



Australian Government

Assessment Requirements for AHCBUS613 Manage human resources

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 human resources for at least one staff member in one enterprise, including:

- identified skill requirements and prepared at least one task description
- arranged employment of at least one permanent workforce member
- supported career and professional development of at least one workforce member
- implemented workplace health and safety priorities and procedures
- managed administration of staff records
- reviewed labour productivity.

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:

- process to develop job descriptions
- relevant industrial awards
- employee induction programs
- interviewing strategies and protocols
- legislation, regulations and codes of conduct relevant to employers, including:
 - WorkCover insurance
 - superannuation
 - taxation
 - equal employment opportunity
 - anti-discrimination and anti-harassment
 - workplace health and safety
 - privacy
 - unfair dismissal

- contracts of employment.

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
- relationships:
 - access to potential employees and 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>