**Recognition of Prior Learning
Application Form**

**Student details**

|  |  |
| --- | --- |
| **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 competencyand 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
 |  |  |  |

|  |  |
| --- | --- |
| **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.

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

|  |
| --- |
| **Admin Use Only** |
| **Name** |  |
| **Position** |  |
| **Application forwarded to relevant Assessor** | 🞎 Yes 🞎 NoSent by: | **Date**  |  |
| **Logged in student’s file** | 🞎 Yes 🞎 NoLogged by: | **Date**  |  |
| **CEO signature** |  |
| **Date** |  |