DEFGEN016 Administer personnel

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.
	This unit supersedes and is equivalent to DEFCM306A Administer personnel.
	• Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 1.2 and 1.9 revised • Element 1 reworded

Application

This unit describes the skills required to administer personnel. The application of this unit in the workplace includes supervising a designated team of personnel in their administration and compliance with organisational administrative policy and procedures. It includes aspects of supervising personnel readiness for work, welfare, entitlements, discipline and competency.

Supervisors may be at the middle to senior line-management level or junior management level. The number of personnel being administered will vary greatly but will usually be ten to thirty personnel.

This unit applies to those leading and managing others in an operational environment where the normal access to a personnel administrative support network is not available.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, with supervising responsibilities. They would perform complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Ensure personnel readiness	1.1 Obtain detailed knowledge of personnel information to enable an appreciation of individual circumstances. 1.2 Access information about readiness requirements from organisational information systems. 1.3 Monitor accessible information to ensure the state of personnel readiness is known. 1.4 Inform personnel of their readiness obligations to the organisation to ensure compliance through self-management. 1.5 Gather and review readiness records and documentation to determine personnel progress with readiness maintenance requirements. 1.6 Plan and implement opportunities to maintain personnel readiness. 1.7 Seek technical advice on readiness policy and procedure to enable administrative actions. 1.8 Report information on personnel readiness to designated authorities including specific information on and strategies planned to address personnel who are 'not ready'. 1.9 Implement administrative actions for personnel identified as permanently 'not ready'. 1.10 Identify personnel entitled to readiness waivers by designated authorities. 1.11 Compile and submit waiver documentation for consideration.
2. Administer personnel entitlements	2.1 Obtain and review organisational policies and procedures relevant to personnel entitlements using information systems. 2.2 Identify entitlements against personnel individual circumstances using personnel information. 2.3 Access entitlement application forms to be completed by personnel and provide general instructions and guidance to personnel. 2.4 Monitor progress of entitlement applications to ensure timely and efficient handling by the administrative stream of the organisation.
3. Ensure personnel welfare	3.1 Inform personnel of welfare requirements specific to their employment, and of welfare support services available to them. 3.2 Maintain welfare related documentation.

	3.3 Respect religious preferences and, where suitable to organisational requirements, facilitate opportunities to participate in religious events.
4. Administer personnel discipline	4.1 Communicate standards of organisational discipline to personnel in order to promote appropriate behaviour and conduct.
	4.2 Recognise and respond to behaviour in contradiction of organisational disciplinary standards.
	4.3 Take organisational discipline administrative actions in response to significant breaches of organisational policies and procedures or disciplinary standards.
	4.4 Counsel personnel to improve behaviour of and compliance with disciplinary standards.
	4.5 Monitor own behaviour in order to ensure conduct is in accordance with organisational policies and procedures or disciplinary standards.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

Learning					Reading					Writing					Oral communication					Numeracy NA				
1	2	3	4	**5**	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	4	5

Performance variables:

Support					Context					Text complexity					Task complexity				
1	2	3	4	**5**	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFCM306A Administer personnel.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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