



Australian Government

AHCBUS605 Manage human resources

Release: 1

AHCBUS605 Manage human resources

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage human resources in an agricultural, horticultural or land management enterprise.

All work must be carried out to comply with organisational requirements, Work Health and Safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities. They analyse, design and communicate solutions to a range of complex problems.

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. Implement strategies for personal development and appropriate self-management	1.1 Audit own management strengths and weaknesses and address through training and professional support 1.2 Determine priorities in management and operations and allocate time to achieve effective outcomes 1.3 Implement strategies for managing conflicting demands and

Element	Performance criteria
	pressure
2. Identify skill requirements and prepare task descriptions	2.1 Identify and describe tasks along with the range of conditions under which performance may need to occur 2.2 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 2.3 Prepare task descriptions with due regard to Equal Opportunity Employment Legislation, work health and safety and work based harassment regulations 2.4 Explore and use opportunities to use government-supported employment and training programs
3. Arrange employment of workforce members	3.1 Assess options for filling job vacancies 3.2 Prepare resources and materials for recruitment and place with media and employment agencies 3.3 Determine criteria for assessing job applicants and prepare applicant evaluation processes and procedures 3.4 Assess applicants against the criteria and finalise selection decision 3.5 Advise all applicants 3.6 Negotiate terms of employment to ensure adherence to relevant award conditions
4. Manage workforce performance	4.1 Design induction programs for each employee consistent with legislative requirements and effective management 4.2 Establish terms of engagement for consultants and contractors 4.3 Conduct induction programs for new internal and external appointees and establish appropriate records 4.4 Develop work plans with all members of the workforce 4.5 Design and implement strategies for communicating with workers 4.6 Design and implement performance management strategies 4.7 Follow processes for terminating non-performing staff
5. Support personal development, training and career development of workers	5.1 Design and implement strategies to identify skill and knowledge gaps with workers 5.2 Provide on-job training to optimise worker performance and to ensure safety and fairness in the workplace 5.3 Identify off-job training requirements and source and support training 5.4 Identify and provide opportunities for career development and design and implement strategies for succession 5.5 Recognise and reward prior learning, experience and training
6. Manage administrative support	6.1 Design and implement processes and procedures for the administration of staff records

Element	Performance criteria
	6.2 Design and implement administrative procedures and processes to meet legislated requirements 6.3 Monitor adherence to awards, enterprise agreements and contracts of employment, and resolve disputes and conflicts
7. Implement work health and safety priorities and procedures	7.1 Develop and communicate safety policies 7.2 Identify and design safe work practices for all aspects of the operation of the enterprise 7.3 Communicate and enforce safe work practices among all members of the workforce
8. Review labour productivity	8.1 Establish strategies for monitoring labour costs 8.2 Review the performance of the enterprise using labour productivity benchmarks 8.3 Establish opportunities to develop more efficient work practices by consulting peers, staff and consultants 8.4 Implement strategies for improving labour productivity

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 AHCBUS605A Manage human resources.

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 AHCBUS605 Manage human resources

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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:

- implement strategies for personal development and appropriate self-management
- identify skill requirements and prepare task descriptions
- arrange employment of workforce members
- support career and professional development of workforce members
- implement work health and safety priorities and procedures
- manage administration of staff records
- review labour productivity.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- personal development
- time management
- task descriptions and person specifications
- equal opportunity and Equal Employment Opportunity legislation
- work health and safety legislation
- relevant industrial awards
- employee induction programs
- interviewing strategies and protocols
- works compensation instance and superannuation
- contracts of employment
- unfair dismissal legislation.

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

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