Modification history

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| Release | Comments |
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 8.0. |

| AMPLDR4X1 | Supervise new recruits |
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| Application | This unit describes the skills and knowledge required to support, mentor and develop new recruits. It includes an understanding of the roles and responsibilities of first line managers in defining and communicating expectations, providing appropriate learning environments, and providing mentoring and feedback to support the retention and development of new recruits.  This unit applies to individuals who are responsible for supervising, developing and managing new recruits. Typically this unit would be applicable to first line managers, including supervisors and may also apply to team leaders.  No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Leadership (LDR) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Communicate work requirements and expectations | 1.1 Identify information requirements for new recruits  1.2 Communicate workplace policies, performance requirements and responsibilities to new recruits  1.3 Make information available to new recruits in appropriate and accessible formats  1.4 Adjust communication methods to account for the purpose and the audience, factoring in social and cultural diversity  1.5 Model appropriate work behaviours and procedures in personal conduct  1.6 Identify, facilitate and resolve individual and team issues in relation to developing and managing new recruits |
| 2. Provide an appropriate learning environment for new recruits | 2.1 Establish learning and development plans for new recruits and monitor progress in conjunction with human resources personnel  2.2 Estimate and secure resources required to support informal and formal learning and training  2.3 Monitor implementation of workplace policies to ensure the workplace and learning environment conforms with industrial, customer and legal requirements  2.4 Arrange opportunities for new recruits to develop and apply skills and knowledge  2.5 Establish patterns of work organisation and job rotation to reinforce learning |
| 3. Provide regular and timely feedback on performance | 3.1 Monitor progress and performance of new recruits  3.2 Identify signs of poor or unacceptable practices  3.3 Investigate reasons for poor or unacceptable performance  3.4 Provide structured feedback to new recruits  3.5 Identify and agree strategies for addressing the performance gap with the new recruit  3.6 Confirm progress or take appropriate follow up action through ongoing monitoring |

| 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. | |
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| Skill | Description |
| Reading | * Access and interpret regulatory requirements and industry best practice guidelines for labelling allergens |
| Writing | * Prepare accessible, straight-forward information for new recruits using paper-based and/or digital formats |
| Oral communication | * Build rapport with new recruits * Manage conflict and facilitate resolution of issues, disagreements or disputes * Foster effective teamwork by recognising and utilising individual strengths * Provide feedback to foster confidence and appropriate workplace behaviours |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AMPLDR4X2 Supervise new recruits | AMPX423 Supervise new recruits | Unit sector code updated.  Performance criteria clarified.  Foundation skills added.  Performance Evidence, Knowledge evidence and Assessment Conditions revised. | Equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  [https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7%20) |

| TITLE | Assessment requirements for AMPLDR4X2 Supervise new recruits |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has supervised at least two new recruits, over at least one month, including:   * ensured new recruits have adequate opportunity to learn, apply and practice new skills and knowledge * modelled behaviour consistent with workplace policies and procedures * provided regular feedback to new recruits to foster confidence and appropriate workplace behaviours and ensured recruits follow workplace policies and procedures. | |

| Knowledge Evidence |
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| 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:   * workplace feedback and performance management systems and responsibilities in the workplace, including personal level of authority in relation to performance counselling and disciplinary procedures * applicable legislation and Fair Work Australia requirements * enterprise and employee obligations under industrial arrangements and training agreements in relation to the provision of (workplace) training conflict management techniques * communication methods to establish and maintain effective workplace relationships * methods to foster confidence and appropriate workplace behaviours * conflict resolution strategies * ways to promote effective teamwork * ways to maintain currency of knowledge and techniques through informal learning, regular professional development or personal research * methods to monitor individual performance and identify performance gaps * goal setting strategies * methods for providing structured feedback. |

| Assessment Conditions |
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| Assessment of skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a workplace where new recruits are regularly employed, and where new recruits can work as part of a team and human resources support is available * specifications: * human resources policies and procedures, including for employment of new recruits and workplace learning * relationships: * new recruits * team members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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