

MANAGE HUMAN RESOURCE RECORDS

UNIT CODE: 0413 451 14A

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

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, operating human resource information system and conducting human resource records appraisal.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Create human resource files	1.1 Record management policy is established as per organization objectives 1.2 Human resource records types are established in line with the record management policy 1.3 Human resource data is collected as per record management policy 1.4 Data accuracy is ascertained as per the record management policy 1.5 Recording forms are analyzed as per the record management policy 1.1 Physical/digital human resource records are created as per the record management policy
2. Establish human resource records and filing systems	2.1 <i>Filing systems</i> are identified based on type of records in line with the record management policy 2.2 <i>Resources</i> for setting up the filing system are identified, and their availability secured based on the type of records and in line with the record management policy

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	2.3 Filing system is established based on type of records and in line with the record management policy
3. Maintain HR records	3.1 HR records are received in line with the record management policy 3.2 Allocation of duties is done in line with the organization requirements 3.3 Contents of HR records are analyzed and assessed in line with the record management policy 3.4 Indexing system for the organization is identified as per record management policy 3.5 HR records are indexed as per the organization requirements
4. Retrieve HR records	4.1 Familiarize with the organization policy on retrieval of records where available. 4.2 Policy on retrieval of records is initiated in line with the record management policy. 4.3 <i>Resources</i> for retrieval of records are identified and their availability secured based on the type of records 4.4 HR records retrieval is done in line with the record management policy 4.5 Circulation of records within the organization is monitored and reviewed in line with the record management policy.
5. Operate human resource information system	5.1 Human resource database is created in line with the organization policy 5.2 Human resource processes are automated based on organization requirements

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	5.3 Human resource information system is maintained as per organization policy 5.4 Human resource information system is reviewed in line with the organization policy
6. Conduct human resource records appraisal	6.1 Records retention schedules are prepared in line with the organization retention policy where available. 6.2 Policy on retention of records is initiated in line with the organization objectives. 6.3 Records survey is conducted as per the organization's requirements. 6.4 Evaluation of records is conducted as per the organization's requirements. 6.5 Records are Disposed/retained in line with the existing legislation on archiving.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Types of HR records may include but not limited to:	• Letters • Files • certificates
2. Forms of HR records may include but not limited to:	• Manuals • HR forms • Personal files

3. Filing systems may include but not limited to:	• Alphabetical • Numerical • Decimal • Geographical
4. Resources for filing may include but not limited to:	• Box files • Spring files • Paper punch • Flash disks • Computers
5. Facilities for storage may include but not limited to:	• Space • Security
6. Storage systems may include but not limited to:	• Vertical • Horizontal
7. Resources for storage may include but not limited to:	• Cabinets • Racks • Shelves

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication and negotiations
- Computer application
- Workplace induction procedures
- Leadership
- Time management
- Conflict management and resolutions
- Decision making

- Interpersonal Relations
- Organization
- Record management
- Reading
- Numerical

Required Knowledge

The individual needs to demonstrate knowledge of:

- Human resource policies, guidelines and regulations
- Organization goals, objectives and strategies
- Legislations
- Record management
- Filing systems
- Storage systems

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Demonstrated the ability to develop filing systems in line with the record management policy 1.2 Demonstrated expertise in undertaking indexing as per record management policy 1.3 Demonstrated competence in the filing in line with the record management policy 1.4 Demonstrated competence in the record retrieval as per the record management policy
2. Resource implications	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place

	2.2 Appropriately simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks
3. Method of assessment	Competency may be assessed through: 3.1 Written test 3.2 Portfolio of Evidence 3.3 Interview 3.4 Third party report
4. Context for assessment	4.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.