



Australian Government

Assessment Requirements for PSPHRM001 Administer human resource processes

Release: 1

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Modification History

| Release | Comments |
|---------|---|
| 1 | <p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none">• Assessment Requirements created drawing upon specified assessment information from superseded unit |

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- finding and matching human resource information to the needs of those requesting it
- explaining ideas to different audiences
- interpreting and explaining formal documents and assisting others to apply them in the workplace
- using technology for presentation of information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- the range of human resource policies and practices that apply in the organisation
- regulations and protocols governing human resource forms, documents and records
- employment arrangements in the organisation related to human resource administration
- human resource practices
- public sector standards, in particular those related to human resources
- jurisdictional legislation applying to human resources
- public sector legislation, including work health and safety and environmental and sustainability practice requirements, in the context of administering human resource processes

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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