Assessment Requirements for BSBATSIM514 Recruit and induct staff

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select and induct staff according to organisational policies and procedures
- monitor staff performance and provide feedback according to policies and procedures
- identify appropriate professional development activities for staff
- ensure policies and procedures relating to staff departures are followed.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain concept of community control of organisations and how it may impact staff recruitment and induction processes
- describe cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that might impact recruitment and induction processes
- outline relevant equity and diversity principles on staffing
- identify geographic, social, economic and political contexts in which particular organisations operate and how these may impact recruitment and induction processes
- list relevant organisational policies, procedures and codes of conduct on staff recruitment and induction, including recruitment and induction procedures
- identify relevant provisions of federal, state or territory legislation and funding body requirements that may impact recruitment and induction processes
- outline relevant protocols and cultural responsibilities that impact recruitment and induction processes
- describe training options suitable to staff and board members.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- examples of relevant policies and procedures
- access to examples of relevant documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10