Australian Government

Assessment Requirements for BSBHRM411 Administer performance development processes

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- promote the implementation of one performance development system for an organisation or work area.

In the course of the above, the candidate must:

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

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key elements and purposes of performance development processes, and their contribution to organisational objectives and the human resource cycle
- strengths and weaknesses of a performance development system
- rewards and incentives schemes
- strategies to provide feedback and training in relation to the performance development system
- warning systems and grievance procedures
- mechanisms to collect and analyse data to review performance development system.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- human resource policies, procedures and documentation relevant to performance development and feedback.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10