BSBATSIM506C Develop employment policies

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop policies for the employment of staff.
	Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

Application of the Unit

Application of the unit	This unit applies to individuals responsible for monitoring and guiding the employment policies of an organisation that employs staff.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop policies with respect to staff	1.1. Identify *employer's responsibilities* with respect to staff 1.2. Develop, negotiate and endorse *staffing policies* with board members, management and staff, and if appropriate, unions 1.3. Ensure approved policies are communicated throughout the organisation
2. Implement staff policies and procedures	2.1. Work with other board members and management to develop and document procedures flowing from endorsed policies 2.2. Establish and implement induction processes for new staff 2.3. Ensure changes to policies and procedures affecting employment are communicated to staff, and if applicable, to unions 2.4. Identify and access external *industrial relations advice* and representation as required 2.5. Ensure individual contracts for employees are developed and signed within relevant *enterprise agreements* or awards according to policies and procedures
3. Monitor and review staffing policies	3.1. Establish a *review body* for staffing policy 3.2. Monitor and assess outside *industrial influences* and impacts relevant to the organisation 3.3. Ensure regular occupational health and safety checks of the workplace are undertaken according to policy and procedures 3.4. Review grievance procedures regularly 3.5. Ensure all aspects of employment policy and procedures are *audited* independently 3.6. Evaluate results of reviews and audits and propose changes to policy and procedures if necessary

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- communication, teamwork and negotiation skills to work cooperatively with other board members, management and staff of the organisation, members, community and key stakeholders   - culturally appropriate communication skills to relate to people from diverse backgrounds and with diverse abilities   - evaluation and decision-making skills to: - develop and review staffing policies   - monitor and review information presented to the board and enact decisions   - literacy skills to review documentation and communicate information to others
Required knowledge
- board's responsibilities in relation to duty of care with respect to staff   - concept of community control of organisations and how it may impact on employment policies   - cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that might impact on employment policies   - effective communication and negotiation strategies to disseminate information and negotiate policies and procedures   - equity and diversity principles in relation to employment policies   - geographic, social, economic and political contexts in which particular organisations operate and how these may impact on employment policies   - organisationalpolicies and procedures in relation to staffing   - policy and procedure development processes   - provisions of federal, state or territory legislation and funding body requirements that may influence employment policies, including industrial relations, occupational health and safety, and equal employment opportunity laws   - relevant awards and employment conditions   - relevant protocols and cultural responsibilities that might impact on employment policies

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • work with others to developand review employment policies and procedures • follow policies and procedures in relation to staff.
Context of and specific resources for assessment	Assessment must ensure: • participation on an actual or simulated board • access to examples of legislation and policy affecting the employment of staff • knowledge and performance are assessed over time to confirm consistency in performance.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of performance on a board or simulated board • direct questioning combined with reflection of practicalboard performance by the candidate • analysis of responses to case studies and scenarios • demonstration of techniques • observation of presentations and group discussions • oral or written questioning to assess knowledge • observation of performance in role plays.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBATSIL510A Appoint and work with a manager • BSBATSIM514A Recruit and induct staff.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Employer's responsibilities may include:	- conditions of relevant awards - duty of care - provision of a safe workplace - compliance with state, territory and federal industrial relations legislation - supervision - training.
Staffing policies may relate to:	- awards and agreements - contracts - disputes, including management and staff - grievance procedures - health and wellbeing - induction of new staff - performance management - occupational health and safety - workplace rules and staff discipline.
Industrial relations advice may include:	- counselling - independent workplace audits - mediation - union representation.
Enterprise agreements may include:	- dispute resolution - general employment conditions - minimum rates of pay and conditions - range of positions.
Review body may include:	- board subcommittee - external expertise - joint management and staff working group.
Industrial influences may include:	- award changes - changing technologies - changes to legislation - union involvement.

RANGE STATEMENT	
Audits may include:	• external quality auditors • occupational health and safety audits • staff meetings • surveys.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Regulation, licensing and risk - ATSI governance

Co-requisite units

Co-requisite units		

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