Australian Government

BSBHRM414 Use human resources information systems

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to use human resource information systems.

The unit applies to individuals with a theoretical knowledge of human resource management and human resource information systems (HRIS) who use technical and managerial techniques to plan, carry out and evaluate their own work and the work of a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and collect required HRIS data inputs	1.1 Identify HRIS data requirements 1.2 Collect, and collate data of relevant stakeholders 1.3 Document and input collated data into HRIS
2. Use HRIS information and functions	2.1 Access HRIS database and retrieve relevant information 2.2 Use payroll function in HRIS 2.3 Use recruitment and retention functions in HRIS 2.4 Use other required functions in HRIS according to organisational policies and procedures
3. Monitor and evaluate own use of HRIS	3.1 Monitor own use of HRIS 3.2 Obtain feedback from relevant stakeholder about the system performance

ELEMENT	PERFORMANCE CRITERIA
	3.3 Identify performance gaps and recommend improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and organisational requirements
Writing	• Demonstrates clear writing skills by selecting appropriate conventions and stylistic devices to express precise meaning relevant to context and audience
Oral Communication	• Draws on a repertoire of open questioning and active listening to obtain feedback and confirm requirements • Uses appropriate terminology and non-verbal features to explain requirements
Numeracy	• Completes basic calculations to determine time taken to complete work within predetermined timelines • Prepares basic estimates, cost benefit and risk analyses according to pre-existing budgets
Self-management	• Adheres to all relevant organisational policies and procedures, and considers own role in terms of its contribution to broader goals of work environment • Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others • Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction
Problem solving	• Applies systematic and analytical decision-making processes for complex and non-routine situations • Uses evaluation and analysis as a means to continuously improve work practices and processes

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBHRM502 Manage human resource management information systems.

Links

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