



Australian Government

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.

Application

This unit of competency describes the skills and knowledge required to manage staff who work in both operational and strategic roles.

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 when managing all staffing requirements.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine employment requirements	1.1 Identify tasks and conditions under which work performance occurs 1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions 1.3 Determine most appropriate employment arrangements based on

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	employer and employee needs, responsibilities and rights 1.4 Negotiate enterprise agreements and contracts of employment
2. Manage workforce performance	2.1 Develop induction programs for each employee consistent with 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 Communicate and enforce safe work practices 3.2 Involve all members of staff in hazard identification and risk assessment 3.3 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

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	Effectively interact with employees and contractors across a range of situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS511 Manage enterprise staff requirements	AHCBUS501 Manage staff	Title updated Two performance criteria removed due to overlap with WHS units Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

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

Assessment Requirements for AHCBUS511 Manage enterprise staff requirements

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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

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