

Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

AHCBUS501XX	<u>Manage enterprise staff requirements</u> Manage staff
Application	<p>This unit of competency describes the skills and knowledge required to manage staff <u>who work in both operational and strategic roles.</u></p> <p><u>This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.</u></p> <p>All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.</p> <p>This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Business (BUS)

Formatted: SI Text

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine employment requirements	1.1 Identify tasks and conditions under which <u>work</u> performance occurs 1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions; 1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 1.4 <u>Negotiate enterprise agreements and contracts of employment.</u>
2. Manage workforce performance	2.1 Develop induction programs for each employee consistent with legislative requirements 2.2 Clarify and establish terms of engagement for consultants and contractors 2.3 Conduct induction programs for new internal and external appointees and establish appropriate records 2.4 Develop and implement strategies for communicating with workers 2.5 Develop and implement performance management strategies 2.6 Develop and implement strategies to resolve disputes and conflicts 2.7 Identify and follow processes for the termination of non-performing staff
3. Implement work health and safety priorities and procedures	3.1 Develop and communicate safety policies 3.2 Identify and design safe work practices for the enterprise 3.3 Communicate and enforce safe work practices 3.4 Involve all members of staff in hazard identification and risk assessment 3.5 Induct new staff into the work health and safety system
4. Support workforce training programs	4.1 Develop strategies to identify and address skill and knowledge gaps 4.2 Provide on-job training to optimise worker performance and ensure safety and fairness in the workplace 4.3 Identify off-job training requirements and source and support training

AHCBUS501XX Manage enterprise staff requirements Manage staff

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Manage administrative support	5.1 Implement procedures for the administration of staff records 5.2 Implement administrative procedures to meet legislated requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
<u>Oral communication</u>	<ul style="list-style-type: none"> <u>Effectively interact with employees and contractors across a range of situations</u>
	▲
	▲

Range Of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

	▲
	▲
	▲

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS501XX <u>Manage enterprise staff requirements</u> <u>Manage staff</u>	AHCBUS501_A Manage staff	<u>Updated title</u> <u>Performance criteria clarified.</u> <u>Foundation skills added.</u> <u>Assessment requirements updated.</u>	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
--------------	---

TITLE	Assessment requirements for AHCBUS501XX <u>Manage enterprise staff requirements</u> <u>Manage staff</u>
Performance Evidence	
<p><u>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed enterprise staff requirements over a production cycle of at least six months, including:</u>The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.</p> <p>The candidate must provide evidence that they can:</p> <ul style="list-style-type: none"> • determine work requirements • develop and implement strategies to manage workforce performance • <u>prepare</u>ed job/task descriptions • <u>arrange</u>ed employment of workforce members • <u>developed and implemented strategies to manage workforce performance</u> • <u>implemented</u> work health and safety policies, procedures and priorities • <u>review</u>ed labour productivity • <u>manage</u>d the performance of staff • <u>implemented</u> procedures for the administration of staff records • <u>manage</u>d industrial relations. 	
Knowledge Evidence	
<p><u>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</u> <u>job/</u>The candidate must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • task descriptions • equal opportunity and equal employment opportunity legislation • work health and safety legislation • relevant industrial awards <u>relevant to enterprise activity</u> • performance management approaches • personnel management strategies • employee induction programs • contracts of employment • unfair dismissal legislation • job specifications • interviewing procedures. 	
Assessment Conditions	
<p><u>Assessment of skills must take place under the following conditions:</u></p> <ul style="list-style-type: none"> • <u>physical conditions:</u> <ul style="list-style-type: none"> • <u>skills must be demonstrated in an environment that accurately represents workplace conditions</u> • <u>specifications:</u> <ul style="list-style-type: none"> • <u>access to legislation, regulations and guidelines for employment</u> • <u>personnel:</u> <ul style="list-style-type: none"> • <u>access to employees and/or contractors.</u> <p><u>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</u> <u>Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.</u></p> <p><u>Assessors must satisfy current standards for RTOs.</u></p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet:

Formatted: SI Text

Formatted: SI Bullet List 2

Formatted: Font: 10 pt, Font color: Auto

AHCBUS501XX [Manage enterprise staff requirements](#) [Manage staff](#)

	https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
--	---