



Australian Government

BSBHRM531 Coordinate health and wellness programs

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

Application

This unit describes the skills and knowledge required to coordinate programs with a health and wellbeing focus. The unit addresses coordination of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise and Employee Assistance Programs (EAPs).

The unit applies to individuals who take responsibility for managing staff health and wellness programs or activities.

It also has particular relevance for managers of human resources or diversity programs, frontline managers and specialist consultants responsible for promoting a balance between work demands and personal life. The individual may not be directly involved in delivering the programs.

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

Unit Sector

Technical Skills – Human Resources

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. Research and analyse employee health issues | 1.1 Identify and collect information on employee health issues from relevant sources 1.2 Review findings and their implications for the organisation and business objectives 1.3 Consult relevant stakeholders and develop options for addressing identified health issues 1.4 Agree preferred options with required stakeholders |

| ELEMENT | PERFORMANCE CRITERIA |
|-------------------------------------|--|
| 2. Plan health and wellness program | 2.1 Develop program scope and objectives in consultation with relevant industry consultants, colleagues and managers 2.2 Plan and create administrative structures and resources for program 2.3 Establish program responsibilities and clearly communicate to all stakeholders 2.4 Consult relevant stakeholders and plan communications and marketing strategies 2.5 Establish evaluation methods, develop a program management plan and communicate this plan to stakeholders |
| 3. Coordinate program | 3.1 Prepare policy documents and coordinate strategies in conjunction with program team members 3.2 Coordinate support, assistance and mentorship to relevant stakeholders 3.3 Monitor tracking systems according to program guidelines 3.4 Reach program milestones according to program management plan and provide regular progress reports to stakeholders |
| 4. Evaluate and improve program | 4.1 Use agreed evaluation methods to assess effectiveness of program at specific stages 4.2 Communicate information from program evaluation process to stakeholders 4.3 Incorporate evaluation process and outcomes into continuous improvement strategies, enterprise agreements and future corporate plans |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

| SKILL | DESCRIPTION |
|--------------------|--|
| Reading | <ul style="list-style-type: none"> Compares and contrasts information and demonstrates an understanding gained from a variety of sources such as marketing and communication plans |
| Writing | <ul style="list-style-type: none"> Integrates information from a number of sources and develops content using clear language that supports the purpose and context |
| Oral Communication | <ul style="list-style-type: none"> Applies appropriate strategies to communicate main ideas in a range of contexts, and listening and questioning techniques to confirm understanding |

| | |
|---------------------------|---|
| Initiative and enterprise | <ul style="list-style-type: none"> Recognises, responds and contributes to organisational procedures and protocols |
| Teamwork | <ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role Recognises importance of building rapport to establish effective working relationships |
| Problem solving | <ul style="list-style-type: none"> Uses logical processes, and an increasingly intuitive understanding of context, to plan, organise, implement and monitor programs Systematically gathers and analyses all relevant information and evaluates options to make informed decisions Evaluates outcomes of decisions to identify opportunities for improvement |

Unit Mapping Information

Supersedes and is equivalent to BSBLED502 Manage programs that promote personal effectiveness.

Links

Companion Volume Implementation Guide is found on VETNet -

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