



Australian Government

**Assessment Requirements for BSBHRM417
Support human resources functions and
processes**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least two occasions, support key human resource functions and/or processes for an organisation or work area.

In the course of the above, the candidate must:

- use appropriate technology to collect and analyse workforce data.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of legal and compliance requirements that apply to the organisation
- relevant organisational policies and procedures
- relevant ethical parameters
- key features of information technology used to analyse human resource metrics
- roles and responsibilities of human resource practitioners
- types of human resources networks including local, state or territory, national and international.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business and human resource strategies
- human resource policies and procedures, including ethical framework
- relevant legislation, regulations and codes of practice

- workforce data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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