

HUMAN RESOURCE INFORMATION SYSTEM MANAGEMENT (HRIS)

UNIT CODE:HRM/CU/BUS/CR/09/6

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Manage human resource information system (HRIS)

Duration of Unit: 180 Hours

Unit Description

This unit specifies the competencies required to create and manage Human Resource Information System (HRIS). It involves creating human resource data base, automating the human resource processes, training employees on self-service information systems, maintaining the Human Resource Information Systems (HRIS) and review system features

Summary of Learning Outcomes

1. Creation of human resource data base
2. Automate the human resource processes
3. Train employees on self-service information systems
4. Maintain the Human Resource Information Systems (HRIS)
5. Review system features

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Creation of human resource data base	<ul style="list-style-type: none">• Introduction to human resource information system• Definition of human resource data base• Uses of HR data-base• components of the HR data base• Development of a HR data-base• Advantages and disadvantages of human resource data base	<ul style="list-style-type: none">• Written tests• Observation• Oral questions
2. Automate the human resource processes	<ul style="list-style-type: none">• Introduction to HR process automation• Process of automating human	<ul style="list-style-type: none">• Oral questioning• Observation• Project

Learning Outcome	Content	Suggested Assessment Methods
	resource processes <ul style="list-style-type: none"> Monitoring and evaluation of HRIS Advantages and challenges of automated human resource processes 	
3. Train employees on self-service	<ul style="list-style-type: none"> Definition Features of self service Benefits of self service Advantages and disadvantages of self-service platforms 	<ul style="list-style-type: none"> Written tests Observation Oral questions Third party report
4. Maintain the Human Resource Information Systems (HRIS)	<ul style="list-style-type: none"> Importance of Human Resource Information Systems (HRIS) Benefits of maintaining Human Resource Information Systems (HRIS) Challenges of maintaining Human Resource Information Systems (HRIS) Security of HRIS 	<ul style="list-style-type: none"> Oral questioning Observation Oral presentation Written questions
5. Review system features	<ul style="list-style-type: none"> Methods of collecting feedback Methods of appraising system features Advantages and disadvantages of reviewing the HRIS system features 	<ul style="list-style-type: none"> Written tests Observation Oral questions Third party report

Suggested methods of delivery

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

Recommended resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors

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