



Australian Government

Assessment Requirements for SITXHRM008 Roster staff

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare staff rosters that meet diverse operational requirements across three different roster periods
- ensure the following when preparing the above staff rosters:
 - sufficient staff to ensure the delivery of required services within wage budget constraints
 - appropriate skills mix of the team
 - modifications are incorporated where required
 - compliance with industrial provisions and organisational policies and procedures
 - completion of rosters within commercial and staff time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- sources of information on awards and other industrial provisions
- industrial agreements and other considerations which impact the preparation of staffing rosters:
 - single or multiple awards and enterprise agreements
 - award provisions for:
 - leave
 - mandated breaks between shifts
 - maximum allowed shift hours
 - standard, overtime and penalty pay rates
 - overall number of hours allocated to different staff members
 - use of:
 - contractors and consideration of fees
 - permanent or casual staff
- key elements of applicable awards and enterprise agreements:
 - leave provisions
 - mandated breaks between shifts
 - maximum allowed shift hours

- standard, overtime and penalty pay rates
- organisational human resource policies and procedures which impact the preparation of staffing rosters:
 - sociocultural-friendly organisational initiatives
 - family-friendly workplace initiatives
 - provisions for leave:
 - carers
 - compassionate reasons
 - illness or injury
 - jury service
 - long service
 - maternity or paternity
 - rehabilitation of injured workers
 - study
 - recreation
 - social, cultural and skills mix of the team to be rostered
- operational requirements of the business activity, department or event subject to rostering
- role of rosters and their importance in controlling staff costs
- wage budget for the business activity, department or event subject to rostering
- system capabilities and functions of rostering software programs
- different formats for and inclusions of staff rosters
- processes for modifying rosters
- methods used to communicate rosters, including both electronic and paper-based.

Assessment Conditions

Skills must be demonstrated in a business operation or activity requiring staff rostering. This can be:

- an industry workplace; or
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- computers, printers and rostering software programs
- records of shift time and where relevant electronic equipment used by staff to log commencement and completion time of rostered duties
- applicable industrial awards and enterprise agreements
- operational information about the business activity, department or event subject to rostering
- information about the social, cultural and skills mix of a team subject to rostering.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>