Australian Government

Assessment Requirements for BSBHRM511 Manage expatriate staff

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:

- develop and review a plan for managing staff who work offshore including:
  - recording job roles
  - tasks and responsibilities
  - legal and regulatory requirements
  - visas, work permits, immunisations
  - technology and equipment
- review and select options for employment contracts
- develop selection procedures
- develop team and individual work plans and timelines for offshore work
- ensure travel and accommodation arrangements are made
- arrange for the provision of cultural awareness training
- manage individual and team effectiveness
- plan for repatriation of staff including:
  - supporting staff in their planning
  - assigning work roles
  - mentoring through the transition
- evaluate repatriation processes and support to staff.

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:

- explain cross-cultural awareness requirements for offshore workers

- describe the cultural, linguistic and regulatory differences in the offshore environment compared to the onshore environment
- explain how performance management systems apply to expatriate staff
- give examples of technology that is suitable for offshore communication
- outline onshore and offshore taxation laws and requirements in relation to expatriate work.

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:

- office equipment and resources
- relevant organisational documentation
- organisational policies and procedures
- legislation, regulations and codes of practice relevant to offshore work
- interaction with others
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10