



Australian Government

Department of Education, Employment and Workplace Relations

PSPHR617A Manage redeployment

Release 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the establishment of strategies and processes to facilitate the internal movement of staff as a result of changing organisational needs, performance issues, and/or employee rehabilitation. It includes developing redeployment strategies and processes and managing the implementation of these.

In practice, managing redeployment overlaps with other generalist and specialist workplace activities such as managing diversity, managing policy implementation, managing separation, managing employment relations, managing performance management processes.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop redeployment strategies and processes	1.1 A variety of <i>information sources</i> and consultations with key <i>stakeholders</i> are used to develop <i>redemption</i> strategies. 1.2 Strategies are developed based on an analysis of present and future requirements within the organisation. 1.3 Strategies are developed based on good practice models of redeployment, and processes are integrated with <i>other key human resource strategies</i>. 1.4 Processes are designed based on the principles of natural justice, equity and fairness. 1.5 Relevant <i>legislation and policy</i> requirements are complied with in developing redeployment processes.
2. Manage implementation of redeployment processes	2.1 Information and advice is provided to facilitate effective implementation, monitoring and evaluation of processes. 2.2 <i>Information in relation to redeployment processes</i> is made available to employees. 2.3 Systems are developed and implemented to monitor the effectiveness of redeployment processes in accordance with contractual obligations, legislation, organisational policy and needs, and in consultation with managers. 2.4 <i>External and/or internal trends</i> or events which have an effect on the organisation's redeployment processes are monitored and responses are formulated. 2.5 Processes are monitored to gauge their effectiveness in providing support to redeployed staff. 2.6 Adjustments to processes are implemented as a result of monitoring and/or changed internal/external factors.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- using effective consultation and negotiation with stakeholders
- using a variety of words and language structures to explain complex ideas to different audiences
- interpreting and explaining complex concepts and assisting others to apply them in the workplace
- preparing written strategies requiring reasoning and precision of expression
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental guidelines relating to redeployment

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- contemporary industrial relations issues
- employee rehabilitation procedures
- employment relations issues
- equal employment opportunity, equity and diversity principles
- grievance/appeals procedures
- jurisdictional legislation applying to redeployment including occupational health and safety and environment
- national and/or international models of good practice in redeployment
- organisational goals, policies and procedures relating to redeployment
- redeployment processes
- work design and organisation

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC601B Maintain and enhance confidence in public service
 - PSPGOV601B Apply government systems
 - PSPGOV605A Persuade and influence opinion
 - PSPHR613A Manage retention and separation
 - PSPHR614A Manage employment relations
 - PSPHR616A Manage performance management system
 - PSPLEGN601B Manage compliance with legislation in the public sector
 - PSPMNGT605B Manage diversity
 - PSPMNGT611A Manage evaluations
 - PSPPOL603A Manage policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- management of redeployment processes in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policies and procedures relating to redeployment
- workplace scenarios and case studies to capture the range of situations likely to be encountered when managing redeployment
- environmental factors and relevant workplace materials that relate to redeployment

Where and how to

Valid assessment of this unit requires:

assess evidence

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing redeployment, including coping with difficulties, irregularities and breakdowns in routine
- management of redeployment processes in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Information sources may include:

- basic statistical analyses
- surveys
- focus groups interviews
- research on existing programs
- solicited and unsolicited feedback
- organisational reviews
- workforce management data

Stakeholders may include:

- all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services, such as:
 - users of the human resource service
 - employees at all levels of the organisation
 - other public sector organisations
 - employee assistance providers
 - union and association representatives
 - boards of management
 - government
 - Ministers

Redeployment refers to:

- internal movement of human resources as a consequence of changed organisational needs, performance issues and employee rehabilitation

Other key human resource strategies may include:

- recruitment
- career management
- equity and diversity
- workforce planning
- succession planning
- organisational development
- probation
- organisational design

Legislation and policy may include:

- Commonwealth and State/Territory legislation including equal employment opportunity and anti-discrimination law
- national and international codes of practice and standards

Information in relation to redeployment processes may be distributed though:

- the organisation's policies and practices
- government policy
- codes of conduct
- written documentation
- manuals
- policy and procedure statements, guides
- information brochures and pamphlets
- oral advice and guidance
- one-on-one meetings
- small group meetings
- telephone contact and/or electronic mail
- training programs

Internal and external factors impacting upon redeployment processes may include:

- changed financial or political circumstances
- downsizing or organisation restructuring
- retention of high performing employees
- opportunities for outsourcing
- changes in legislation or core business activities
- changes in activities or aspirations of customers
- organisational changes
- labour market

Unit Sector(s)

Not applicable.

Competency field

Human Resource Management.