



**Australian Government**

# **Assessment Requirements for BSBHRM403 Support performance management process**

**Release: 1**

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## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- promote the implementation of the performance management system and analyse its strengths and weaknesses
- provide advice and information to employees on the benefits of effective performance management, and how it links with performance development
- review the performance management system
- make recommendations for improvement.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe key elements and purposes of performance management processes, and their contribution to organisational objectives and the human resource cycle
- analyse the strengths and weaknesses of a performance management system
- outline rewards and incentives schemes
- identify warning systems and grievance procedures.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and include access to:

- human resource policies, procedures and documentation relevant to performance management and feedback
- business technology
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)