

**Business, Arts & Information Technology**

**Assessment**

**Manage Human Resource Management Information Systems**

**BSBHRM502A**

**Elements Assessed**

|  |  |
| --- | --- |
|  | 1. Identify human resources information requirements 2. Select human resources information management system 3. Implement human resources information system 4. Monitor and evaluate performance of human resources information system |

**Assessment Outcomes**

The learner must provide evidence of competency in:

* Assessment of written reports on HRIS specification, selection and implementation
* Implementation plan for an HRIS and associated management skills to oversee transition and implementation of a new HRIS
* Knowledge of the types of HRIS available and their respective capabilities and limitations.

**Your result will be recorded and reported to you as Distinction or Credit or Competent or Not yet Competent**.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements to successfully complete this unit of competency**

You will receive a GRADED result for this unit.

To demonstrate competence and achieve a COMPETENTgrade you will need to provide evidence of the following:

* Assessment of written reports on HRIS specification, selection and implementation
* Implementation plan for an HRIS and associated management skills to oversee transition and implementation of a new HRIS
* Knowledge of the types of HRIS available and their respective capabilities and limitations.

**Credit:**

To achieve a CREDIT you must provide firstly satisfy the requirements for a PASS and also:

* Effective presentation, communication and problem-solving skills and ability to produce quality management reports.
* Conduct a risk analysis
* Ability to identify problems and issues, rectify and establish corrective processes.
* Ability to understand the scope of an exercise and focus on what is important to the organisation.

A credit grade can be granted on the basis of individual and/or collaborative performance, for unit work and/or projects.

**Distinction:**

 To achieve a DISTINCTION you firstly satisfy the requirements for a PASS and a CREDIT and then produce evidence that demonstrates:

* All performance indicators set for “pass” and “credit” levels (see above).
* Presents innovative HRIS strategies and critique of outcomes.
* Shows reasoning ability and methodical evaluation.
* Negotiation, consultation, problem solving, and organisational skills.
* Risk management and quality approach, situational/diversity understanding.
* Development of HRIS strategic goals, and participation in continuous improvement of the system.
* Shows originality, analytical thinking, and creative exploration of diverse concepts.
* Depth of knowledge/understanding of a diverse workforce, with high level of consultation, influence, agreement, method on installation, service delivery, evaluation of HRIS and performance outputs.
* All supportive HRIS documentation (including Appendices) of very high quality.
* Excellent organisational skills and problem-solving abilities evident.
* Displays attitudes, ethics and values relevant to professional role.

A distinction can only be awarded on the basis of individual performance, for unit work and/or projects.

**Assessment Conditions**

Assessment Event Name Outcomes /Timing Wgt%

1. Preliminary report 1,2 50  
2. Final Report 3,4 50

**Assessment Task**

You will be required to complete two tasks for this assessment. Where appropriate, existing workplace learners can answer the assessment tasks in the context of their own business/organisation. Other learners should use an organisation with which they are familiar.

**Assessment 1:  Preliminary Report to Senior Management** (Elements 1- 2)                  (Weighting 40%)

Prepare a report to senior management. The report is based on a feasibility study and requests approval to formally evaluate and select a HRIS product. The report includes:

* Identifying current strengths and weaknesses of the existing HRIS.
* Identify relevant organisational objectives
* Establishing a business case to replace the existing HRIS, or to implement a HRIS for the first time within the organisation.
* Investigate the needs/expectations of different organisational users and   stakeholders, and identify critical objectives of the HRIS.
* Review and map current major processes
* Identify processes that could be improved through automation, workflow or self service applications and quantify the potential savings/benefits
* Development of communication processes
* Description of resources required to implement the plan
* Identify non-tangible benefits of HRIS such as the strategic value of better information to management

**AND**

**Assessment 2:  Final Report to Senior Management**  (Element 3 & 4)

(Weighting 60%)

Prepare a report to senior management. The report includes:

* Prepare a functional, technical (high level), and vendor suitability requirements document.
* Outline the approach/methodology used to evaluate different commercial and in-house packages.
* Analyse and compare suitability of potential systems, and identify cost-benefits, return on investment and risk.
* Recommend a product to purchase
* Identify the functional gap of the recommended system(s) and strategies to address the gap
* Outline an implementation plan (including data conversion, acceptance testing and user training) and analyse the impact on the organisation and identify change management issues
* Determine project timeframes and human resource requirements.

*Note:  Learners should include at least two (2) examples/quotations (preferably 3) of HR Information Systems that they have researched and investigated, to give ‘senior management’ options to choose from. Learners are to ensure that their conclusion includes their own recommendations for an HRIS, and supporting evidence.*

Learners need to also address:

* who would be involved in the HRIS project/implementation team
* performance expectations and KPI’s
* Contractual obligations and limitations
* provide information on vendors delivery, installation
* back up service;
* strategy to provide training and support
* methods for monitoring the HRIS
* identifying and resolving anomalies or deficiencies.

**Any other information needed as part of the assessment**

**Note to Students:**  All work submitted as part of this assignment must be your own work. Youmust not engage in Plagiarism, collusion or cheating in any assessment event. All sources must be properly acknowledged.