HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

UNIT CODE: BUS/CU/HRM/CR/08/5/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Operate Human Resource Information Systems (HRIS)

Duration of Unit: 50 Hours

Unit Description
This unit specifies the competencies required to manage HRIS. It includes identifying HR processes, documenting HR processes, identifying HRIS, automating the HR processes, developing a knowledge management system and maintaining the HRIS.

Summary of Learning Outcomes
1. Identify HR processes
2. Document HR processes
3. Identify the HRIS
4. Automate the HR processes
5. Maintain the HRIS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1.Identify HR Processes	• Introduction to HR processes • HR processes • Importance of HR processes	• Oral questioning • Observation • Written report
2.Document HR Processes	• HR documentation • Importance of HR documentation	• Written tests • Oral presentation • Observation
3.Identify the HRIS	• Introduction to HRIS • Importance of HRIS • Features of HRIS • Benefits of HRIS • Challenges of HRIS	• Oral questioning • Observation • Written report
4.Automate the HR Processes	• Introduction to HR process automation • Process of automating HR processes • Monitoring and evaluation of	• Oral questioning • Observation • Project

Learning Outcome	Content	Suggested Assessment Methods
	HRIS • Advantages and challenges of automated HR processes	
5. Maintain the HRIS	• Importance of HRIS • Benefits of maintaining HRIS • Challenges of maintaining HRIS	• Oral questioning • Observation • Oral presentation • Written questions

Suggested Delivery Methods
- Instructor led facilitation of theory
- Demonstrations by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources
- Office stationery
- Computers and computer software
- Printers
- Projectors