



Australian Government

Assessment Requirements for BSBHRM522 Manage employee and industrial relations

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:

- develop and implement ER and IR policies and plans in at least one work area.

In the course of the above, the candidate must:

- analyse organisational documentation and determine long-term ER objectives and current ER performance
- collaborate with others to develop and review IR policies and plans
- develop implementation and contingency plans for IR policies
- identify the skills and knowledge needed to implement the plan and organise training and development for self and staff
- document and communicate strategies and procedures for eliminating and dealing with grievances and disputes
- train others in conflict-resolution techniques
- manage IR conflicts, including advocating the organisation's position during negotiations and documenting, implementing and following up agreements.

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:

- relevant IR legislation or regulations
- key features of enterprise and workplace bargaining processes
- key features of relevant entities in the current Australian IR system, including courts and tribunals, trade unions and employer bodies
- key sources of expert ER and IR advice
- relevant organisational policies and procedures
- key features of organisational objectives
- key aspects of cost-benefit, risk-analysis and current legislative requirements.

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:

- awards and enterprise bargaining agreements
- relevant legislation, regulations, standards and codes
- workplace documentation and resources relevant to performance evidence.

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>