

DEMONSTRATE MANAGEMENT OF HUMAN RESOURCES

UNIT CODE: HRM/OS/BUS/CC/02/6/A

UNIT DESCRIPTION

This unit will cover the competencies required to demonstrate human resources management. It involves identifying the purpose of human resources management, understanding the evolution of human resources management, providing human resource support services and addressing emerging issues in human resources.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Identify the purpose of human resources management</p>	<p>1.1 Human resources management is defined as per the SOPs.</p> <p>1.2 Importance of human resources management is established as per the SOPs.</p> <p>1.3 Human resources management contribution to organization performance is identified as per the SOPs.</p> <p>1.4 Main activities, responsibilities and tasks of human resources management are highlighted as per the work place procedures.</p> <p>1.5 Functions of human resources management are identified as per the SOPs.</p> <p>1.6 <i>Theories of human resources management</i> and their relationship to HRM are defined as per the SOPs.</p> <p>1.7 Principles of human resources management are underlined as per the SOPs.</p> <p>1.8 <i>Personal qualities</i> needed for human resources practitioners work are outlined as per the SOPs.</p>
<p>2. Demonstrate understanding of evolution of human resources management</p>	<p>2.1 Stages of development since industrial evolution are familiarized with as per the SOPs.</p> <p>2.2 Multi-disciplinary nature of human resources management is highlighted as per the SOPs.</p>

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	2.3 Emerging issues in human resource management are defined as per the SOPs.
3. Provide human resources support services	3.1 Human resource support services are identified as per the SOPs. 3.2 The organization structure of human resource department is drawn as per the work place activities. 3.3 Importance of human resource department is underlined as per the SOPs. 3.4 Evaluating performance of the human resources management function is carried out as per the SOPs.
4. Address emerging issues in human resources	4.1 Emerging issues in human resource are identified as per the SOPs. 4.2 Effects of emerging issues in human resources management are highlighted as per the SOPs. 4.3 Significant contemporary issues in human resource management are analysed and evaluated as per the work place procedures. 4.4 The <i>factors affecting the future of human</i> resources management is identified.

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.

Variable	Range
1. Theories of human resources management may include but not limited to:	<ul style="list-style-type: none"> • Human capital theory • Contingency theory • The Configurational theory • Resource based theory

<p>2. Personal qualities for HR professionals may include but not limited to:</p>	<ul style="list-style-type: none"> • Knowledge and expertise • Communication • Time management • Self-discipline • Trustworthy • Confidentiality
<p>3. Factors affecting the future of human resource management May include but not limited to:</p>	<ul style="list-style-type: none"> • Globalization • Technology • Professionalism

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:

- Interpersonal
- Communication
- Negotiations
- Critical thinking
- Strategic management
- Data collection and reporting
- Presentation

Required Knowledge

The individual needs to demonstrate knowledge of:

- Enabling legislation that govern employment and the work place
- Organization policies, structures, processes, work standards skills and competencies
- Human resource support services
- Human resource evolution

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <ol style="list-style-type: none"> 1.1 Identified the importance of human resources management in an organization. 1.2 Described the main activities, responsibilities and tasks in human resource management. 1.3 Analyzed the theories of human resources management, showing their relationship to HRM. 1.4 Applied the principles of human resources management in handling human resource issues 1.5 Identified the importance of human resource support services
<p>Resource Implications for competence certification</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks
<p>3. Method of Assessment</p>	<p>Competency may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Written questions 3.2 Oral questions 3.3 Observation 3.4 Projects 3.5 Review of portfolios 3.6 Review of third party workplace reports
<p>4. Context for Assessment</p>	<p>Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)</p>
<p>5. Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>