Modification history

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

| AHCBUS605 | Manage human resources |
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| Application | This unit of competency describes the skills and knowledge required to manage human resources in an agricultural, horticultural or land management enterprise.This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities. They analyse, design and communicate solutions to a range of complex problems.All work must be carried out to comply with organisational requirements, workplace health and safety legislation and codes, sustainability practices 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 |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Implement strategies for personal development and appropriate self-management | 1.1 Audit own management strengths and weaknesses and address through training and professional support1.2 Determine priorities in management and operations and allocate time to achieve effective outcomes1.3 Implement strategies for managing conflicting demands and pressure  |
| 2. Identify skill requirements and prepare task descriptions  | 2.1 Identify and describe tasks along with the range of conditions under which performance may need to occur2.2 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights2.3 Prepare task descriptions with due regard to equal opportunity employment legislation, work health and safety and work-based harassment regulations2.4 Explore and use opportunities to use government-supported employment and training programs |
| 3. Arrange employment of workforce members | 3.1 Assess options for filling job vacancies3.2 Prepare resources and materials for recruitment and place with media and employment agencies3.3 Determine criteria for assessing job applicants and prepare applicant evaluation processes and procedures3.4 Assess applicants against the criteria and finalise selection decision3.5 Advise all applicants of outcome3.6 Negotiate terms of employment and ensure adherence to relevant award conditions |
| 4. Manage workforce performance | 4.1 Design induction programs for each employee consistent with legislative requirements and effective management4.2 Establish terms of engagement for consultants and contractors4.3 Conduct induction programs for new internal and external appointees and establish appropriate records4.4 Develop work plans for all members of the workforce4.5 Design and implement strategies for communicating with workers4.6 Design and implement performance management strategies4.7 Follow processes for terminating non-performing staff |
| 5. Support personal development, training and career development of workers | 5.1 Design and implement strategies to identify skill and knowledge gaps with workers5.2 Provide on-job training to optimise worker performance and to ensure safety and fairness in the workplace5.3 Identify off-job training requirements and source and support training5.4 Identify and provide opportunities for career development and design and implement strategies for succession5.5 Recognise and reward prior learning, experience and training |
| 6. Manage administrative support | 6.1 Design and implement processes and procedures for the administration of staff records6.2 Design and implement administrative procedures and processes to meet legislated requirements6.3 Monitor adherence to awards, enterprise agreements and contracts of employment, and resolve disputes and conflicts  |
| 7. Implement work health and safety priorities and procedures | 7.1 Communicate and enforce safe work practices among all members of the workforce7.2 Involve all members of staff in hazard identification and risk assessment7.3 Induct new staff into the work health and safety system |
| 8. Review labour productivity | 8.1 Establish strategies for monitoring labour costs8.2 Review the performance of the enterprise using labour productivity benchmarks8.3 Establish opportunities to develop more efficient work practices by consulting peers, staff and consultants8.4 Implement strategies for improving labour productivity |

| 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. |
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| Skill | Description |
| Oral communication | * Effectively engage with employees at interview, to monitor work and to encourage quality performance
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| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCBUS605 Manage human resources | AHCBUS605 Manage human resources | Element 7 updated to remove overlap with WHS units.Performance criteria clarified. Foundation skills added. Assessment requirements updated. | Equivalent unit  |

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| 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 AHCBUS605 Manage human resources |
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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 managed human resources for at least one enterprise, including:* identified skill requirements and prepared at least one task description
* arranged employment of at least one permanent workforce members
* supported career and professional development of workforce member
* implemented work health and safety priorities and procedures
* managed administration of staff records
* reviewed labour productivity.
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| 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:* own personal development requirements
* time management
* process to develop job descriptions
* relevant industrial awards
* employee induction programs
* interviewing strategies and protocols
* legislation, regulations and codes of conduct relevant to employers, including:
* WorkCover insurance
* superannuation
* taxation
* equal employment opportunity
* anti-discrimination and anti-harassment
* workplace health and safety
* privacy
* unfair dismissal
* contracts of employment.
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| Assessment Conditions |
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| Assessment of skills must take place under the following conditions: * physical conditions:
* skills must be demonstrated in an environment that accurately represents workplace conditions
* resources, equipment and materials:
* access to an enterprise
* personnel:
* access to potential employees and contractors.

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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