



Australian Government

Department of Education, Employment and Workplace Relations

BSBHRM401A Review human resources functions

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas.</p> <p>This is a foundation unit for any person wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals requiring a broad knowledge of human resources functions. It is not assumed that individuals at this level would have responsibility for supervising the work of others. However it is assumed that as a human resources practitioner, their work will support effective work practices across the organisation.</p> <p>The unit requires a broad understanding of human resources functions, associated policy frameworks and the administrative requirements to support these functions and policies.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research human resources functions	<ul style="list-style-type: none">1.1. Clarify human resources issues for review and document scope of review1.2. Identify local, state/territory, national and international human resources networks for human resources professionals1.3. Identify information sources for human resources data and information1.4. Select a research strategy suitable to the topic1.5. Consult with relevant personnel1.6. Undertake research1.7. Review research findings
2. Review policy and procedures frameworks	<ul style="list-style-type: none">2.1. Locate policies and procedures relevant to the research topic2.2. Analyse strengths and weaknesses of policies and procedures2.3. Consider legislation, regulations and standards that apply to the policies and procedures and the research topic
3. Apply ethical framework	<ul style="list-style-type: none">3.1. Review ethical requirements associated with the human resources function under review3.2. Consider ethical obligations of human resources personnel working in the area under review3.3. Document behaviours associated with working ethically in the area under review
4. Report on research outcomes	<ul style="list-style-type: none">4.1. Collate, analyse and document key findings of the review4.2. Write report on outcomes of research4.3. Develop recommendations for future activity

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- judgement and decision making skills to review ethical and policy frameworks and to recommend suggested improvements
- literacy skills to research an issue and to write a clear and legible report which documents key issues coherently.

Required knowledge

- human resources functions and policy frameworks
- legal and compliance requirements for working in human resources
- roles and responsibilities of human resources practitioners.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- research report which reviews human resources functions and evidences understanding of the requirement for good policy and ethical approaches
- knowledge of legal and compliance requirements for working in human resources.

Context of and specific resources for assessment

Assessment must ensure:

- examples of human resources policies and files on performance feedback, disputes and grievances, workers compensation and leave applications.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment of written report on outcomes of research
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations on human resources function/s being reviewed
- oral or written questioning to assess knowledge of human resources function/s being reviewed and policy frameworks
- evaluation of research undertaken
- review of documentation analysing the strengths and weaknesses of policies and procedures
- review of documentation of behaviours associated with working ethically in the area under review.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other units from the Certificate IV in Human Resources.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Human resources issues</i> may include:	<ul style="list-style-type: none"> • change management • employee assistance programs • human resources information systems (HRIS) • industrial relations • learning and development • occupational health and safety (OHS) • performance management • rehabilitation and return to work schemes • remuneration • selection and recruitment • succession planning
<i>Research strategies</i> may involve:	<ul style="list-style-type: none"> • interviews • literature searches of print and online resources • statistical analysis • surveys • websites
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • experienced human resources practitioners • training and development staff • managers and team leaders • industry experts or spokespersons
<i>Ethical requirements</i> may include:	<ul style="list-style-type: none"> • addressing improper behaviour • application of company values • Code of Conduct • confidentiality • principles such as fairness, respect, impartiality and integrity • reporting processes

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Human Resource Management
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Co-requisite units

Co-requisite units		