



**Australian Government**

# **Assessment Requirements for BSBHRM414 Use human resources information systems**

**Release: 2**

# Assessment Requirements for BSBHRM414 Use human resources information systems

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Version created to rectify typographical error.

## 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:

- use at least five different functions of a human resource information system (HRIS).

In the course of the above, the candidate must:

- monitor use of HRIS and recommend improvements
- collect data to input into HRIS.

## 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:

- common features and functions of an HRIS
- key methods of monitoring use of human resource management functions
- organisational policies, procedures, protocols and processes applicable to using HRIS.

## 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:

- workplace resources relevant to performance evidence
- relevant policies and procedures
- relevant legislation, regulations and codes of practice.

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>