

## Modification history

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

AHCBUS605XX	Manage human resources
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to manage human resources in an agricultural, horticultural or land management enterprise.</p> <p>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.</p> <p>All work must be carried out to comply with organisational requirements, Work Health and Safety legislation and codes, sustainability practices and in consultation with the management team.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Business (BUS)

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. Implement strategies for personal development and appropriate self-management	1.1 Audit own management strengths and weaknesses and address through training and professional support 1.2 Determine priorities in management and operations and allocate time to achieve effective outcomes 1.3 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 occur 2.2 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 2.3 Prepare task descriptions with due regard to equal opportunity employment legislation, work health and safety and work-based harassment regulations 2.4 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 vacancies 3.2 Prepare resources and materials for recruitment and place with media and employment agencies 3.3 Determine criteria for assessing job applicants and prepare applicant evaluation processes and procedures 3.4 Assess applicants against the criteria and finalise selection decision 3.5 Advise all applicants of outcome 3.6 Negotiate terms of employment and ensure adherence to relevant award conditions

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Manage workforce performance	4.1 Design induction programs for each employee consistent with legislative requirements and effective management 4.2 Establish terms of engagement for consultants and contractors 4.3 Conduct induction programs for new internal and external appointees and establish appropriate records 4.4 Develop work plans for all members of the workforce 4.5 Design and implement strategies for communicating with workers 4.6 Design and implement performance management strategies 4.7 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 workers 5.2 Provide on-job training to optimise worker performance and to ensure safety and fairness in the workplace 5.3 Identify off-job training requirements and source and support training 5.4 Identify and provide opportunities for career development and design and implement strategies for succession 5.5 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 records 6.2 Design and implement administrative procedures and processes to meet legislated requirements 6.3 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 Develop and communicate safety policies 7.2 Identify and design safe work practices for all aspects of the operation of the enterprise 7.3 Communicate and enforce safe work practices among all members of the workforce
8. Review labour productivity	8.1 Establish strategies for monitoring labour costs 8.2 Review the performance of the enterprise using labour productivity benchmarks 8.3 Establish opportunities to develop more efficient work practices by consulting peers, staff and consultants 8.4 Implement strategies for improving labour productivity

<b>Foundation Skills</b>	
<i>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.</i>	
<b>Skill</b>	<b>Description</b>
Oral communication	<ul style="list-style-type: none"> <li>Effectively engage with employees at interview, to monitor work and to encourage quality performance</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
AHCBUS605XX Manage human resources	AHCBUS605 Manage human resources	Performance criteria clarified. Foundation skills added. Assessment requirements updated.	Equivalent unit

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

<b>TITLE</b>	<b>Assessment requirements for AHCBUS605XX Manage human resources</b>
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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.

**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:

- 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:
  - work cover insurance
  - superannuation
  - taxation
  - Equal Employment Opportunity (EEO)
  - work health and safety
  - unfair dismissal
- contracts of employment.

**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
- 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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