



Information about the subject

Degree: Bachelor of Science Degree in Criminology

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 1302023 **Name:** Human Resources and Occupational Hazards

Credits: 6,00 **ECTS Year:** 4 **Semester:** 2

Module: Elective itineraries

Subject Matter: Technical-legal itinerary **Type:** Elective

Department: -

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:

130OP05 Francisco Ibor Asensi (**Responsible Lecturer**)

francisco.ibor@ucv.es



Module organization

Elective itineraries

Subject Matter	ECTS	Subject	ECTS	Year/semester
Technical-legal itinerary	60,00	Applied Statistics	6,00	This elective is not offered in the academic year 23/24
		Directive and Negotiation Skills	6,00	This elective is not offered in the academic year 23/24
		Economic Crimes	6,00	This elective is not offered in the academic year 23/24
		Environmental Criminology	6,00	This elective is not offered in the academic year 23/24
		Human Resources and Occupational Hazards	6,00	4/2
		Judicial Police	6,00	This elective is not offered in the academic year 23/24
		Medical Law and Healthcare Legislation	6,00	This elective is not offered in the academic year 23/24
		Research Techniques for Missing Individuals	6,00	4/2



Technical-legal itinerary		-Road Safety. Factors of Accident Rate. Investigation and Prevention of Accidents	6,00	This elective is not offered in the academic year 23/24
		Technological Crimes	6,00	This elective is not offered in the academic year 23/24
Medical and calligraphic expertise itinerary	54,00	Arsons and Criminal Investigation	6,00	This elective is not offered in the academic year 23/24
		Documentoscopy. Calligraphic Expertise	6,00	This elective is not offered in the academic year 23/24
		Expert Intervention. Criminological Report	6,00	4/1
		Legal Medicine in the Workplace	6,00	This elective is not offered in the academic year 23/24
		Medical and Surgical Physiopathology	6,00	This elective is not offered in the academic year 23/24
		Physical damage	6,00	This elective is not offered in the academic year 23/24
		Thanatology	6,00	This elective is not offered in the academic year 23/24
		Toxicology and Drug Dependence	6,00	This elective is not offered in the academic year 23/24



Psycho-social and private security itinerary	72,00	Communication and Negotiation	6,00	This elective is not offered in the academic year 23/24
		Direction and Management of Security Businesses	6,00	This elective is not offered in the academic year 23/24
		Discrimination and Gender Violence	6,00	This elective is not offered in the academic year 23/24
		Forensic Anthropology	6,00	This elective is not offered in the academic year 23/24
		Forensic Paediatrics	6,00	This elective is not offered in the academic year 23/24
		Pedagogy	6,00	This elective is not offered in the academic year 23/24
		Planning and Management of Security. Techniques and Tools	6,00	4/2
		Psychography	6,00	This elective is not offered in the academic year 23/24
		Psychology of Testimony	6,00	4/2
		Risk Analysis. Project of Comprehensive Safety	6,00	4/1



Psycho-social and
private security
itinerary

Social Intervention
Networks and Situational
Prevention

6,00

This elective is not
offered in the
academic year
23/24

Social Work

6,00

This elective is not
offered in the
academic year
23/24

Recommended knowledge

Not required.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Understanding the concepts related to the competencies and skills needed to carry out managerial functions in companies.
- R2 Analysis of HRM to People Management.
- R3 Planning and designing positions.
- R4 Analyzing the search and selection of people.
- R5 Understanding training and development.
- R6 Assessing performance and pay.
- R7 Understanding motivation and quality of life at work.
- R8 Knowledge of the work-life balance models.
- R9 Studying the conciliation of family and work life.
- R10 Knowledge of social responsibility and risk prevention in the workplace.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	Showing a command and understanding of knowledge in an area of study that is based on the general secondary education and that is usually at a level that implies the support on advanced textbooks but also the inclusion of knowledge from the cutting edge of their field of study.				X
CB2	Being able to apply their knowledge to their jobs or vocational activities professionally and holding the competences that are demonstrated through the elaboration and defence of arguments as well as the solution of problems within their area of study.				X
CB3	The ability to gather and interpret relevant data (normally within their area of study) so as to make judgements that include a reflection on relevant social, scientific or ethical issues.			X	
CB4	Being able to convey information, ideas, problems and solutions to a specialised or non-specialised public.				X
CB5	Having developed the learning abilities necessary to pursue postgraduate studies with a high degree of autonomy.				X
GENERAL		Weighting			
		1	2	3	4
CG1	Understanding and integrating the different theories and scientific knowledge developed by Social, Legal and Behavioural Sciences through a critical lens in order to understand the sociocultural and personal context of all the elements that integrate the crime sphere.				X
CG2	Being able to assess the complexity and diversity of the criminal phenomenon in a global context.			X	
CG4	The capacity for teamwork and efficient collaboration with other professionals from the different areas of criminology through negotiation and consensus.				X



CG5	The capacity to obtain and manage efficiently the information from the scientific literature, specialised journals, databases and other sources.				X
CG6	The capacity to establish explanatory hypotheses, using predictive and operative relationships that offer responses to the criminal phenomenon in a criminological context.		X		
CG7	The capacity to take decisions and to design programs and strategies for both prevention and treatment of the criminal phenomenon.				X
CG9	Knowing the key concepts and theoretical approaches developed about the criminal phenomenon, the victimisation and responses to crime and deviation				X
CG11	Being able to apply techniques and procedures for the resolution of criminological problems and decision-making in the area of Criminology.				X
CG12	The capacity to analyse and synthesize relevant data within the area of Criminology in order to make judgements that include a reflection on relevant social, scientific or ethical issues.				X
CG14	Knowing and understanding psychological, sociological, legal, and technical language necessary for a good command of criminological concepts.			X	
CG15	The commitment to developing and keeping updated their own competencies, skills and knowledge following the standards of the profession.				X
CG16	Oral and written communication skills in the native language with regards to Criminological Science in order to present, circulate and validate the outcomes of criminological and criminalistic research both through scientific development and through the proposal of specific policies and lines of action.				X

SPECIFIC		Weighting			
		1	2	3	4
CE2	Knowing the social basis of norms, fundamental values of Law, their origin, organization, functioning, and application in the recognition of fundamental rights, public liberties and others enshrined in our legal system.				X



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CE9	The capacity to argue and describe different viewpoints, being able to debate about them in a logical and coherent manner, presenting the conclusions in an adequate academic format on the topics of criminal policy, victimisation, criminalisation, and responses to deviation and crime, as well as their perception and interpretation in the media, by the public and in official reports.			X
CE11	Understanding, from an integrating perspective, of the scientific nature of Criminology and its objective, as well as of the multidisciplinary complexity of criminological science.	X		
CE12	Understanding of the phenomenon of delinquency in the fields of IT, labour, social security, image and honour, patents and trademarks as well as the strategies for investigating these crimes and knowledge of the regulations.		X	
CE13	The capacity to design an empirical research project that involves the application of quantitative and qualitative techniques, the use of published data sources, statistic analyses and interpretation of results obtained.	X		
CE14	Understanding the basic principles of the criminal phenomenon, its spatial, cultural, social, economic, legal, political, labour, and anthropological dimensions.	X		



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	40,00%	Analysis and resolution of case studies.
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	40,00%	Attendance and participation in class.
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	20,00%	Exam or objective test to measure obtained competences.

Observations

To add the percentages, it is essential to pass each and every one of the assessment instruments. Failure to comply with the rules and deadlines for carrying out the different activities of the course will invalidate the work and will not be qualified.

An Honor Degree will be awarded for every 20 students.

It will be ESSENTIAL to pass the subject, passing the exam with a rating of 5 out of 10 in both calls.

criteria FOR GRANTING A DISTINCTION OF HONOR:

At the discretion of the teacher may be granted an honors degree for every 20 students (not for fraction of 20; except for the first 20 students).

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	20,00%	Final test and/or final work
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	40,00%	Participation in programmed activities
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	40,00%	Presentation of works and projects

Observations

Explicitar criterios concretos señalados para la asignatura y facultad a la que se adscribe el título y de acuerdo con la normativa general que indica que sólo se puede dar una matrícula de honor por cada 20 alumnos no por fracción de 20, con la excepción del caso de grupos de menos de 20 alumnos en total, en los que se puede dar una matrícula.

To add the percentages, it is essential to pass each and every one of the assessment instruments.



Failure to comply with the rules and deadlines for carrying out the different activities of the course will invalidate the work and will not be qualified.

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MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- | | |
|----|--|
| M1 | Presentation of contents by the teacher, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the classroom. |
| M2 | Specific instructions about group and individual assignments for each topic. |
| M3 | Group work sessions supervised by the teacher. Study of legal cases, both real and fictitious, analysis, diagnosis, problems, field study, computer room, visits, data search, libraries, network, Internet, etc. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment. |
| M4 | Application of interdisciplinary knowledge. |
| M5 | Supervised monographic sessions with shared participation |
| M6 | Personalized attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the objective of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc. |
| M7 | Set of oral and/or written tests used in the initial, formative or summative evaluation of the student. |



- M8 Group preparation of readings, assumptions and problem -olving to present, discuss or deliver in class or tutorial.
- M9 Student's study: Individual reading preparation, case studies, jurisprudence. Writings and papers to be presented or delivered in the classes or tutorials.
- M17 Expository Method /Master Class
- M18 Exercise and problem solving
- M19 Case method
- M20 Course works and tasks
- M21 Project-oriented learning
- M22 Guided Practice through debates, resolution of problems and exercises in the virtual classroom.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
In-person class M1	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	20,00	0,80
Practical class M3	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	25,00	1,00
Seminar M5	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	2,50	0,10
Group work presentation M8	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	5,00	0,20
Tutorial M6	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	5,00	0,20
Evaluation M7	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	2,50	0,10
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group work M8	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	30,00	1,20
Individual work M9	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	60,00	2,40
TOTAL		90,00	3,60



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Master Class M17	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	15,00	0,60
Practical activity M18	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	25,00	1,00
Tutorial M21	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	10,00	0,40
TOTAL		50,00	2,00

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual or group work of students M20	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	90,00	3,60
Activities through virtual resources M18	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	2,50	0,10
Access and research on complementary contents M22	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	5,00	0,20
Individual study M20	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	2,50	0,10
TOTAL		100,00	4,00



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
HUMAN RESOURCES	The human resources in the company.
PLANNING HUMAN RESOURCES	Planning and human resources.
JOBS DESCRIPTIONS	Jobs descriptions and valuation.
JOBS SELECTIONS	The job selection process.
CURRICULUM VITAE	The Curriculum Vitae.
ORGANIZATION CHART	The organization chart.
LIDERSHIP	Lidership in human resource management.
EMPLOYMENT CONTRACT	The employment contract.
MODIFICATIONS EMPLOYMENT CONTRACT	Modifications of the employment contract.
DISMISSAL	The dismissal.
REPRESENTATION OF THE WORKERS	The representation of the workers in the comapany.
COACHING	Perfomance management and coaching.
HEALTH AND SAFETY MEASURES	Legal regulations on health and safety measures
EMPLOYER'S DUTIES	Employer's duties on heath and safety.
MEDICAL SAFETY MESURES	Medical safety mesures by employers.



WORKERS RIGHT

Workers right and obligations on health and safety measures.

REVIEW RISK ASSESSMENT

Review the risk assessment.

INSST / INVASSAT

Public Safety and Health organisation at work, INSST / INVASSAT.



Temporary organization of learning:

Block of content	Number of sessions	Hours
HUMAN RESOURCES	2,00	4,00
PLANNING HUMAN RESOURCES	2,00	4,00
JOBS DESCRIPTIONS	2,00	4,00
JOBS SELECTIONS	2,00	4,00
CURRICULUM VITAE	1,50	3,00
ORGANIZATION CHART	1,00	2,00
LIDERSHIP	2,00	4,00
EMPLOYMENT CONTRACT	1,00	2,00
MODIFICATIONS EMPLOYMENT CONTRACT	2,00	4,00
DISMISSAL	2,00	4,00
REPRESENTATION OF THE WORKERS	1,50	3,00
COACHING	1,00	2,00
HEALTH AND SAFETY MEASURES	1,00	2,00
EMPLOYER'S DUTIES	2,00	4,00



MEDICAL SAFETY MESURES	2,00	4,00
WORKERS RIGHT	2,00	4,00
REVIEW RISK ASSESSMENT	2,00	4,00
INSST / INVASSAT	1,00	2,00

References

Basic bibliography

- PATRICIO JIMENEZ, DANIEL, *Manual de Recursos Humanos*, 3ª ed., Madrid, ESIC, 2016.
- IGARTUA MIRÓ, MARIA TERESA, *Sistema de Prevención de Riesgos Laborales*, 5ª ed., Madrid, Tecnos, 2020.
- GOLEMAN, DANIEL (Coordinador), *Sinopsis de Inteligencia Emocional*, 1ª ed., Barcelona, Reverte, 2021.

Complementary bibliography

- POQUET CATALA, RAQUEL, *Derechos y obligaciones de los trabajadores en materia de prevención de riesgos laborales*, Albacete, Bomarzo, 2015.
- ALFONSO MELLADO, CARLOS L., *Prevención de Riesgos Laborales y Accidente de trabajo en la Ley Reguladora de la Jurisdicción Social*, Albacete, Bomarzo, 2011.