



Australian Government

PSPHRM006 Coordinate employment relations

Release: 1

PSPHRM006 Coordinate employment relations

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 PSPHR506A Coordinate employment relations. • 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 implement strategies for employment relations. It includes contributing to employment arrangements, advising on employment matters and coordinating grievance procedures.

This unit applies to those working in human resource management roles.

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 autonomously, performing complex tasks in a range of familiar contexts.

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. Contribute to employment arrangements	1.1 Undertake ongoing liaison with industrial parties to identify employment related issues, and initiate action to respond. 1.2 Analyse workforce data to identify strengths, weaknesses and trends to inform negotiations on employment arrangements. 1.3 Provide support as required for negotiations relating to employment arrangements, and provide information on the outcomes and implications for management and staff.
2. Advise on employment matters	2.1 Implement employment structures and provide guidance on classification and re-classification to managers and staff. 2.2 Provide interpretation and ongoing advice on individuals' terms and conditions of employment. 2.3 Provide guidance on remuneration arrangements to managers and staff. 2.4 Identify and communicate requirements of employment-related legislation, industrial instruments, policies and procedures to managers and staff to ensure compliance. 2.5 Provide advice and implement disciplinary procedures as required.
3. Coordinate grievance procedures	3.1 Provide information, explanation and advice to stakeholders about the organisation's procedures for appeals, grievances and dispute resolution. 3.2 Support employees to use and comply with organisational dispute resolution processes. 3.3 Coordinate grievance procedures and pursue investigations to substantiate and act on claims. 3.4 Refer grievances and disputes outside limits of authority for resolution.

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 PSPHR506A Coordinate employment relations.

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 PSPHRM006 Coordinate employment relations

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.

- undertaking effective liaison, negotiation and consultation with stakeholders
- explaining ideas to different audiences
- interpreting and explaining formal documents and assisting others to apply them in the workplace
- preparing written advice and reports requiring reasoning and precision of expression

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.

- Australian industrial relations system, legislation and processes
- unions and tribunals
- industrial instruments: awards, agreements and enterprise bargaining arrangements relevant to the organisation
- range of possible employee entitlements and conditions
- human resource policies and practices relating to employment relations
- jurisdictional legislation applying to human resources including occupational health and safety and environment
- national and/or international models of good practice in employment relations

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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