Contact hours</td>
<td>36 hours</td>
</tr>
</tbody>
</table>

## 6. Learning outcomes

### Knowledge

The course focuses on how the legal requirements and prevailing theories in strategic HRM can be implemented in Norwegian workplaces. Students will acquire a basic understanding of what it means to administer the employer’s responsibility within this area. This involves knowledge of the rights and obligations that apply to both employers and employees, as well as insight into systems and methods for systematic monitoring of employer responsibility.

### Skills

Students will gain a broad overview of frameworks (legislation) and standard practices of personnel management in Norwegian organizations. They will gain knowledge of hiring personnel, personnel dialogues, correctives, termination, and how reorganization is carried out in a responsible manner. They will become familiar with the legal requirements regarding anti-discrimination, equality, monitoring of sickness leave; HSE will be carried out in relation to legal requirements/supervisory requirements and the industry standards regarding efficiency and performance. They will be able to identify illegal and irresponsible management and be familiar with the routines for notification and detection of offences or counter-productive personnel management.

### General competence

The course focuses on the application of theory students have acquired in other program courses. The gap between theory and practice will be reduced through a series of examples from Norwegian working life, involving both good and poor management in specific situations related to specific management and employee situations.

## 7. Course contents

The course must be seen in connection with the subject of labor law Acquisition of human capital. Permanent and temporary employment, but also hiring, acquisitions, use of consultants etc.
Anti-discrimination as a general legal requirement.

**Management** of human capital. Routines and systems in relation to regulatory requirements. HSE regulations, sick leave, privacy, personnel dialogues, etc. Reorganization and change of duties, skills assessment and life-phase focus.

**Termination** of employment, including good procedures for employees who resign. Terminations and dismissal. Preparation in relation to retirement, disability pensions, outplacement.

<table>
<thead>
<tr>
<th>8. Method of instruction</th>
<th>Lectures and active use of tasks in learning Catalytics. It is expected that students are well prepared and actively participate in class.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Business-/ organizational links</td>
<td>The course syllabus includes a variety of fresh cases, and topical case of the news will be drawn into teaching by lecturers and summarized in the lecture foils.</td>
</tr>
<tr>
<td>10. Assessment</td>
<td>Written individual three-hour final examination, which counts 100% of the final grade. Permitted examination aids: None.</td>
</tr>
</tbody>
</table>
Kvande, Kari and Elin Ingstad. 2011. ”Arbeid i sykehjem - for belastende for heltid?” Søkelys på Arbeidslivet, nr. 01/02 11 pages. [Available at the college library – CK’s databases: http://www.idunn.no/ts/spa/2011/01-02/art05 ]* |


Risan, Hans, 2012: “Dyadisk lederskap” Magma 2/2012. 7 pages. Available at the at the Magma

Skollerud, Kåre. 2011. ”Bedriftsinterne tiltak mot sykefravær - Kan metaanalyser hjelpe oss til å finne deres effekt?” Søkelys på Arbeidslivet, nr. 01/02. 18 pages. [Available at the college library – CK’s databases: http://www.idunn.no/ts/spa/2011/01-02/art02 ]*


12. Total pages 654
13. Recommended reading