



### COURSE SPECIFICATION

Course code	full-time studies	<b>Z-ZB-E-509a</b>
	part-time studies	-
Course title in English	<b>Audit and Personel Risk</b>	
Course title in Polish	<b>Audyt i ryzyko personalne</b>	
Valid from academic year	<b>2025/2026</b>	

### PLACEMENT IN THE TEACHING PROGRAM

Programme of study	<b>BUSINESS MANAGMENT</b>
Level of education	<b>1<sup>st</sup> degree</b>
Studies profile	<b>academic</b>
Form and mode of study	<b>full-time programme</b>
Scope	<b>risk management</b>
Academic unit responsible for the course	<b>Department of Management and Organization</b>
Course coordinator	<b>dr Anna Sołtys</b>
Approved by	<b>dr hab. inż. Dariusz Bojczuk, prof. uczelni</b>

### GENERAL CHARACTERISTIC OF THE COURSE

Teaching block		<b>Specialist subject</b>
Course status		<b>Obligatory</b>
Language of instruction		<b>English</b>
Semester of delivery	full-time studies	<b>Semester V</b>
	part-time-studies	-
Prerequisites		<b>Management and Organization, Human Resources Management, Management methods and techniques</b>
Exam (YES/NO)		<b>NO</b>
ECTS		<b>2</b>

Method of conducting classes		lecture	classes	laboratory	project	other
Number of hours per semester	full-time	<b>15</b>			<b>15</b>	
	part-time					



### LEARNING OUTCOMES

Category	Outcome code	Course learning outcomes	Reference to the directional learning effect
Knowledge	W01	The student has knowledge about organizational behavior, which he can take into account when creating indicators, tools and procedures for personnel audit in an enterprise.	ZB1_W03 ZB1_W05 ZB1_W07
	W02	The student knows ethical and legal standards regulating relations between employees and between the enterprise and its employees, especially in the field of creating a friendly and effective workplace.	ZB1_W08
	W03	The student has knowledge of methods and techniques related to personnel audit and personnel risk management at the operational and strategic level.	ZB1_W07
Skills	U01	The student is able to use knowledge in the field of conducting a personnel audit to make organizational decisions and solve company problems.	ZB1_U02 ZB1_U07
	U02	The student has the skills to independently plan and perform audit tests and create a recommendation system. Is able to prepare and present the obtained results in the form of a report.	ZB1_U11
	U03	The student has the ability to act and design solutions in accordance with legal and ethical standards.	ZB1_U10
Social competences	K01	The student is able to cooperate in the preparation of projects in the field of personnel audit and minimization of personnel risk, including the creation of appropriate policies, procedures and tools.	ZB1_K03
	K02	The student acquires and improves knowledge about indicators, tools and procedures of personnel audit and minimization of personnel risk in order to effectively make organizational decisions.	ZB1_K05
	K03	The student is able to responsibly carry out tasks in accordance with the rules applicable in the team.	ZB1_K07

### COURSE CONTENT

Method of conducting classes	Course content
lecture	Audit of the personnel function - functions, goals, scope, tools (psychological support, work-life balance activities, Corporate Wellbeing, helpline, whistleblower institution, ethics teams. Risk areas (employee rotation and fluctuation, dysfunctional behavior, pathological, burnout and bore out phenomena), KPI indicators - result and efficiency, work efficiency analysis. Employer's liability for mobbing, discriminatory and sexual harassment actions. Policy and anti-mobbing and anti-discrimination procedures. Employee responsibility under labor law. Elements supporting personnel policy in the field of competence and talent management. The role and importance of monitoring employee satisfaction.
project	Preparing, individually or in a group, a project in the field of anti-mobbing and anti-discrimination policy or competence/talent development/Corporate Wellbeing programs.

### METHODS FOR VERIFYING LEARNING OUTCOMES

Outcome	Learning outcomes verification methods
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code	Oral examination	Written examination	Test	Project	Report	Other
W01			X			
W02			X			
W03			X			
U01				X		
U02				X		
U03				X		
K01				X		
K02				X		
K03				X		

### FORM AND CONDITIONS OF ASSESSMENT

Form of classes	Assessment type	Assessment Criteria
lecture	Credit with grade	Obtaining at least a 50% from written test
project	Credit with grade	Obtaining at least a satisfactory grade for an individual or group project

### STUDENT WORKLOAD

ECTS Balance							
No.	Activity type	Student workload					Unit
		full-time					
1.	Scheduled contact hours	W	C	L	P	S	h
		15			15		
2.	Other (consultations, exams)	2			2		h
3.	Total number of contact hours	34					h
4.	Number of ECTS credits for contact hours	1,4					ECTS
5.	Number of hours of independent student work	16					h
6.	Number of ECTS points that a student obtains through independent work	0,6					ECTS
7.	Workload related to practical classes	25					h
8.	Number of ECTS credit points which a student receives for practical classes	1,0					ECTS
9.	Total number of hours of a student's work	50					
10.	ECTS credits for the course <i>1 1 ECTS credit =25 student learning hours</i>	2					ECTS

W - LECTURE C - CLASSES L - LABORATORY P- PROJECT S - SEMINAR



### READING LIST

1. Holistic Management Of Employee Risk (HoMER), (2012), PA Consulting Group, NPSA, <https://www.npsa.gov.uk/system/files/documents/npsa-holistic-management-of-employee-risk-homer-guidance-jun24.pdf>
2. Risk Assessment For Personnel Security, (2009), CPNI, <https://gisf.ngo/wp-content/uploads/2014/09/0601-CPNI-2009-Risk-assessment-for-personnel-security-a-guide.pdf>
3. Personal Risk Management, [https://cdnsm5-ss16.sharpschool.com/UserFiles/Servers/Server\\_413168/File/Parents%20and%20Students/Memorial%20Textbook%20Links/Chapter\\_6.pdf](https://cdnsm5-ss16.sharpschool.com/UserFiles/Servers/Server_413168/File/Parents%20and%20Students/Memorial%20Textbook%20Links/Chapter_6.pdf)