BSBHRM417 Support Human Resources functions and processes

To be eligible for recognition in the above unit, it is advised that you complete the following short courses:

- Introduction to Human Resources Support Role
- Change, Policies & Ethics in HR

More information is available at www.ca.edu.au.

Performance Criteria

The following table outlines how each short course address the criteria of the unit of competency.

ELEMENT	PERFORMANCE CRITERIA	Introduction to Human Resource Support Roles	Change, Policies & Ethics in HR
1. Identify human resources functions	1.1 Identify business strategy and human resource strategy	Partial	Partial
	1.2 Identify different human resource networks for human resource professionals	Partial	Partial
	1.3 Identify information sources to obtain human resource data and information	Full	No
2. Review policy and procedures frameworks	2.1 Identify policies and procedures relevant to the organisation	Full	No
	2.2 Analyse strengths and weaknesses of organisation's policies and procedures	No	Full
	2.3 Identify sustainability issues that relate to human resource functions	No	Full
3. Apply ethical framework	3.1 Review ethical requirements associated with the human resource function	No	Full
	3.2 Apply ethical obligations to own role and decisions	No	Full
	3.3 Document behaviours associated with working ethically in the area	No	Full
4. Analyse human resource metrics	4.1 Select relevant technology to gather workforce data and information to review human resource functions	Full	No
	4.2 Identify and use different sources of workforce data	Full	Partial
	4.3 Collate and analyse data and establish key trends and critical information	Full	Partial
5. Report outcomes of review and analysis	5.1 Identify options for change relevant to organisation's culture	No	Full
	5.2 Identify and evaluate possible change barriers	No	Full
	5.3 Collate, analyse and document key findings relating to policy and procedure frameworks	Partial	Partial
	5.4 Write report on outcomes of review and analysis	Partial	
	5.5 Develop recommendations for change	No	Full

Recognition

When you have completed both short courses and have relevant demonstrated work experience, you may be eligible for **Recognition of Prior Learning (RPL)** in the unit of competency:

BSBHRM417 Support Human Resources functions and processes

Supply copies of your Certificate of Attainment (Digital Badges) from the following short course/s:

- **Introduction to Human Resources Support Role**
- **Change, Policies & Ethics in HR**

Knowledge Evidence

To be eligible for RPL, you must demonstrate that you have the following knowledge. Completion of the above short courses addresses all the knowledge evidence as detailed below:

KNOWLEDGE COMPONENT	Introduction to Human Resources Support Role	Change, Policies & Ethics in HR
Key provisions of legal and compliance requirements that apply to the organisation	Full	Partial
Relevant organisational policies and procedures	Partial	Partial
Key features of information technology used to analyse human resource metrics	Full	Partial
Roles and responsibilities of human resource practitioners	Full	Partial
Types of human resources networks including local, state or territory, national and international.	Partial	Partial

Workplace Tasks to be completed

In addition to the Certificates of Attainment, you are also required to supply evidence that you have applied this knowledge, and performed the associated activities, in the workplace. This documentation (evidence) needs to be your own work and is required to be valid, authentic, verifiable and current.

You must demonstrate that you have completed the below activities in the workplace:

- on at least two occasions, support key human resource functions and/or processes for an organisation or work area
- use appropriate technology to collect and analyse workforce data.

Examples of workplace documentation that may be provided include:

- screen shots, screen grabs and videos of you using the appropriate technology,
- documentation of HR processes including recruitment, performance management, planning (include forms, checklists or documents that you have either prepared or completed),
- emails with attachments, hyperlinks, attachments of extracted data, shared between yourself and management (or other appropriate stakeholders),
- supervisor verification that you have completed the above tasks and activities,
- Your resume (CV) and relevant position description.

Apply for RPL at College Australia by clicking on the following link: https://ca.edu.au/courses/rpl