



Australian Government

PSPHRM001 Administer human resource processes

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPHR402A Administer human resource processes.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to administer human resource processes related to workforce planning, recruitment, remuneration, learning and development, employment relations, redeployment, retention and separation. It includes receiving and providing administrative information, processing workforce data, entry and exit information, and administering learning and development arrangements.

This unit applies to those working in a public sector role involving human resources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a familiar context.

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

Competency Field

Human resource management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Receive and provide administrative information	1.1 Provide administrative information on employment matters in line with delegated authority and expertise, or provide referral. 1.2 Update human resource policies and procedures as required and provide in response to requests. 1.3 Develop and/or provide forms as required and give assistance to ensure complete information is included. 1.4 Process claims and applications. 1.5 Maintain records relating to human resource activities.
2. Process workforce data	2.1 Enter, extract and manipulate workforce data. 2.2 Conduct quality assurance reviews of data provided for input, and the forms used to collect the data. 2.3 Report problems with data capture and quality. 2.4 Prepare and check reports and correct errors to ensure results and forecasts are valid and reliable. 2.5 Present data in a manner suited to the needs of the user and the audience for the presentation.
3. Process entry and exit information	3.1 Advertise positions and process applications. 3.2 Maintain records of the recruitment and selection process. 3.3 Notify successful and non-successful applicants and process required paperwork for the successful applicant. 3.4 Check entitlements for staff leaving the organisation and process final documentation. 3.5 Review and report on entry and exit processes for continuous improvement.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPHR402A Administer human resource processes.

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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