



Australian Government

PSPHRM001 Administer human resource processes

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPHR402A Administer human resource processes. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to administer human resource processes related to workforce planning, recruitment, remuneration, learning and development, employment relations, redeployment, retention and separation. It includes receiving and providing administrative information, processing workforce data, entry and exit information, and administering learning and development arrangements.

This unit applies to those working in a public sector role involving human resources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Human resource management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Receive and provide administrative information	1.1 Provide administrative information on employment matters in line with delegated authority and expertise, or provide referral. 1.2 Update human resource policies and procedures as required and provide in response to requests. 1.3 Develop and/or provide forms as required and give assistance to ensure complete information is included. 1.4 Process claims and applications. 1.5 Maintain records relating to human resource activities.
2. Process workforce data	2.1 Enter, extract and manipulate workforce data. 2.2 Conduct quality assurance reviews of data provided for input, and the forms used to collect the data. 2.3 Report problems with data capture and quality. 2.4 Prepare and check reports and correct errors to ensure results and forecasts are valid and reliable. 2.5 Present data in a manner suited to the needs of the user and the audience for the presentation.
3. Process entry and exit information	3.1 Advertise positions and process applications. 3.2 Maintain records of the recruitment and selection process. 3.3 Notify successful and non-successful applicants and process required paperwork for the successful applicant. 3.4 Check entitlements for staff leaving the organisation and process final documentation. 3.5 Review and report on entry and exit processes for continuous improvement.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPHR402A Administer human resource processes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPHRM001 Administer human resource processes

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- finding and matching human resource information to the needs of those requesting it
- explaining ideas to different audiences
- interpreting and explaining formal documents and assisting others to apply them in the workplace
- using technology for presentation of information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- the range of human resource policies and practices that apply in the organisation
- regulations and protocols governing human resource forms, documents and records
- employment arrangements in the organisation related to human resource administration
- human resource practices
- public sector standards, in particular those related to human resources
- jurisdictional legislation applying to human resources
- public sector legislation, including work health and safety and environmental and sustainability practice requirements, in the context of administering human resource processes

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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