**Recognition of Prior Learning   
Application Form**

**Student details**

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| **Student name** |  |
| **Student number** |  |
| **Course code and name** | BSB50320 Diploma of Human Resource Management |
| **Contact number** |  |
| **Employment History** (including your employers’ name, address, phone number, position held, period of employment and description of role and responsibilities) |  |

**Knowledge and Skills**

| **Unit of competency and requirements** | **How often you complete the activities** | | |
| --- | --- | --- | --- |
| **Several times a week** | **Several times a month** | **Never** |
| BSBCMM511 Communicate with influence   * Participate in and lead meetings, and * Prepare and make a presentation to different groups.   In the course of performing the above you:   * listen actively * understand information needs of others * adapt communication to suit the audience * identify suitable platform for presentations * present reliable information * design the presentation to meet the needs of the audience * answer questions clearly and concisely |  |  |  |
| BSBCRT511 Develop critical thinking in others   * Develop an environment for an organisation or work area that supports the application of critical and creative thinking methods.   In the course of performing the above you:   * identify critical and creative thinking concepts and approaches, and their application to a workplace context * facilitate relevant learning opportunities for others * develop questions and prompt questioning to broaden knowledge and understanding of the team member cohort * monitor team skill development to develop recommendations on future learning arrangements to be implemented in future planning |  |  |  |
| BSBXCM501 Lead communication in the workplace   * Collate research on internal and external communication needs, * Develop and implement communication protocols in accordance with organisational requirements, * Present information in a persuasive and professional manner, * Apply negotiation techniques to reach desired outcomes, and * Address communication challenges for continuous improvement. |  |  |  |
| BSBHRM521 Facilitate performance development processes   * Plan and facilitate performance development process for an organisation or work area which supports business goals   In the course of performing the above you:   * consult with stakeholders * coordinate and implement individual and group learning and development * train line managers and other relevant people to manage performance * provide support to line managers to manage performance issues * develop approaches to improve performance and address identified performance gaps |  |  |  |
| BSBHRM522 Manage employee and industrial relations   * Develop and implement employment relations and industrial relations policies and plans in at least one work area   In the course of performing the above you:   * analyse organisational documentation and determine long-term ER objectives and current ER performance * collaborate with others to develop and review IR policies and plans * develop implementation and contingency plans for IR policies * identify the skills and knowledge needed to implement the plan and organise training and development for self and staff * document and communicate strategies and procedures for eliminating and dealing with grievances and disputes * train others in conflict-resolution techniques * manage IR conflicts, including advocating the organisation’s position during negotiations and documenting, implementing and following up agreements |  |  |  |
| BSBHRM523 Coordinate the learning and development of teams and individuals   * Coordinate learning and development for at least one team and for at least one individual   In the course of performing the above you:   * liaise with training and development specialists * recognise workplace achievement by giving feedback, recognition and rewards * monitor and recommend improvements for workplace learning * record and report workplace learning outcomes |  |  |  |
| BSBHRM524 Coordinate workforce plan implementation   * Coordinate the implementation of a workforce plan in at least one work area   In the course of performing the above you:   * review relevant trends and supply and demand factors that will impact on organisation’s workforce * review and interpret information from a range of internal and external sources, in order to identify:   + current staff turnover and demographics   + labour supply trends factors that may affect workforce supply   + organisation’s workforce requirements objectives and strategies |  |  |  |
| BSBHRM525 Manage recruitment and onboarding   * Manage the recruitment and onboarding process   In the course of performing the above you:   * update organisational policies and procedures for recruitment and onboarding * identify the need for recruitment * prepare and oversee appropriate documentation required for recruitment * select and advise job applicants appropriately * manage the onboarding process * comply with relevant legislation and organisational requirements |  |  |  |
| BSBHRM527 Coordinate human resource functions and processes   * Coordinate human resource functions and processes for an organisation or work area within legislative, organisational and business ethical frameworks   In the course of performing the above you:   * communicate effectively with a range of relevant stakeholders at various levels of seniority * identify and arrange training support where appropriate * calculate human resource return on investment within the organisation |  |  |  |
| BSBOPS504 Manage business risk   * Lead a risk management process for an organisation or work area   In the course of performing the above you:   * analyse information from a range of sources to identify the scope and context of the risk management process, including:   + stakeholder analysis   + political, economic, social, legal, technological and policy context   + current arrangements   + objectives and critical success factors for the area included in scope   + risks that may apply to scope * consult and communicate with stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes * develop and implement an action plan to treat risks * monitor and evaluate the action plan and risk management process * maintain documentation |  |  |  |
| BSBWHS411 Implement and monitor WHS policies, procedures and programs   * Implement and monitor the WHS policies, procedures and programs for a work area in an organisation   In the course of performing the above you:   * explain relevant WHS information clearly and accurately to work team * provide work team with access to WHS policies, procedures and programs in appropriate structure and language * implement and monitor procedures, according to WHS legislative and organisational requirements, for:   + consultation on and communication about WHS hazards and risks   + WHS training needs and learning opportunities   + WHS records   + using WHS aggregate data relating to hazards and risk control |  |  |  |
| BSBWHS521 Ensure a safe workplace for a work area   * Establish, implement, maintain and evaluate one WHS management system for a work area of an organisation that compiles with WHS laws, and organisational policies and procedures   In the course of performing the above you:   * establish, implement, maintain and evaluate effective and compliant consultative arrangements for managing WHS, including:   + identifying duty holders   + identifying and approving required resources   + developing and implementing a training program * establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of control measures |  |  |  |

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| **Can you perform all the work tasks and activities that are covered by the units of competency as listed above confidently and skilfully?** |  |
| **Are there any gaps in your knowledge and understanding where you might benefit from some additional training? If yes, note what they are.** |  |
| **What evidences do you have to support your application for recognition?** (this could be work samples, work records, performance reviews, job description, letter of offer detailing your job scope, etc.) |  |

**Declaration**

By signing this form, I certify that the information provided above is true and correct.

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| **Student signature** |  |
| **Student name** |  |
| **Date** |  |

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| **Admin Use Only** | | | |
| **Name** |  | | |
| **Position** |  | | |
| **Application forwarded to relevant Assessor** | 🞎 Yes 🞎 No  Sent by: | **Date** |  |
| **Logged in student’s file** | 🞎 Yes 🞎 No  Logged by: | **Date** |  |
| **CEO signature** |  | | |
| **Date** |  | | |