



**Australian Government**

# **Assessment Requirements for AHCBUS605 Manage human resources**

**Release: 1**

# Assessment Requirements for AHCBUS605 Manage human resources

## Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

## Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- implement strategies for personal development and appropriate self-management
- identify skill requirements and prepare task descriptions
- arrange employment of workforce members
- support career and professional development of workforce members
- implement work health and safety priorities and procedures
- manage administration of staff records
- review labour productivity.

## Knowledge Evidence

The candidate must demonstrate knowledge of:

- personal development
- time management
- task descriptions and person specifications
- equal opportunity and Equal Employment Opportunity legislation
- work health and safety legislation
- relevant industrial awards
- employee induction programs
- interviewing strategies and protocols
- works compensation instance and superannuation
- contracts of employment
- unfair dismissal legislation.

## Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>