#### **Modification history**

I

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.
AHCBUS501XX	Manage enterprise staff requirementsManage staff
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.
	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.
	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.
1Determine employment requirements	<ul> <li>1.1 Identify tasks and conditions under which work performance occurs</li> <li>1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions,</li> <li>1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights</li> <li>1.4 Negotiate enterprise agreements and contracts of employment,</li> </ul>
2Manage workforce performance	<ul> <li>2.1 Develop induction programs for each employee consistent with legislative requirements</li> <li>2.2 Clarify and establish terms of engagement for consultants and contractors</li> <li>2.3 Conduct induction programs for new internal and external appointees and establish appropriate records</li> <li>2.4 Develop and implement strategies for communicating with workers</li> <li>2.5 Develop and implement strategies to resolve disputes and conflicts</li> <li>2.7 Identify and follow processes for the termination of non-performing staff</li> </ul>
3Implement work health and safety priorities and procedures	<ul> <li>3.1 Develop and communicate safety policies</li> <li>3.2 Identify and design safe work practices for the enterprise</li> <li>3.3 Communicate and enforce safe work practices</li> <li>4 I work and members of steff is becard identification and risk accessment</li> </ul>

 procedures
 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

 4.2 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

Skills Impact Unit of Competency Template modified on 1 November 2017

I

I

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

#### **Foundation Skills**

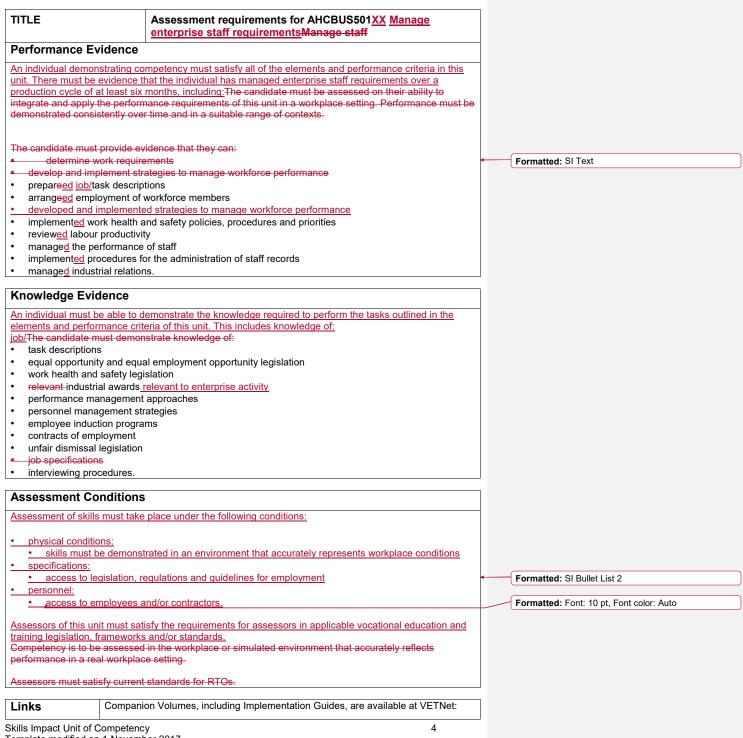
This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.				
Skill	Description			
Oral communication	<u>Effectively interact with employees and contractors across a range of situations</u>			
	<u>.                                    </u>			
	<u>هــــــــــــــــــــــــــــــــــــ</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. accessibility of the item, and local industry and regional contexts) are included. accessibility accessibility accessibility accessibility accessibility accessibility

# Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS501 <u>XX</u> Manage enterprise staff requirements Manage staff	AHCBUS501_A Manage staff	Updated title 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



Template modified on 1 November 2017

I

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

Skills Impact Unit of Competency Template modified on 1 November 2017