



**Australian Government**

# **Assessment Requirements for PSPHRM005 Implement staffing policies**

**Release: 1**

# Assessment Requirements for PSPHRM005 Implement staffing policies

## 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"> <li>Assessment Requirements created drawing upon specified assessment information from superseded unit</li> </ul>

## 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.

- undertaking effective consultation, counselling and negotiation
- managing contractors
- assessing separation situations to see whether retention options are relevant
- explaining ideas to different audiences
- interpreting and explaining formal documents and assisting others to apply them in the workplace

## 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.

- human resource policies, equal employment opportunity, ethics, equity and diversity principles related to recruitment, merit selection, induction, redeployment and separation
- employment contracts, awards, terms and conditions of employment, and employee entitlements
- recruitment, selection and induction methods
- reliability and validity as applied to recruitment and selection methods
- psychometric and skills testing
- employee rehabilitation procedures
- misconduct in the context of public sector employment
- alternatives to dismissal

- concepts of redundancy, voluntary severance/termination, dismissal and suspension
- concepts of natural justice and procedural fairness
- ethical principles and practices related to staffing
- retention purposes and strategies
- the organisation's employee assistance programs
- workers' compensation and superannuation schemes
- jurisdictional legislation applying to human resources including work health and safety and environment and sustainability

## 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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