

BSB50320 Course Admission Requirements – Evidence Questionnaire

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)

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)

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)

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)