

HUMAN RESOURCE RECORDS

UNIT CODE: 0413 451 14A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/03/5/MA

Duration of Unit: 160 Hours

Relationship to Occupational Standards.

This unit addresses the Unit of Competency: Manage Human Resource Records.

UNIT DESCRIPTION:

This unit covers the competencies required to manage human resource records. It involves creating human resource files, establishing human resource records and filing system, maintaining human resource records, retrieving human resource records, managing human resource information system and conducting human resource records appraisal.

Summary of Learning Outcomes

	ELEMENTS	DURATION (HOURS)
1	Create Human Resource Files	31
2	Establish Human Resource Records and Filing Systems	20
3	Maintain Human Resource Records	31
4	Retrieve Human Resource Records	20
5	Operate Human Resource Information System	21
6	Conduct Human Resource Records Appraisal	37
	Total	160

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Create Human Resource Files	1.1 Record management policy 1.2 Types of human resource records 1.2.1 Bio data 1.2.2 Employment details 1.2.3 Compensation and benefits	• Practical assessment • Portfolio of Evidence • Project

Learning Outcome	Content	Suggested Assessment Methods
	1.2.4 Performance and development 1.2.5 Employment history 1.2.6 Attendance 1.2.7 Payroll records 1.2.8 Training and development 1.2.9 Legal and compliance records 1.2.10 Correspondences and communication 1.2.11 Termination and separation documents 1.3 Collection of human resource data 1.3.1 Methods of data collection 1.3.2 Data analysis methods 1.4 Data accuracy 1.5 Recording form 1.6 Creation of physical/digital human resource record	• Written assessment • Oral assessment
2. Establish Human Resource Records and Filing Systems	2.1 Filing systems 2.2.1 Alphabetical 2.2.2 Numerical 2.2.3 Decimal 2.2.4 Geographical 2.2 Filing system Resources 2.2.5 File cabinets 2.2.6 File folders 2.2.7 Label makers 2.2.8 Document management software	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	2.2.9 Cloud storage services 2.2.10 Scanner 2.2.11 Shredder 2.2.12 Indexing system 2.3 Assessment of Filing space 2.4 Establishing Filing systems 2.4.1 Subject/category 2.4.2 Alphabetical 2.4.3 Numerical 2.4.4 Chronological 2.4.5 Geographical 2.4.6 Digital/Physical 2.4.7 Hybrid	
3.Maintain Human Resource Records	1.1 Human Resource records indexing 1.2 Creation of Storage systems 1.2.1 Lateral file cabinet 1.2.2 Vertical file cabinet 1.2.3 Mobile file cabinet 1.2.4 Fireproof file storage cabinet 1.2.5 Shelving system – open or closed 1.2.6 Digital storage 1.3 Allocation of storage system resources 1.4 Physical securing of records 1.5 Employee training on confidentiality 1.6 Documents archival procedure	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment
4.Retrieve Human	1.1 Records retrieval policy 1.2 Document retrieval procedure	• Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
Resource Records	1.3 Execution of human resource records. 1.4 Monitoring of record circulation	• Portfolio of Evidence • Project • Written assessment • Oral assessment
5. Operate Human Resource Information System	5.1 Creation of Human resource database 5.2 Automation of Human resource processes 5.3 Maintenance of Human resource information system 5.4 Reviewing of Human resource information system	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment
6. Conduct Human Resource Records Appraisal	1.1 categorization of Human Resource records 1.2 Determination of records retention period. 1.3 Human resource record retention schedule. 1.4 Classification of disposition records 1.5 Securing of human resource records 1.6 Monitoring access of human resource records 1.7 Periodical Review of Records appraisal criteria	• Practical assessment • Portfolio of Evidence • Project • Written assessment • Oral assessment

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. Text books
2. Journals
3. E-books
4. Magazines