



Australian Government

Assessment Requirements for AMPX423 Supervise new recruits

Release: 1

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Modification History

| Release | TP Version | Comment |
|---------|------------|-----------------|
| 1 | AMPv1.0 | Initial release |

Performance Evidence

The candidate must supervise new recruits. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- establish effective relationships with new recruits in the nominated work area
- apply appropriate communication skills to manage conflict and facilitate resolution of issues, disagreements or disputes
- apply interpersonal skills including appropriate questioning, listening and feedback techniques
- maintain currency of knowledge and techniques through informal learning, regular professional development or personal research
- foster effective teamwork by recognising and utilising individual strengths
- ensure that appropriate behaviours and procedures are consistently observed by all personnel in the work area
- ensure that new recruits have adequate opportunity to learn, apply and practice new skills and knowledge
- ensure availability of relevant and appropriate information describing behaviour and performance expectations for new recruits; this includes information on policies and procedures, corporate values, and production targets or work outcomes
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- identify legal requirements and personal and company responsibilities in relation to managing new recruits
- identify and conform with enterprise and employee obligations under industrial arrangements and training agreements in relation to the provision of (workplace) training
- investigate causes of poor or unacceptable work performance in consultation with new recruits
- model behaviour consistent with company policies and procedures
- monitor individual performance, identify performance gaps and develop strategies in consultation with human resources personnel
- monitor progress towards achieving agreed conduct and/or performance improvements
- plan and undertake structured feedback or appraisal of new recruits

- provide regular feedback to new recruits to foster confidence and appropriate workplace behaviours

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- workplace feedback and performance management systems and responsibilities in the workplace, including personal level of authority in relation to performance counselling and disciplinary procedures
- applicable legislation and Fair Work Australia requirements
- conflict management techniques
- workplace policies and procedures

Assessment Conditions

Competency must be demonstrated in the workplace whilst working with new recruits over time and under typical operating and production conditions for the enterprise.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>