Modification history

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

| AHCBUS501 | Manage enterprise staff requirements |
| --- | --- |
| Application | This unit of competency describes the skills and knowledge required to manage staff who work in both operational and strategic roles.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.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.No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. |
| Prerequisite Unit | Nil  |
| Unit Sector | Business (BUS) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Determine employment requirements  | 1.1 Identify tasks and conditions under which work performance occurs1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights1.4 Negotiate enterprise agreements and contracts of employment |
| 2. Manage workforce performance | 2.1 Develop induction programs for each employee consistent with legislative requirements2.2 Clarify and establish terms of engagement for consultants and contractors2.3 Conduct induction programs for new internal and external appointees and establish appropriate records2.4 Develop and implement strategies for communicating with workers2.5 Develop and implement performance management strategies2.6 Develop and implement strategies to resolve disputes and conflicts2.7 Identify and follow processes for the termination of non-performing staff |
| 3. Implement work health and safety priorities and procedures | 3.1 Communicate and enforce safe work practices3.2 Involve all members of staff in hazard identification and risk assessment3.3 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 gaps4.2 Provide on-job training to optimise worker performance and ensure safety and fairness in the workplace4.3 Identify off-job training requirements and source and support training |
| 5. Manage administrative support | 5.1 Implement procedures for the administration of staff records5.2 Implement administrative procedures to meet legislated requirements |

| Foundation SkillsThis 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 |
| Oral communication | * Effectively interact with employees and contractors across a range of situations
 |

|  |
| --- |
| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCBUS501 Manage enterprise staff requirements | AHCBUS501 Manage staff | Updated titleTwo performance criteria removed due to overlap with WHS units. Performance criteria clarified. Foundation skills added. Assessment requirements updated. | 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 AHCBUS501 Manage enterprise staff requirements |
| --- | --- |
| 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 managed enterprise staff requirements over a production cycle of at least six months, including:* prepared job/task descriptions
* arranged employment of workforce members
* developed and implemented strategies to manage workforce performance
* implemented work health and safety policies, procedures and priorities
* reviewed labour productivity
* managed the performance of staff
* implemented procedures for the administration of staff records
* managed industrial relations.
 |

| Knowledge Evidence |
| --- |
| 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:* job/task descriptions
* equal opportunity and equal employment opportunity legislation
* work health and safety legislation
* industrial awards relevant to enterprise activity
* performance management approaches
* personnel management strategies
* employee induction programs
* contracts of employment
* unfair dismissal legislation
* interviewing procedures.
 |

| Assessment Conditions |
| --- |
| Assessment of skills must take place under the following conditions: * physical conditions:
* skills must be demonstrated in an environment that accurately represents workplace conditions
* specifications:
* access to legislation, regulations and guidelines for employment
* personnel:
* access to employees and/or contractors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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