



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS605A Manage human resources

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of managing human resources in an agricultural, horticultural or land management enterprise and describes the standard required to: implement strategies for personal development and appropriate self-management; identify skill requirements and prepare task descriptions and person specifications; arrange employment of workforce members; support career and professional development of workforce members; implement Occupational Health and Safety (OHS) priorities and procedures; review labour productivity.
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Application of the Unit

Application of the unit	This unit applies to managing human resources in an enterprise.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Implement strategies for personal development and appropriate self-management	1.1. Own management strengths and weaknesses are regularly audited and addressed through training and family and professional support. 1.2. Priorities in management and operations are determined, and time is allocated to achieve effective outcomes. 1.3. Strategies for managing conflicting demands and pressure are investigated and implemented.
2. Identify skill requirements and prepare task descriptions and person specifications	2.1. Tasks are identified and described along with the range of conditions under which performance may need to occur. 2.2. Most appropriate employment arrangements are determined based on employer and employee needs, responsibilities and rights. 2.3. Person specifications are prepared with due regard to Equal Opportunity Employment Legislation, OHS and work based harassment regulations. 2.4. Opportunities to use government-supported employment and training programs are explored and applied as appropriate.
3. Arrange employment of workforce members	3.1. Options for filling job vacancies are assessed. 3.2. Resources and materials for recruitment are prepared and placed with media and employment agencies as appropriate. 3.3. Criteria for assessing job applicants are determined, and applicant evaluation processes and procedures are prepared. 3.4. Applicants are assessed against the criteria and selection decision is finalised. 3.5. All applicants are advised appropriately.
4. Manage workforce performance	4.1. Induction programs are designed for each employee consistent with legislative requirements and effective management. 4.2. Terms of engagement for consultants and contractors are clarified and established. 4.3. Induction programs are conducted for new appointees and appropriate records established. 4.4. Work plans are developed with all members of the workforce (family and non-family). 4.5. Strategies for communicating with workers are designed and implemented.

ELEMENT	PERFORMANCE CRITERIA
	4.6. Performance management strategies are designed and implemented. 4.7. Processes for the termination of non-performing staff are identified and followed as necessary.
5. Support personal development, training and career development of workers	5.1. Strategies to identify skill and knowledge gaps are designed and implemented with workers, and strategies to address these are implemented. 5.2. On-job training is provided to optimise worker performance and to ensure safety and fairness in the workplace. 5.3. Off-job training requirements are identified and training is sourced and supported as appropriate. 5.4. Opportunities for career development are identified and provided and strategies for succession are designed and implemented. 5.5. Prior learning, experience and training is recognised and rewarded where appropriate.
6. Manage administrative support	6.1. Processes and procedures for the administration of staff records are designed and implemented. 6.2. Administrative procedures and processes to meet legislated requirements are designed and implemented. 6.3. Industrial relations are established and monitored, awards adhered to, enterprise agreements and/or contracts of employment negotiated, and disputes and conflicts resolved.
7. Implement OHS priorities and procedures	7.1. Safety policies are developed and communicated within the enterprise. 7.2. Safe work practices are identified/designed for all aspects of the operation of the enterprise. 7.3. Safe work practices are communicated and enforced among all members of the workforce.
8. Review labour productivity	8.1. Strategies for monitoring labour costs are established. 8.2. Benchmarks for labour productivity are sourced and analysed to review the performance of the enterprise. 8.3. Opportunities to develop more efficient work practices are established by consulting peers, staff and consultants as appropriate. 8.4. Appropriate industrial relations are established and monitored, awards adhered to, enterprise agreements and/or contracts of employment negotiated, and

ELEMENT	PERFORMANCE CRITERIA
	disputes and conflicts resolved. 8.5. Strategies for improving labour productivity are implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- implement strategies for personal development and appropriate self-management
- identify skill requirements and prepare task descriptions and person specifications
- arrange employment of workforce members
- implement OHS priorities and procedures
- review labour productivity
- terminate employment of particular staff as necessary
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

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

REQUIRED SKILLS AND KNOWLEDGE

- unfair dismissal legislation.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • implement strategies for personal development and appropriate self-management • identify skill requirements and prepare task descriptions and person specifications • arrange employment of workforce members • support career and professional development of workforce members • implement OHS priorities and procedures • review labour productivity.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Strategies may include:	• implementing strategies for personal development and appropriate self-management • identify skill requirements • prepare task descriptions and person specifications • arrange employment of workforce members • implement OHS priorities and procedures • review labour productivity.

Unit Sector(s)

Unit sector	Business
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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