



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBHRM502A Manage human resources management information systems**

**Revision Number: 1**

## BSBHRM502A Manage human resources management information systems

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.</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

<b>Application of the unit</b>	<p>This unit applies to individuals with a well established, sound theoretical knowledge base in human resources management and human resources information systems (HRIS) who are proficient in using a range of specialised technical and managerial techniques to plan, carry out and evaluate their own work and/or the work of a team. They may or may not have staff who report to them but they are authorised to oversee the HRIS.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Identify human resources information requirements	1.1. Collect, collate and document <b>information requirements</b> of users 1.2. Identify communication processes to support user needs 1.3. Agree on information requirements and communication processes with users and relevant managers 1.4. Develop a <b>draft information systems management plan</b> with agreed review mechanisms, timeframe and criteria 1.5. Specify information requirements in a clear and concise manner 1.6. Ensure information requirements are consistent with organisational objectives and policies 1.7. Identify resources required to meet the information requirements within budget parameters
2. Select human resources information management system	2.1. Agree on selection criteria for the information management system with <b>relevant groups and individuals</b> 2.2. Ensure that selection criteria for the system has the capability to meet organisation's objectives, policies and budget parameters 2.3. Evaluate potential systems against the criteria 2.4. Undertake <b>cost benefit</b> and <b>risk analysis</b> in relation to the systems which meet the selection criteria 2.5. Establish preferences for system and provide selection report to senior managers 2.6. Ensure that preferred system is capable of being customised to meet organisation and user requirements
3. Implement human resources information system	3.1. Develop implementation plan with users, other relevant groups and individuals 3.2. Confirm implementation plan's roles and responsibilities with individuals and groups involved 3.3. Assign resources to meet implementation plan timeframe, quality and other objectives 3.4. Modify implementation schedule to resolve any problems arising 3.5. Ensure groups and individuals contribute to implementation in accordance with plan objectives

ELEMENT	PERFORMANCE CRITERIA
4. Monitor and evaluate performance of human resources information system	<ul style="list-style-type: none"><li>4.1. Monitor information system performance and prepare performance reports</li><li>4.2. Obtain feedback from users about the system</li><li>4.3. Benchmark system performance against other systems, and latest trends and developments</li><li>4.4. Analyse performance gaps and current strategies and introduce improvements</li></ul>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- literacy skills to write specifications for systems
- people management skills to work with contractors or staff who will be implementing the HRIS
- planning and organising skills to transition the HRIS
- technology skills to ensure suitability of software for organisational requirements.

#### Required knowledge

- monitoring, measuring and evaluation techniques for a range of human resource management functions
- procurement procedures, including preparation of a technical brief
- types of HRIS that are available and their respective capabilities and limitations.

## 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:

- assessment of written reports on HRIS specification, selection and implementation
- implementation plan for an HRIS and associated management skills to oversee transition and implementation of a new HRIS
- knowledge of the types of HRIS available and their respective capabilities and limitations.

#### Context of and specific resources for assessment

Assessment must ensure:

- access to appropriate documentation and resources normally used in the workplace.

#### 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 reports on HRIS implementation
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of documentations about user information requirements
- oral or written questioning to assess knowledge of HRIS capabilities
- evaluation of implementation plan
- review of documentation outlining feedback from users about the system.

#### 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 Diploma of Human Resource Management.

## 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.

<b><i>Information requirements</i></b> include:	<ul style="list-style-type: none"> <li>• career development</li> <li>• employee relations and industrial relations</li> <li>• employee support</li> <li>• human resources development</li> <li>• legislative requirements</li> <li>• organisational development</li> <li>• performance management</li> <li>• recruitment, selection and induction</li> <li>• re-deployment of employees</li> <li>• termination of employees</li> <li>• workforce planning</li> </ul>
<b><i>Draft information systems management plan</i></b> includes:	<ul style="list-style-type: none"> <li>• proposed system objectives, methods of management, timeframes and other criteria</li> <li>• specification of system requirements for the purposes of selecting appropriate systems to manage the information</li> </ul>
<b><i>Relevant groups and individuals</i></b> means:	<ul style="list-style-type: none"> <li>• all those who have a role in the implementation of policies, procedures or decisions and/or are affected by their implementation</li> </ul>
<b><i>Cost benefit analysis</i></b> means:	<ul style="list-style-type: none"> <li>• calculation to determine whether the results/outcomes of a particular course of action are sufficient to justify the costs and risks in taking that action</li> </ul>
<b><i>Risk analysis</i></b> means:	<ul style="list-style-type: none"> <li>• determination of the likelihood of a negative event preventing the organisation meeting its objectives and the likely consequences of such an event on organisational performance</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Workforce Development - Human Resource Management
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## Co-requisite units

<b>Co-requisite units</b>		