

HUMAN RESOURCE BUDGETS PREPARATIONS

UNIT CODE: HRM/CU/BUS/CR/04/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Prepare human resource budgets

Duration of Unit: 110 Hours

Unit Description

This unit specifies the competencies required to prepare human resource budget. It involves budgeting for the HR Function activities, aligning operations to financial regulations and maintaining financial records.

Summary of Learning Outcomes

1. Budget for the human resource function activities
2. Align operations to financial regulations
3. Maintain financial records

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Budget for the human resource Function activities	<ul style="list-style-type: none">• Definition of a budget• Importance /uses of human resource budget• Human resource budget activities• Drawing a budget	<ul style="list-style-type: none">• Written tests• Oral questions• Observation
2. Align operations to financial regulations	<ul style="list-style-type: none">• Financial legislations and regulations• Human resource financial operations• Tools for reviewing financial operations• Monitoring, evaluating and reporting on the harmonized operations.	<ul style="list-style-type: none">• Written tests• Observation• Oral questions
3. Maintain financial records	<ul style="list-style-type: none">• Human resource Financial records in an organization	<ul style="list-style-type: none">• Written tests• Observation

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Financial records indexing and coding • Filing HR financial records • HR Financial records retrieval and movement • HR financial records security • Financial records appraisal, back-up creation and disposal of obsolete 	<ul style="list-style-type: none"> • Oral questions • Third party report

Suggested methods of instructions

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions
- On job training
- Simulation

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Recommended Resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors
- Internet and intranet connectivity