



**Australian Government**

# **BSBATSIM514 Recruit and induct staff**

**Release: 1**

## BSBATSIM514 Recruit and induct staff

### Modification History

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

### Application

This unit describes the skills and knowledge required to recruit and induct new staff and provide ongoing supervision, assessment and support of existing staff, including voluntary staff.

It applies to individuals who contribute their skills and knowledge to monitoring and guiding the activities of organisations who are involved in the recruitment and induction of voluntary or paid staff where a manager does not exist.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Regulation, Licensing and Risk – ATSI Governance

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan ongoing staffing requirements	1.1 Review staffing requirements on a regular basis 1.2 Initiate knowledge and skill audits to decide on positions required 1.3 Update recruitment policy and procedures regularly 1.4 Include additional staffing requirements in business plan 1.5 Allocate budget and resources
2 Ensure staff members are recruited in line with policy and procedures	2.1 Establish a recruitment committee 2.2 Review, endorse and document a duty statement for the position

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.3 Inform others of job vacancies 2.4 Follow the organisation's selection procedures 2.5 Notify candidates of results and provide feedback on their applications
3 Induct new staff	3.1 Develop formal contract for new employees 3.2 Outline code of conduct and how it applies 3.3 Implement induction processes
4 Ensure staff have access to training and development support	4.1 Assess and record staff development and training needs 4.2 Identify sources of funding for staff development 4.3 Ensure required staff training is provided 4.4 Encourage membership of relevant professional bodies 4.5 Promote benefits to other employers of employing local Aboriginal and Torres Strait Islander employees
5 Monitor and assess staff performance regularly	5.1 Review duty statements at regular intervals 5.2 Receive and review reports on staff performance 5.3 Follow policy and procedures to identify most appropriate person to provide effective feedback to staff on performance 5.4 Provide feedback to staff according to policy and procedures
6 Oversee staff departures	6.1 Ensure all contractual obligations and requirements are completed prior to staff departures 6.2 Adhere to appropriate policies and procedures for staff departures

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.2, 1.5, 2.2, 2.4, 3.3, 4.1-4.3, 5.1-5.3, 6.1, 6.2	<ul style="list-style-type: none"> <li>Evaluates and integrates facts and ideas to construct meaning from a range of text types</li> </ul>

Writing	1.2-1.5, 2.2-2.5, 3.1, 3.3, 4.1-4.3, 4.5, 5.4, 6.1, 6.2	<ul style="list-style-type: none"> <li>Integrates information from a number of sources and develops content that supports purposes and format of the material, using grammatical structure and clear and logical language</li> </ul>
Oral Communication	1.2, 2.1, 2.3-2.5, 3.2, 3.3, 4.5, 5.2-5.4	<ul style="list-style-type: none"> <li>Effectively participates in verbal exchanges using active listening and questioning to convey and clarify information</li> </ul>
Numeracy	1.5, 3.1, 4.2	<ul style="list-style-type: none"> <li>Selects and interprets mathematical information that is partly embedded in a range of familiar and some less familiar tasks and texts</li> </ul>
Navigate the world of work	1.3, 2.4, 5.3, 5.4, 6.1, 6.2	<ul style="list-style-type: none"> <li>Takes personal responsibility for adherence to legal and procedural requirements and considers own role in terms of its contribution to broader goals of work environment</li> <li>Develops and reviews organisational policies and procedures in accordance with legal and organisational requirements</li> </ul>
Interact with others	1.1, 2.3, 2.5, 3.2, 4.4, 4.5, 5.4	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with candidates or staff members in a range of work contexts</li> </ul>
Get the work done	1.1, 1.2, 1.4, 2.1, 3.3, 4.1-4.3	<ul style="list-style-type: none"> <li>Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer-term operational and strategic goals</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account</li> <li>When dealing with complex issues, may use intuition to identify the general problem, switching to analytical process to clarify goals and key issues and using lateral thinking processes to generate possible solutions</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIM514 Recruit and induct staff	BSBATSIM514A Recruit and induct staff	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>