AHCBUS501 Manage staff

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage staff.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine employment requirements	1.1 Identify tasks and conditions under which performance occurs 1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions, 1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 1.4 Negotiate enterprise agreements and contracts of employment,
2. Manage workforce	2.1 Develop induction programs for each employee consistent with

Element	Performance criteria
performance	legislative requirements
	2.2 Clarify and establish terms of engagement for consultants and contractors
	2.3 Conduct induction programs for new internal and external appointees and establish appropriate records
	2.4 Develop and implement strategies for communicating with workers
	2.5 Develop and implement performance management strategies
	2.6 Develop and implement strategies to resolve disputes and conflicts
	2.7 Identify and follow processes for the termination of non-performing staff
3. Implement work health and safety priorities and procedures	3.1 Develop and communicate safety policies
	3.2 Identify and design safe work practices for the enterprise
	3.3 Communicate and enforce safe work practices
	3.4 Involve all members of staff in hazard identification and risk assessment
	3.5 Induct new staff into the work health and safety system
4. Support workforce training programs	4.1 Develop strategies to identify and address skill and knowledge gaps
	4.2 Provide on-job training to optimise worker performance and ensure safety and fairness in the workplace
	4.3 Identify off-job training requirements and source and support training
5. Manage administrative support	5.1 Implement procedures for the administration of staff records
	5.2 Implement administrative procedures to meet legislated requirements

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS501A Manage staff.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72