



Australian Government

AHCBUS501 Manage staff

Release: 1

AHCBUS501 Manage staff

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage staff.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine employment requirements	1.1 Identify tasks and conditions under which performance occurs 1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions, 1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 1.4 Negotiate enterprise agreements and contracts of employment,
2. Manage workforce	2.1 Develop induction programs for each employee consistent with

Element	Performance criteria
performance	legislative requirements 2.2 Clarify and establish terms of engagement for consultants and contractors 2.3 Conduct induction programs for new internal and external appointees and establish appropriate records 2.4 Develop and implement strategies for communicating with workers 2.5 Develop and implement performance management strategies 2.6 Develop and implement strategies to resolve disputes and conflicts 2.7 Identify and follow processes for the termination of non-performing staff
3. Implement work health and safety priorities and procedures	3.1 Develop and communicate safety policies 3.2 Identify and design safe work practices for the enterprise 3.3 Communicate and enforce safe work practices 3.4 Involve all members of staff in hazard identification and risk assessment 3.5 Induct new staff into the work health and safety system
4. Support workforce training programs	4.1 Develop strategies to identify and address skill and knowledge gaps 4.2 Provide on-job training to optimise worker performance and ensure safety and fairness in the workplace 4.3 Identify off-job training requirements and source and support training
5. Manage administrative support	5.1 Implement procedures for the administration of staff records 5.2 Implement administrative procedures to meet legislated requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS501A Manage staff.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AHCBUS501 Manage staff

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>