

ACC300 Unit Outline

Unit Code and Title: ACC300 MANAGEMENT AND PERFORMANCE APPRAISAL
Course(s): Bachelor of Professional Accounting
Core Unit: Yes
Credit Points: 10 credit points
Study Period: Year Three
AQF Level 7: One Quadmester
Study Load: Students should expect to spend approximately 130 hours on studying and completing assignments across the study period. This includes time spent attending scheduled weekly classes, Work Integrated Learning (WIL) activities (if any), undertaking private study, and preparing for assessments, and examinations.
Pre-Requisite: There is one prerequisite ACC201 Management Accounting.
Mode(s) of Delivery: This unit will be delivered predominantly face-to-face and online via Learning Management System (Canvas)/Zoom with recordings available for later viewing. Where appropriate, assessments MUST be submitted to Turnitin for authentication checking

Unit Description:

This unit is designed to cover management control and performance appraisal. Students will gain the knowledge and skills required for an effective performance management system. The unit assists Human Resources and operational managers of the future by providing the tools necessary for effective and efficient performance management control which will help motivate employees and achieve a higher productivity level.

Prescribed Textbook:

Langfield-Smith, K., Smith, D., Andon, P., Hilton, R., and Thorne, H., 2021. Management Accounting Information for Creating and Managing Value. 9th Ed. Australia: McGraw Hill.

Unit Learning Outcomes (ULOs): On successful completion of this unit, students will be able to:

[ULO1] Define and justify management control alternatives and their effects.
[ULO2] Understanding and discuss performance management and performance appraisal.
[ULO3] Apply tools and techniques available for analysing performance management by benchmarking to assess business performance.

[ULO4] Explain and demonstrate the different roles in performance management its products and business segments.

[ULO5] Evaluating and discuss performance appraisals or Key Performance Indicators (KPIs) both financial and non-financial.

Assessment Requirements:

Assessment Type	Due	Weighting (% of total marks)
Assessment 1: Discussion Forum – On-Campus and Online	Week 1 to 8	10%
Assessment 2: Mid Quadmester Test – On Campus or Online (Closed-book)	Week 5	15%
<p>Assessment 3: Group Report and Presentation</p> <p>Part A: : Part A: For a given public company (unless dormant) or subsidiary company (unless it qualifies for an exception) prepare project plan with an evaluation of individual members' strengths and assigned responsibilities, time management (a schedule including milestones), communication management (including how to handle possible disputes), and risk management (constraints and problems that might arise).</p> <p>Part B: Critically reflect, analyze, and report on the performance management and appraisal of the proposed coherent, coordinated, and consistent plan.</p> <p>Part C: Presentation.</p> <p>Groups of three or four must provide a 6000-word written report with an individual reflective summary report of 1500 words from each group member. Variations of plus or minus 10% of word limitation are acceptable.</p>	Week 8	<p>25%</p> <p>(Report 20% plus presentation 5%)</p>
Assessment 4: Final examination (Closed Book). The 3 hours invigilated examination is conducted in the week 10 following the week 9 of study break and exam revision	Week 10	50%

Note: It is your responsibility as a student to regularly check the academic policy documents available on the school website and unit materials available on the Learning Management System (LMS). ***Failure to do so could lead to students taking a risk of failing to maintain satisfactory progress in the unit and completing the course on time. *A breach of academic integrity could lead to the imposition of penalties.**