



Australian Government

Assessment Requirements for PUAFIR503 Coordinate human resource management activities

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- administering disciplinary procedures
- applying human resource legislation
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- appraising personnel and coordinating job progression activities
- conducting investigations into grievances and complaints
- establishing organisational/workplace performance indicators
- evaluating expertise of personnel
- facilitating work group building activities
- identifying and interpreting industrial policies, agreements and awards
- identifying development needs of personnel
- implementing human resource management policies
- producing workplace succession plans
- providing informal feedback
- resolving employee grievances and complaints by applying grievance procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of

- conflict resolution techniques
- employee performance appraisals
- grievance and complaint procedures
- industrial relations system – internal and external
- industry agreements and award conditions
- job and/or career progression and succession planning
- legislation related to Human Resources (HR)
- organisational documentation, policies and procedures including equal employment opportunity policies, procedures, guidelines and responsibilities and disciplinary procedures

- role of HR manager
- sources and reasons for grievances
- sources for HR information
- team building facilitation
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated over time and in a wide range of contexts.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>