



Australian Government

Assessment Requirements for SIFXMG003 Supervise staff

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- develop and implement at least two staff rosters and other staffing arrangements to meet anticipated workplace operational and budgetary requirements
- consult with, and provide advice to, at least two different staff members about work performance and professional development opportunities
- respond to the need to adjust rosters based on work requirements
- create, monitor and maintain staff records, ensuring security and confidentiality of information.

Knowledge Evidence

Demonstrated knowledge of:

- human resources principles in relation to maintaining staffing levels and rostering to budgeting requirements
- methods for assessing staff expertise and professional development requirements according to current job roles and career development
- potential rostering and staffing issues, including:
 - staff shortages
 - inadequate training levels
 - required skills of workforce
- range of strategies for addressing staff availability, including:
 - revising work schedules
 - reallocating tasks
 - calling in additional staff
 - reporting staffing issues to appropriate personnel
- factors that impact on individual work performance, including:
 - general standard of work
 - completing assigned tasks according to workplace timeframes
 - preparing work plans
 - following work schedules
 - job planning
 - attitude to clients and team members
 - following administrative procedures

- providing constructive feedback to individual staff and teams
- professional development options to support staff development, including additional training, recognition processes and future career pathways
- workplace policies and procedures relevant to personnel, employment, staff development, rostering and creating and maintaining staff records
- relevant federal, state or territory legislation relating to WHS, workers' compensation, industrial relations, Equal Employment Opportunity (EEO), anti-discrimination and privacy
- provisions of relevant awards and workplace agreements
- position descriptions of relevant staff
- career pathways in the funeral services industry.

Assessment Conditions

Skills must be demonstrated in funeral services workplace with a team of staff:

- using suitable equipment and resources, including:
 - communication technologies and computers
 - documentation, including:
 - workplace budget requirements
 - workplace policies and procedures relevant to personnel and rostering
 - relevant awards and workplace agreements
 - personnel and payroll systems
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members

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=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>