



Australian Government

Assessment Requirements for AHCBUS501 Manage staff

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine work requirements
- develop and implement strategies to manage workforce performance
- prepare task descriptions
- arrange employment of workforce members
- implement work health and safety policies, procedures and priorities
- review labour productivity
- manage the performance of staff
- implement procedures for the administration of staff records
- manage industrial relations.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- task descriptions
- equal opportunity and equal employment opportunity legislation
- work health and safety legislation
- relevant industrial awards
- performance management approaches
- personnel management strategies
- employee induction programs
- contracts of employment
- unfair dismissal legislation
- job specifications
- interviewing procedures.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>