

HUMAN RESOURCE OPERATIONS

UNIT CODE: 0413 551 19A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/02/6/MA

Duration of Unit: 120 Hours.

Relationship to Occupational Standards: This unit addresses the Unit of Competency: Manage Human Resource Operations.

UNIT DESCRIPTION:

This unit specifies the competencies required to Perform Human Resource Operations. It involves Managing Staff Leave, Coordinating Employee Health and Safety, Handling Disciplinary Cases and Maintains Human Resource Records.

Summary of Learning Outcomes

S/No	ELEMENTS	DURATION (HOURS)
1	Manage Staff Leave	16
2	Coordinate Employee Health and Safety	28
3	Handle Disciplinary Cases	28
4	Maintain Human Resource Records	24
5	Manage Human Resource Information System (HRIS)	24
	Total	120

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Manage Staff Leave	1.1 Issuance of leave sheets 1.2 Leave approval 1.2.1 Maternity 1.2.2 Paternity 1.2.3 Sick 1.2.4 Annual 1.2.5 Terminal 1.2.6 Study	• Practical assessment • Written assessment • Observation • Portfolio of Evidence • Third party report • Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	1.2.7 Compassionate 1.3 Approved leave sheets 1.4 Reasons for staff leaves 1.5 Types of staff leaves	
2. Employee Health And Safety	2.1 Health and safety policy 2.2 Occupation health and safety committee 2.3 Assessment of Risk areas and hazards 2.4 Risk and hazard mitigation measures 2.5 Implementation of risk mitigation 2.6 Types of health and safety	• Observation • Portfolio of Evidence • Third party report • Oral questions
3. Handle Disciplinary Cases	3.1 Disciplinary procedure 3.2 Ad-hoc disciplinary committee 3.3 Disciplinary Action report 3.4 Implementation of Disciplinary Action recommendations 3.5 Documentation of Disciplinary Action report 3.6 Types of disciplines 3.7 Causes of indiscipline 3.8 Disciplinary action/Methods	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
4. Maintain Human Resource Records	4.1 Types and classifications of human resource records 4.1.1 Training records	• Practical assessment • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	4.1.2 Benefits records 4.1.3 Employee records 4.1.4 Attendance records 4.1.5 Unemployment records 4.1.6 Payment records 4.1.7 Health and safety records 4.2 Indexing of records 4.3 Records back-up 4.4 Records appraisal and obsolete records 4.5 Benefits of human resource records 4.6 Limitations of human resource records	- Portfolio of Evidence - Third party report - Oral questions
5. Manage Human Resource Information System (HRIS)	5.1 Human resource database 5.2 Automation of Human resource processes 5.3 Maintenance of Human resource information system 5.4 Human resource information system review 5.5 Types of (HRIS) 5.6 Application of (HRIS) 5.7 Barriers of (HRIS)	- Practical assessment - Practical assessment - Written assessment - Portfolio of Evidence - Third party report - Oral questions

Suggested Methods of Delivery

- Demonstration
- Practical work by trainees

- Group discussions
- Role play
- Case study
- Assignments

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1:30
4.	Whiteboard		1	1:30
5.	Report writing templates			
6.	Rolls flip charts		1	1:30
7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
1.	Lecture/theory room		1	1:30
2.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-
D	Tools and Equipment			
1.	Printers		2 pcs	2:30

2.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
3.	Mobile phones		10	10:30

References

1. Textbooks
2. E-learning resources
3. HRM Journals
4. Magazines