

## **BSB50320 Course Admission Requirements – Evidence Questionnaire**

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### **1. Employee Relations and Industrial Relations**

**Do you have experience supporting employee and industrial relations?** Yes / No

*a. Describe a time when you prepared for and supported the implementation of an employee relations or industrial relations process in the workplace.*

(Approx. 100 words)

*b. What is the Federal industrial relations legislation, and what is the title of an award or enterprise agreement relevant to your workplace?*

(Approx. 100 words)

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### **2. Performance Management**

**Are you experienced in supporting performance management processes?** Yes / No

*a. Describe how you have promoted the implementation of a performance management process (annual cycle or similar) for an organisation or work area.*

*b. How did you review the effectiveness of the performance management system, and what recommendations for improvement did you identify?*

(Approx. 100 words)

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### **3. Recruitment and Onboarding**

**Have you coordinated a recruitment and onboarding process?** Yes / No

*a. Describe the steps you have taken to source, screen, interview, select, offer, and onboard a new candidate/employee.*

(Approx. 100 words)

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### **4. General Human Resource Support**

**Can you demonstrate where you have supported human resource functions?** Yes / No

*a. Describe one of the human resource functions you have supported and the tasks you fulfilled.*

*b. Explain how you have used appropriate technology to collect and analyse workforce data.*

(Approx. 100 words)