BSBHRM528 Coordinate remuneration and employee benefits

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 coordinate an organisation's remuneration and benefits 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.

The unit applies to individuals who are human resource practitioners 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

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. Update organisation's remuneration strategy	1.1 Identify the scope of remuneration and benefits plans in consultation with relevant stakeholders 1.2 Research current practice, recent developments and legislative parameters for remuneration strategy 1.3 Develop and refer remuneration and employee benefits options for consideration by relevant stakeholders 1.4 Assist in presenting options and describing link to organisational strategic objectives 1.5 Record agreed remuneration policies and incentive plans
2. Coordinate remuneration and	2.1 Determine occupational groups that are industrial agreement based

ELEMENT	PERFORMANCE CRITERIA
employee benefits strategy	2.2 Ensure organisation is competitive in its particular occupational group
	2.3 Align remuneration and benefits plans with performance management system
	2.4 Ensure remuneration and employee benefits are according to legal requirements and organisational policies and procedures
	2.5 Ensure incentive arrangements, if relevant, comply with the organisation's remuneration strategy
3. Review and update remuneration strategy	3.1 Consult managers and employees about the effectiveness of the remuneration strategy
	3.2 Amend strategy and plans as necessary to meet organisational policies and legal requirements

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	• Evaluates and integrates facts and ideas to construct meaning from a range of text types
Writing	• Develops complex material for specific audiences using clear language and appropriate structure to convey explicit information, requirements and recommendations
Oral Communication	• Draws on a repertoire of open questioning and active listening skills when consulting others • Uses appropriate terminology and non-verbal features to present information or clarify understanding
Numeracy	• Analyses numerical information to determine employee remuneration and benefits according to a clear set of parameters
Initiative and enterprise	• Adheres to relevant organisational policies, procedures and legislative requirements
Teamwork	• Uses effective presentation and collaboration skills to show options, negotiate agreement and gain feedback on policies
Self-management	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others, taking into account capabilities, efficiencies and effectiveness • Applies systematic and analytical processes to determine appropriate models of remuneration and benefits for particular occupational groups and individuals

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Unit Mapping Information

Supersedes and is equivalent to BSBHRM505 Manage remuneration and employee benefits.

Links

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

PwC's Skills for Australia