

## MANAGE HUMAN RESOURCE RECORDS

UNIT CODE: BUS/OS/HRM/CR/06/5

### Unit Description

This unit specifies the competencies required to manage HR records. It includes identifying HR records, classifying HR records, identifying filing systems for HR records, maintaining HR records, storing HR records, retrieving HR records and appraising HR records.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
These describe the key outcomes that make up workplace function.	These are assessable statements that specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the Range</b></i>
1. Identify HR records	1.1 The importance of keeping records is identified 1.2 HR records are defined <i><b>1.3 Types of human resource records</b></i> are identified 1.4 <i><b>Forms of human resource records</b></i> are identified

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<p>2. Classify HR records</p>	<p>2.1 Familiarize with organization record management policies which are available</p> <p>2.2 Record management policies are initiated in line with the SOPs</p> <p>2.3 HR records are sorted as per organization procedures</p> <p>2.4 Record contents are analysed and assessed in line with the SOPs</p> <p>2.5 HR records are categorized in line with the SOPs</p>
<p>3. Identify filing systems for HR records</p>	<p>3.1 <i><b>Filing systems</b></i> are identified based on type of records in line with the SOPs</p> <p>3.2 Filing system for the organization is identified</p> <p>3.3 <i><b>Resources</b></i> for setting up the <b>filing system</b> are identified, and their availability secured based on the type of records and in line with the SOPs</p> <p>3.4 Filing system is established based on type of records and in</p>

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	line with the SOPs
4. Maintain HR records	4.1 HR records are received 4.2 Allocation of duties is done in line with the SOPs 4.3 Contents of HR records are analyzed and assessed in line with the SOPs 4.4 Indexing system for the organization is identified 4.5 HR records are indexed as per the organization requirements
5. Store HR records	5.1 Familiarize with the organization policy on confidentiality of records which are available. 5.2 Policy on confidentiality of records is initiated in line with the SOPs. 5.3 <i><b>Facilities</b></i> and location for

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	<p><b>storage</b> of records are identified.</p> <p>5.4 <i><b>Storage systems</b></i> are identified based on type of records in line with the SOPs.</p> <p>5.5 <i><b>Resources for</b></i> setting up the <b>storage</b> systems are identified, and their availability secured based on the type of records in line with the SOPs.</p> <p>5.6 Physical securing of records is done.</p> <p>5.7 Train employees on safeguarding confidentiality of records.</p> <p>5.8 Challenges of safeguarding confidentiality in HR records are identified.</p>
6. Retrieve HR records	<p>6.1 Familiarize with the organization policy on retrieval of records which are available.</p> <p>6.2 Policy on retrieval of records is initiated in line with the SOPs.</p> <p>6.3 <i><b>Resources</b></i> for retrieval of records are identified and their availability secured based on the type of records in line with the SOPs.</p>

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	6.4 HR records retrieval is done in line with the SOPs 6.5 Circulation of records within the organization is monitored and reviewed in line with the SOPs.
7. Appraise HR records	7.1 Records retention schedules are prepared in line with the organization retention policy where available. 7.2 Policy on retention of records is initiated in line with the SOPs 7.3 Records survey is conducted as per the organization’s requirements 7.4 Evaluation of records is conducted as per the organization’s requirements 7.5 Records are disposed/retained in line with the existing legislation on archiving

## **RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

<b>Variable</b>	<b>Range</b>
Types of HR records May include but not limited to:	1.1 Letters 1.2 Files 1.3 Certificates
Forms of HR records May include but not limited to:	1.1 Manuals 1.2 HR forms 1.3 Personal files
Filing systems May include but not limited to:	1.1 Alphabetical 1.2 Numerical 1.3 Decimal 1.4 Geographical
Resources for filing May include but not limited to:	1.1 Box files 1.2 Spring files 1.3 Paper punch 1.4 Flash disks 1.5 Computers
Facilities for storage May include but not limited to:	1.1 Space 1.2 Security
Storage system May include but not limited to:	1.1 Vertical 1.2 Horizontal

<b>Variable</b>	<b>Range</b>
Resources for storage May include but not limited to:	1.1 Cabinets 1.2 Racks 1.3 Shelves

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

### **Required Skills**

The individual needs to demonstrate the following skills:

- Communication and negotiations
- Computer application
- Workplace induction procedures
- Leadership
- Time management
- Conflict management and resolutions
- Decision making
- Interpersonal relations
- Organization
- Record management
- Reading
- Numerical

### **Required Knowledge**

The individual needs to demonstrate knowledge of:

- Human resource policies, guidelines and regulations
- Organization goals, objectives and strategies
- Legislations
- Record management
- Filing systems
- Storage systems

### **EVIDENCE GUIDE**

1. Critical aspects of competency	<p>Assessment requires evidence that the individual demonstrated:</p> <ul style="list-style-type: none"> <li>1.1 Ability to develop filing systems</li> <li>1.2 Ability to identify storage systems</li> <li>1.3 Expertise in undertaking indexing</li> <li>1.4 Competence in the filing</li> <li>1.5 Competence in the record retrieval</li> <li>1.6 Ability to undertake records management</li> </ul>
2. Resource implications	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Human resource polices, guidelines and regulations strategic plans</li> <li>2.2 HR record management manuals</li> <li>2.3 Organization policies and procedures</li> </ul>
3. Method of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Written or oral questions to test knowledge about record management</li> <li>3.2 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the</li> </ul>



	candidate.
4. Context for assessment	Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)
5. Guiding information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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