



**CATAPULT**

# BSBHRM404

Review human resource functions

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBHRM404.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/BSBHRM404/>**

# Trainer/assessor guide

## BSBHRM404

### Review human resource functions

#### Welcome to this unit of study

This unit describes the skills and knowledge required to undertake research that supports work across a range of human resource functional areas.

It applies to individuals who require a broad understanding of human resource functions, associated policy frameworks and the administrative requirements to support these functions and policies.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

About this trainer/assessor guide .....	4
<b>Learning resource</b> .....	<b>5</b>
Topic 1: Research human resources functions .....	5
Human resource strategies .....	5
Human resource networks.....	16
Information sources .....	18
Research strategies .....	23
Undertaking research.....	30
Check your understanding .....	37
Topic 2: Review policy and procedures frameworks .....	39
Locating policies and procedures .....	39
Analysing policies and procedures .....	43
Legislation.....	46
Check your understanding .....	53
Topic 3: Apply ethical framework .....	55
Ethical requirements .....	55
Ethical obligations.....	60
Working ethically.....	64
Check your understanding .....	69
Topic 4: Analyse human resource metrics .....	71
Technology .....	71
Workforce data .....	85
Data analysis .....	88
Check your understanding .....	91
Topic 5: Report research outcomes .....	93
Options for change.....	93
Key findings .....	97
Research reports.....	104
Change recommendations .....	112
Check your understanding .....	115
References.....	117
<b>Assessment workbook</b> .....	<b>119</b>
Unit information .....	121
What is competency-based assessment?.....	122
How will my competency be assessed?.....	123
Assessment agreement.....	124
Foundation skills checklist.....	125

<b>Skills recognition</b> .....	<b>126</b>
Topic 1: Research human resources functions .....	127
Topic 2: Review policy and procedures frameworks .....	128
Topic 3: Apply ethical framework .....	129
Topic 4: Analyse human resource metrics .....	130
Topic 5: Report research outcomes .....	131
<b>Knowledge questions</b> .....	<b>132</b>
Topic 1: Research human resources functions .....	133
Topic 2: Review policy and procedures frameworks .....	138
Topic 3: Apply ethical framework .....	144
Topic 4: Analyse human resource metrics .....	148
Topic 5: Report research outcomes .....	151
Topic 6: Specific knowledge evidence .....	155
<b>Performance tasks</b> .....	<b>156</b>
Third party evidence collection agreement .....	157
Topic 1: Research human resources functions .....	158
Topic 2: Review policy and procedures frameworks .....	161
Topic 3: Apply ethical framework .....	164
Topic 4: Analyse human resource metrics .....	165
Topic 5: Report research outcomes .....	166
<b>Completion record</b> .....	<b>167</b>
<b>Unit mapping and assessment checklist</b> .....	<b>168</b>
<b>Trainer/ assessor user instructions</b> .....	<b>170</b>

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Research human resources functions
- » Review policy and procedures frameworks
- » Apply ethical framework
- » Analyse human resource metrics
- » Report research outcomes

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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