

**COURSE DATA****Data Subject**

Code	33561
Name	Auditing techniques
Cycle	Grade
ECTS Credits	6.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	3	First term

Subject-matter

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	9 - Audit techniques	Obligatory

Coordination

Name	Department
CALVO PALOMARES, RICARDO JUAN	330 - Sociology and Social Anthropology

SUMMARY

The degree in Labor Relations and Human Resources is directed to the acquisition of theoretical and empirical knowledge needed to understand the comprehensive and integrated manner the complexity and the dynamic and interrelated nature of human work, according to their legal perspectives, organizational, sociological, economic, psychological and historical.

Thus, framed in a multidisciplinary degree that combines knowledge from different and varied subjects, the subject of audit techniques has required every six months and is taught in the third year of the Degree in Industrial Relations and Human Resources. This subject has 6 ECTS credits. Whereas each ECTS credit equals 25 hours of student work, the total amount of work that the student is this course is 150.

The course content is essential in the formation of the students while giving them a working knowledge of different methods and techniques to audit the system of industrial relations and human resources. If for exploring social reality are necessary notions and techniques of research methodology, it is clear that when it comes to auditing requires more extensive training to respond to its fundamental purpose: the assessment, monitoring and control of the process applied the human factor. Therefore, the evaluation of



human capital management not only contributes to the Labor Relations and Human Resources thinking before acting, but also during and after the intervention, which is especially useful as it allows to generate his own theories and methodologies from the analysis and practical reflection.

Also, the content of this course contributes to the comprehensive training required of professionals in labor relations and human resources for not only expertise, but also to know the social environment in which they work and to analyze it critically.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Relationship with other subjects of the same degree

No enrolment restrictions have been specified.

Other types of prerequisites

Previous and basic knowledge on social investigation techniques are necessary. Completion of the second-year subjects Quantitative Techniques and Qualitative Techniques is therefore required.

OUTCOMES

1309 - Degree in Labour Relations and Human Resources

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.
- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.
- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.
- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.
- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.
- Be able to learn independently and develop initiative and entrepreneurship.
- Be able to organise and plan.
- Be able to manage information and to write and formalise reports and documents.



- Be able to analyse, synthesise and reason critically.
- Be able to solve problems, apply knowledge to practice and develop motivation for quality.
- Be able to communicate orally and in writing.
- Be able to use new information and communication technologies.
- Be able to work in a team.
- Respect and promote the principles of fundamental rights, gender equality, equal opportunities and non-discrimination, democratic values and sustainability.
- Know and apply the principles of the professional code of ethics.
- Know the techniques of social investigation and labour audit.
- Be able to interrelate the knowledge from the different academic disciplines that analyse the work environment.
- Analyse and evaluate the factors that determine inequalities in the world of work.
- Be able to select and manage social and labour information and documentation.
- Be able to advise on and deal with occupational health and safety matters.
- Be able to perform analyses and make decisions regarding organisational structure and work organisation.
- Be able to advise and make decisions on human resource management concerning remuneration policy, personnel selection policy and staff design.
- Be able to apply social investigation techniques to the work environment.
- Be able to apply the different techniques of social and occupational evaluation and audit.

LEARNING OUTCOMES

The aim of this course is for students to acquire the knowledge, skills and abilities needed to design and develop a socio-occupational audit in the field of labour relations and human resources. This objective is achieved through the provision of knowledge on the contents of the socio-occupational audit and with different auditing methods and techniques and their application to the working situation. Therefore, students will receive a basic theoretical training combined with a highly practical education, being both perspectives continuous and complementary.

The following training objectives have been established in order to attain the general objective:

KNOWLEDGE:

- Show how socio-occupational audits can lead professionals to a better understanding of the problems and situations they face on a regular basis.



- Know and understand the issues that socio-occupational audits should cover.
- Know and understand the basic concepts of the socio-occupational auditing methodology.
- Understand the different phases of socio-occupational auditing and know how to face the processes needed to complete each of them.
- Learn the techniques applied to socio-occupational auditing and their areas of expertise within the company.

SKILLS:

- Work in teams, a characteristic aspect of the auditing process, and develop collaboration, consensus, conflict resolution skills and respect for the views of other members.
- Develop the ability to observe social reality and learn to distance themselves from prior judgment that organizes social experience in the daily life of the company.
- Learn to work independently by reading, searching for information, selecting materials, etc.
- Learn to argue and defend previous opinions.
- Present the results of an assignment in public, discuss them and listen to suggestions and criticisms provided by fellow students.
- Foster the capacity for critical reflection on social reality in which professionals perform their work.
- Develop attitudes and values which lead to an improvement in ethical behaviour within the development of the auditing process.

In order to achieve them, students will need to develop the following COMPETENCES: - Understand the concepts, characteristics and typology of socio-occupational auditing.

- Understand the legal framework and the applicable rules regarding auditing and its typology.
- Ability to identify and analyze the causes for an audit.
- Ability to identify elements, stakeholders and internal and external processes necessary for the auditing management.
- Ability to apply the methods, techniques and specific auditing tools in relation to the different areas audited.
- Ability to plan and design applied auditing models.
- Ability to give advice on the selection and implementation of auditing systems.



In short, the purpose of course is for students to discover the importance and need for assessing, monitoring and controlling professional performance; to become familiar with the basic concepts of the socio-occupational auditing methodology; to see it as a process; know the diversity of methods and techniques available for its completion and be capable of both carrying out a socio-occupational audit and interpreting it.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	5,00	0
Development of group work	35,00	0
Development of individual work	10,00	0
Study and independent work	5,00	0
Readings supplementary material	4,00	0
Preparing lectures	6,00	0
Preparation of practical classes and problem	9,00	0
Resolution of case studies	15,00	0
Resolution of online questionnaires	1,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching methodology will combine both theoretical and practical training activities; tutoring, and those that include study, assessment and both group and individual work.

The distribution of activities is as follows:

- Expository type activities: theoretical presentations, seminars and presentation of papers account for approximately 30% of the final grade, worth 1.8 credits.
- Practical activities: resolution of cases, classroom practices, IT applications, workshops and external activities account for approximately 25% of the final grade, worth 1.5 credits.
- Group work activities, study, individual work and assessment account for approximately 45% of the final grade, worth 2.7 credits.



The distribution of the activities is the following:

1) Theoretical contents:

Teachers will present the most relevant concepts for each topic, provide diagrams and ask questions that will be explained and worked on in class.

Students will prepare the class as follows:

- a. Reading the materials for each lesson in advance (as specified by the teacher).
- b. Extracting the fundamental concepts.
- c. Drafting the reports for said topics.

2) Practical contents:

Practical lessons will be participative in order to encourage communication between teacher and students and among students, and to promote responsibility in the learning process.

Practical work will be carried out in groups to encourage research, analysis and assimilation of information, and to foster relationships and share problems and solutions.

In addition to the practical activities related to thematic units proposed in some lessons, or practices related to the use of databases and software for data analysis, the major part of the practical activities will consist in a research group project presented in class. For the implementation of this project, students will have time to carry out field work outside the classroom.

3) Reading: The teacher will provide a list of research articles, both quantitative and qualitative, for students to choose one for reading and subsequent work. In addition, students must complete the information covered in class with the reading materials.

4) Seminars and activities. These seminars and activities are complementary to some lessons on the agenda.

Professionals and experts may attend lectures and round tables.

5) Tutorials. In addition to the tutorials used by students for consulting and doubts, there will be scheduled group tutorials in order to carry out a detailed monitoring of the various activities that comprise the learning process, and to facilitate the use of resources and tools needed to explore and develop new knowledge and skills.



EVALUATION

Evaluation criteria:

- a) The theoretical knowledge will have a weight in the final grade of the subject of 50%. This knowledge will be evaluated through a final test and the completion of a scientific test of some of the items on the agenda proposed by the teaching staff.
- b) The practical part of the subject (50%) will consist of carrying out practical activities proposed in the classroom (students will have to actively participate in practices, lectures, activities proposed by teachers) and in carrying out a course of audit -practical written work to be delivered at the end of the term.

To pass, the student will have to pass a minimum grade of 2.5 out of 5 in each of the two parts.

REFERENCES

Basic

- Del Bas, Emilio; Calvo, Ricard y García, María Ángeles (2015): Auditoría Sociolaboral: Teoría y práctica de una herramienta para la gestión de los RRHH., Editorial Tirant Lo Blanch, Valencia.
- Rodríguez; Juan A.; Aguado, Juli A. y Calvo, Ricard (2020): Técnicas de auditoria sociolaboral: Observar el futuro de las organizaciones en perspectiva. Valencia. Ed. Tirant

Additional

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ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

1. CONTINGUTS CONTENIDOS CONTENTS

Es mantenen els continguts de la guia docent original i es distribuïran segons els diferents tipus de sessions (presencials o per videoconferència síncrona).

Se mantienen los contenidos de la guía docente original y se distribuirán según los diferentes tipos de sesiones (presenciales o por videoconferencia síncrona).

Contents of the original teaching guide will be maintained and distributed according to the different types of sessions (face-to-face or synchronous videoconferencing).

2. VOLUM DE TREBALL I PLANIFICACIÓ TEMPORAL DE LA DOCÈNCIA

Es mantenen les activitats i volum de treball de la guia docent original. La planificació de sessions s'especificarà a principi de curs.

Se mantienen las actividades y volumen de trabajo de la guía docente original. La planificación de sesiones se especificará a principio de curso.

The activities and volume of work of the original teaching guide will be maintained. The planning of sessions will be specified at the beginning of the season.

3. METODOLOGIA DOCENT METODOLOGÍA DOCENTE TEACHING METHODOLOGY



PER A TOT L'ESTUDIANTAT

Només assignatures de segon i tercer:

- Se seguiran classes per videoconferència síncrona
- Es realitzaran presencialment les activitats pràctiques i tutories col·lectives establertes en la guia docent.

Totes les assignatures:

- Les tutories individuals seran preferentment virtuals.
- En cas que la situació sanitària impose que la totalitat de la docència es desenvolupe online, es substituiran totes les sessions per pujada de materials a Aula virtual, videoconferència síncrona o transparències locutades. En el cas de les activitats pràctiques, es garantirà la interacció amb estudiantat mitjançant videoconferència o fòrum o chat en aula virtual. Donat el cas, les adaptacions corresponents seran comunicades a través de l'aula virtual per l'equip docent de l'assignatura.

PER A ESTUDIANTAT VULNERABLE O AFECTAT

S'adaptarà la metodologia a les següents activitats no presencials (seleccionar):

- Seguir classes per videoconferència síncrona
- Treballs individuals assignats
- Tutoria per videoconferència
- Desenvolupament de projecte individual
- Altres (especificar)

PARA TODO EL ESTUDIANTADO

Sólo asignaturas de segundo y tercero:

- *Se seguirán clases por videoconferencia síncrona*
- *Se realizarán presencialmente las actividades prácticas y tutorías colectivas establecidas en la guía docente.*



Todas las asignaturas:

- Las tutorías individuales serán preferentemente virtuales.

En caso de que la situación sanitaria imponga que la totalidad de la docencia se desarrolle online, se sustituirán todas las sesiones por subida de materiales en Aula virtual, videoconferencia síncrona o transparencias locutadas. En el caso de las actividades prácticas, se garantizará la interacción con estudiantado mediante videoconferencia o foro o chat en aula virtual. Dado el caso, las adaptaciones correspondientes serán comunicadas a través del aula virtual por el equipo docente de la asignatura...

PARA ESTUDIANTADO VULNERABLE O AFECTADO

Se adaptará la metodología a las siguientes actividades no presenciales (seleccionar):

- Seguir clases por videoconferencia síncrona
- Trabajos individuales asignados
- Tutoría por videoconferencia
- Desarrollo de proyecto individual
- Otros (especificar)

FOR ALL STUDENTS

Only matters of second and third course:

- Synchronous videoconferencing
- Practical activities and collective tutorials in face to face sessions.

If sanitary situation imposes that all classes must be on-line, all sessions will be substituted for (select): materials in virtual Classroom, synchronous videoconferencing or registered presentations. Practical activities will guarantee the interaction with students by videoconference, forum or chat in virtual classroom. Teachers will communicate these adaptations through virtual classroom.

FOR VULNERABLE OR AFFECTED STUDENTS

Methodology will be adapted to the following activities no face-to-face (select):

- Synchronous videoconferencing
- Individual works



- *Tutorials through videoconference*
- *Individual projects*
- *Others (specify)*

4. AVALUACIÓ EVALUACIÓN EVALUATION

Es mantenen els criteris de la guia docent quant a la ponderació de l'avaluació de cada tipus d'activitat. En cas d'estudiantat vulnerable o afectat, la proporció de qualificació de les activitats de grup avaluables es traslladarà a activitats individuals.

En cas que la situació sanitària impose que la prova final es desenvolupe online, es proposarà una avaluació per la següent modalitat (seleccionar):

- Addició d'activitats d'avaluació continua.

Se mantienen los criterios de la guía docente en cuanto a la ponderación de la evaluación de cada tipo de actividad. En caso de estudiantatdo vulnerable o afectado, la proporción de calificación de las actividades de grupo evaluables se trasladará a actividades individuales.

En caso de que la situación sanitaria imponga que la prueba final se desarrolle online, se propondrá una evaluación por la siguiente modalidad (seleccionar):

- Adición de actividades de evaluación continúa.

The criteria of the teaching guide will be maintained regarding the estimation of each type of activity. For vulnerable or affected students, group activities qualification will be considered in individual activities.

In case that the sanitary situation impose that the final proof should be developed on-line, an evaluation by the following modality will be done(select):

- *Addition of activities of continuous evaluation.*



5. BIBLIOGRAFIA

Es manté la bibliografia existent en la guia. Si la situació sanitària imposa tancament de biblioteques, es facilitarà material de suport a través de l'aula virtual.

Se mantiene la bibliografía existente en la guía. Si la situación sanitaria impone cierre de bibliotecas, se facilitará material de apoyo a través del aula virtual.

The bibliography of the guide will be maintained. If the sanitary situation imposes shutdown of libraries, teachers will facilitate materials of support in virtual classroom.