



Australian Government

Assessment Requirements for BSBAT510 Appoint and work with a manager

Release: 1

Assessment Requirements for BSBATSIL510 Appoint and work with a manager

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- work with fellow board members to source and select a suitable manager for the organisation
- demonstrate awareness of equal employment opportunity and anti-discrimination requirements when recruiting and selecting staff
- establish policy and procedures to ensure a good working relationship between the manager and the board.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline award structures for industrial agreements
- explain benchmarking of salaries and conditions
- describe concept of community control of organisations and how it may impact the recruitment and selection process
- outline contract management principles
- describe cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that might impact recruitment and selection, and role of the manager
- identify documentation required for recruitment and selection
- explain equal employment opportunity and anti-discrimination legislation in relation to recruiting and selecting staff
- outline geographic, social, economic and political contexts in which particular organisations operate and how these may impact recruitment and selection, and work of the manager
- list interviewing techniques and selection processes

- identify organisational policies and procedures in relation to selection, appointment and management of staff, including grievance procedures
- describe performance management processes and models for giving feedback
- outline provisions of federal, state or territory legislation and funding body requirements that may impact recruitment and selection, and work of the manager
- identify relevant aspects of industrial relations legislation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- participation on an actual or simulated board
- examples of relevant recruitment, selection and performance management documents
- examples of issues that affect recruitment, selection and performance management.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>