



CATAPULT

BSBHRM501

Manage human resource services

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/BSBHRM501/>

Trainer/assessor guide

BSBHRM501

Manage human resource services

Welcome to this unit of study

This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.

It applies to individuals with responsibility for coordinating a range of human resource services across an organisation. They may have staff reporting to them.

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
Learning resource.....	5
Topic 1: Determine strategies for delivery of human resource services.....	5
Strategies and operational plans	5
Review business environment	22
Identify human resource needs	29
Diversity requirements	31
Options for delivery of services	35
Strategies for delivery of services	59
Team roles and responsibilities	63
Check your understanding	71
Topic 2: Manage the delivery of human resource services.....	73
Communicate strategies to stakeholders.....	73
Negotiate service agreements	77
Training support	82
Monitoring quality assurance.....	88
Ensure services are delivered by appropriate providers.....	96
Identify underperformance	102
Check your understanding	107
Topic 3: Evaluate human resource service delivery.....	109
Gathering and storing information	109
Survey clients	112
Analyse feedback and surveys	118
Approval for variations.....	121
Check your understanding	123
Topic 4: Manage integration of business ethics in human resource practices	125
Behaving ethically	125
Observing the code of conduct.....	130
Observe confidentiality	135
Dealing with unethical behaviour	137
Understanding requirements for ethical behaviour	140
Check your understanding	143
References.....	145
Assessment workbook	147
Unit information	149
What is competency-based assessment?.....	150
How will my competency be assessed?.....	151
Assessment agreement.....	152
Foundation skills checklist.....	153

Skills recognition	154
Topic 1: Determine strategies for delivery of human resource services.....	155
Topic 2: Manage the delivery of human resource services.....	156
Topic 3: Evaluate human resource service delivery.....	157
Topic 4: Manage integration of business ethics in human resource practices	158
Knowledge questions	159
Topic 1: Determine strategies for delivery of human resource services.....	160
Topic 2: Manage the delivery of human resource services.....	169
Topic 3: Evaluate human resource service delivery.....	178
Topic 4: Manage integration of business ethics in human resource practices	184
Performance tasks	189
Third party evidence collection agreement	190
Topic 1: Determine strategies for delivery of human resource services.....	191
Topic 2: Manage the delivery of human resource services.....	193
Topic 3: Evaluate human resource service delivery.....	197
Topic 4: Manage integration of business ethics in human resource practices	201
Completion record	202
Unit mapping and assessment checklist	203
Trainer/ assessor user instructions	206

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Determine strategies for delivery of human resource services
- » Manage the delivery of human resource services
- » Evaluate human resource service delivery
- » Manage integration of business ethics in human resource practices

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.

Assessment workbook

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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