



Australian Government

Department of Education, Employment and Workplace Relations

BSBATSIM514A Recruit and induct staff

Revision Number: 1

BSBATSIM514A Recruit and induct staff

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to recruit and induct new staff and provide ongoing supervision, assessment and support of existing staff, including voluntary staff. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
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Application of the Unit

Application of the unit	This unit applies to individuals who contribute their skills and knowledge to monitoring and guiding the activities of organisations that are involved in the recruitment and induction of voluntary or paid staff where a manager does not exist. This function may be undertaken by the board when a manager does not exist. Generally, the manager or chief executive officer is responsible for recruiting and supervising junior staff.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

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

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan ongoing staffing requirements	1.1. Review staffing requirements on a regular basis 1.2. Initiate knowledge and skill audits to decide on positions required 1.3. Update recruitment policy and procedures regularly 1.4. Include additional staffing requirements in the business plan 1.5. Allocate budget and resources
2. Ensure staff members are recruited in line with policy and procedures	2.1. Establish a recruitment committee 2.2. Review, endorse and document a duty statement for the position 2.3. Inform others of job vacancies 2.4. Follow the organisation's selection procedures 2.5. Notify candidates of results and provide feedback on their applications
3. Induct new staff	3.1. Develop a formal contract for new employees 3.2. Outline the code of conduct and how it applies 3.3. Implement induction processes
4. Ensure staff have access to training and development support	4.1. Assess and record staff development and training needs 4.2. Identify sources of funding for staff development 4.3. Ensure required staff training is provided 4.4. Encourage membership of relevant professional bodies 4.5. Promote the benefits to other employers of employing local Aboriginal and Torres Strait Islander employees
5. Monitor and assess staff performance regularly	5.1. Review duty statements at regular intervals 5.2. Receive and review reports on staff performance 5.3. Follow policy and procedures to identify the most appropriate person to provide effective feedback to staff on performance 5.4. Provide feedback to staff according to policy and procedures
6. Oversee staff departures	6.1. Ensure all contractual obligations and requirements are completed prior to staff departures 6.2. Adhere to appropriate policies and procedures regarding departures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication, teamwork and negotiation skills to work cooperatively with other board members, management and staff of the organisation, members, community and key stakeholders
- culturally appropriate communication skills to relate to people from diverse backgrounds and with diverse abilities
- evaluation and decision-making skills to monitor and review information presented to the board and enact decisions
- mentoring skills to support and develop new staff
- problem-solving skills to identify and manage real and perceived conflict of interest between parties
- oral and written communication skills to document duty statements and induct staff

Required knowledge

- concept of community control of organisations and how it may impact on staff recruitment and induction processes
- 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 on recruitment and induction processes
- equity and diversity principles in relation to staffing
- geographic, social, economic and political contexts in which particular organisations operate and how these may impact on recruitment and induction processes
- organisational policies, procedures and codes of conduct in relation to staff recruitment and induction, including recruitment and induction procedures
- provisions of federal, state or territory legislation and funding body requirements that may impact on recruitment and induction processes
- relevant protocols and cultural responsibilities that impact on recruitment and induction processes
- training options suitable to staff and board members

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	Evidence of the ability to: • select and induct staff according to organisational policies and procedures • monitor staff performance and provide feedback according to policies and procedures • identify appropriate professional development activities for staff • ensure policies and procedures relating to staff departures are followed.
Context of and specific resources for assessment	Assessment must ensure: • participation on an actual or simulated board • access to examples of relevant policies and procedures • access to examples of relevant documents • knowledge and performance are assessed over time to confirm consistency in performance.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of performance on a board or simulated board • direct questioning combined with reflection of practical board performance by the candidate • analysis of responses to case studies and scenarios • demonstration of techniques • observation of presentations and group discussions • oral or written questioning to assess knowledge • observation of performance in role plays • analysis of feedback from other board members, staff, community or other stakeholders regarding performance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is

EVIDENCE GUIDE

recommended, for example:

- BSBATSIM506C Develop employment policies.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Staffing requirements</i> may relate to:	• paid staff: • full-time • part-time • casual • contract • voluntary staff.
<i>Recruitment policy and procedures</i> may refer to:	• employment of local community members, family and kin • recruitment and selection processes • volunteer register.
<i>Recruitment committee</i> may include:	• board members • community members • Elders • independent advisers • senior staff • traditional owners.
<i>Job vacancies</i> may be advertised through:	• Aboriginal and Torres Strait Islander news outlets • direct invitation • local, state or territory, and national newspapers • local notices • online • word of mouth.
<i>Results</i> may be advised to candidates:	• in writing • in person • by telephone.
<i>Contracts</i> may include:	• award-based contracts • verbal or written agreements • workplace agreements.
<i>Induction processes</i> may include:	• community profile • job description

RANGE STATEMENT	
	• organisational structure • meeting staff/team • on-the-job training • policies and procedures • roles and responsibilities • tour of the organisation.
<i>Development and training</i> may include:	• accredited and non-accredited training • career planning • cross-cultural training • mentoring.
<i>Staff departures</i> may refer to:	• dismissal • redeployment • resignation • retirement • retrenchment.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, licensing and risk - ATSI governance
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Co-requisite units

Co-requisite units		