



Australian Government

Assessment Requirements for AHCBUS511 Manage enterprise staff requirements

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed enterprise staff requirements over a production cycle of at least six months, including:

- prepared job/task descriptions
- arranged employment of workforce members
- developed and implemented strategies to manage workforce performance
- implemented work health and safety policies, procedures and priorities
- reviewed labour productivity
- managed the performance of staff
- implemented procedures for the administration of staff records
- managed industrial relations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of job/task descriptions
- equal opportunity and equal employment opportunity legislation
- work health and safety legislation
- industrial awards relevant to enterprise activity
- performance management approaches
- personnel management strategies
- employee induction programs
- requirements for developing contracts of employment
- unfair dismissal legislation
- interviewing procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- specifications:
 - access to legislation, regulations and guidelines for employment
- relationships:
 - access to employees and/or contractors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>