



**Australian Government**

# **BSBHRM505 Manage remuneration and employee benefits**

**Release: 2**

## BSBHRM505 Manage remuneration and employee benefits

### Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration, including packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits.

It applies to individuals who are human resource managers responsible for overseeing an organisation's remuneration process.

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

### Unit Sector

Workforce Development – Human Resource Management

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Develop organisation's remuneration strategy	1.1 Analyse strategic and operational plans to determine the scope of remuneration and benefits plans 1.2 Undertake research on current practice, recent developments and legislative parameters for remuneration strategy 1.3 Develop options for consideration by relevant managers 1.4 Present options showing the link to organisational strategic

ELEMENT	PERFORMANCE CRITERIA
	<p>objectives</p> <p>1.5 Ensure remuneration policies and incentive plans are agreed and recorded</p> <p>1.6 Ensure organisation is positioned as an employer of choice and regarded as a desirable workplace</p>
2 Implement remuneration strategy	<p>2.1 Research occupational groups to determine those which are industrial agreement based</p> <p>2.2 Access or undertake market rates surveys regularly to ensure the organisation's required level of competitiveness for particular occupational groups is maintained</p> <p>2.3 Align remuneration and benefits plans with performance management system</p> <p>2.4 Ensure employees receive at least their minimum entitlements according to organisational policies and legal requirements</p> <p>2.5 Ensure salary packages comply with organisational policies and legal requirements, including fringe benefits tax (FBT) and superannuation</p> <p>2.6 Ensure incentive arrangements, if included, comply with the organisation's remuneration strategy</p>
3 Review and update remuneration strategy	<p>3.1 Consult managers and employees about the effectiveness of the remuneration strategy</p> <p>3.2 Amend strategy and plans as necessary to meet organisational policies and legal requirements</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.3, 2.5, 2.6, 3.2	<ul style="list-style-type: none"> <li>Evaluates and integrates facts and ideas to construct meaning from a range of text types</li> </ul>
Writing	1.2, 1.3, 1.5, 2.2, 2.3, 3.2	<ul style="list-style-type: none"> <li>Develops complex material for specific audiences using clear language and appropriate structure to convey explicit information, requirements and</li> </ul>

		recommendations
Oral Communication	1.4, 1.5, 3.1	<ul style="list-style-type: none"> <li>• Draws on a repertoire of open questioning and active listening skills when consulting others</li> <li>• Uses appropriate terminology and non-verbal features to present information or clarify understanding</li> </ul>
Numeracy	1.1, 2.3, 2.4, 2.6,	<ul style="list-style-type: none"> <li>• Analyses numerical information to determine employee remuneration and benefits according to a clear set of parameters</li> </ul>
Navigate the world of work	1.2, 1.4, 1.6, 2.3-2.6, 3.2	<ul style="list-style-type: none"> <li>• Adheres to relevant organisational policies, procedures and legislative requirements</li> <li>• Considers own role in terms of its contributions to broader goals of the work environment</li> </ul>
Interact with others	1.4, 1.5, 3.1	<ul style="list-style-type: none"> <li>• Uses effective presentation and collaboration skills to show options, negotiate agreement and gain feedback on policies</li> </ul>
Get the work done	1.1, 1.3, 2.2, 2.3, 3.2	<ul style="list-style-type: none"> <li>• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others, taking into account capabilities, efficiencies and effectiveness</li> <li>• Applies systematic and analytical processes to determine appropriate models of remuneration and benefits for particular occupational groups and individuals</li> <li>• Uses evaluation and analysis of feedback to decide on improvements to strategy</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBHRM505 Manage remuneration and employee benefits	BSBHRM505B Manage remuneration and employee benefits	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

