**STUDENT ASSESSMENT GUIDE**

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| **Unit of competency name** | Manage human resources management information systems |  |
| **Unit of competency number** | BSBHRM502A |  |

**Unit Purpose**

The purpose of this unit is to provide learners with the skills and the knowledge to manage the major steps involved in selecting, and maintaining a Human Resource Information System in an organisation.  
  
On successful completion of this unit, you should be able to effectively and efficiently research, plan and implement human resource information systems, in conjunction with the unit competencies. This will include a range of documentation, policy and procedure, and other company data, processes and systems, in relation to HRIS.

Specifically learners will be able to:

* Identify HR information requirements.
* Select HR information management system.
* Implement HR information system.
* Monitor/evaluate performance of HR information system.

**Reporting of assessment outcomes**

Your result will be recorded and reported to you as Distinction or Credit or  
Competent or Not yet Competent.  
  
If you are doing this unit in a course which is graded (Pass, Credit or  
Distinction) and this is one of the units which contribute to the course grade,  
your result in this unit will be assigned a nominal mark which will be used to  
calculate your course grade.

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

You will receive a GRADED result for this unit. To demonstrate competence and achieve a PASS 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.

Your teacher will advise you of the assessment requirements for this unit. You may be required to prepare a report in two stages, for example.

**What you will need**

Your teacher will advise you of the specific assessment requirements for this unit.

You will need access to a computer and the internet for research and information gathering.

You will also need to have access to/or purchase appropriate texts as recommended by your teacher.

As a suggestion, the following texts are recommended:

Dessler, Gary 2005, *Human Resource Management*, Prentice Hall, Pearson Education, Australia, ISBN:0131440977.

Seward, J & T Dein 2005, *Australian Human Resource Management*, McGraw Hill, Sydney.

**More about assessment**

For information about assessment in TAFE please see "Every Student's Guide to  
Assessment in TAFE NSW" which is available on the TAFE internet site at:  
http://www.tafensw.edu.au/courses/about/assessment\_guide.htm

**Additional details for local assessment arrangements**