



Australian Government

HLTAHW070 Manage human resources

Release: 2

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Modification History

Release	Comments
Release 2	<p>Updated:</p> <ul style="list-style-type: none"> • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards <p>Equivalent outcome.</p>
Release 1	<p>This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.</p>

Application

This unit describes the required skills and knowledge to promote the development and effective use of workers as a resource for the community and organisation.

This unit applies to senior Aboriginal and/or Torres Strait Islander Health Workers overseeing clinical aspects of the delivery of primary health care services and/or managing the overall delivery of primary health care services and programs to Aboriginal and/or Torres Strait Islander clients and communities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Manage workforce

1.1 Identify and document staffing resource needs

1.2 Discuss staffing resource needs with work group and supervisor/s

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

	1.3 Advise management of resource needs
	1.4 Allocate available resources according to program needs
	1.5 Recruit staff as required by organisational needs
	1.6 Develop staff performance plans
	1.7 Review staff performance in consultation with line managers
2. Promote good employee relations	2.1 Inform workers of their industrial rights
	2.2 Identify and consult industrial parties
	2.3 Provide workers with access to grievance procedures
	2.4 Ensure workers' conditions reflect award and organisational requirements
3. Ensure staff have access to required training and development	3.1 Discuss training and development needs with workers and assess against projected programs
	3.2 Establish availability of training
	3.3 Determine appropriateness of training in consultation with key people, the community and other workers
	3.4 Provide training within resource constraints

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>