

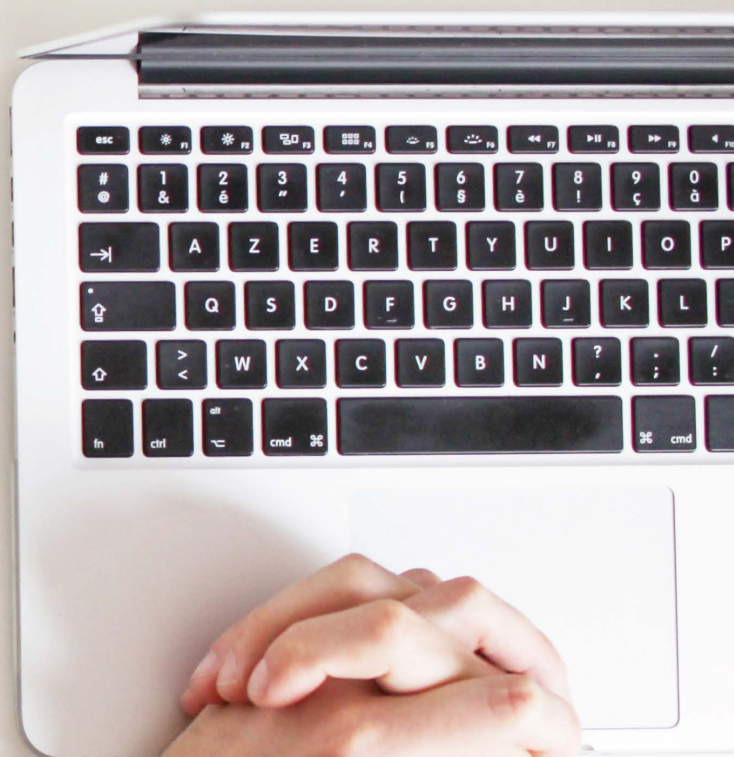


# *Course outline*

*BSB41015 Certificate IV in  
Human Resources*

*BSB50618 Diploma of Human  
Resources Management*

*BSB60915 Advanced Diploma  
of Management (Human  
Resources)*







































UNIT	ELEMENT	PERFORMANCE CRITERIA
	4 Review and evaluate financial management processes	4.1 Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team 4.2 Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3 Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

## Employability skills

### Communication

- consulting, questioning, clarifying and evaluating information
- interpreting customer needs
- negotiating budgets and plans and then re-developing as required to meet organisational needs
- negotiating with internal and external stakeholders
- utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required

### Teamwork

- briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan
- coordinating resources and developing systems to manage team and individual performance
- defining performance measures and working collaboratively with team members
- identifying performance gaps and taking remedial action for underperformance

### Problem-solving

- collecting and analysing data
- comparing and contrasting data
- conducting situational analyses
- developing and managing risk and contingency plans
- developing strategies for improvement
- performing cost benefit analyses, budgeting, assessing and managing risk

### Initiative and enterprise

- evaluating and improving market performance
- identifying strengths and opportunities within organisation's projected capabilities and resources

### Planning and organising

- managing human resources strategic planning
- collecting, collating and analysing information using appropriate workplace business systems
- developing customer acquisition and retention strategies
- developing systems that are flexible and responsive to changing circumstances
- evaluating processes and making changes as required
- planning and managing resource acquisition and deployment within budgetary constraints
- planning for contingencies

### Self-management

- applying discretion and judgement within complex environments
- managing own time and performance
- using judgement in planning and in selecting and allocating resources
- working within organisational policies and procedures and legislative requirements

### Learning

- coaching and mentoring others to acquire new knowledge and skills
- providing learning and development opportunities

### Technology

- creating presentations using a range of media
- using computerised systems, software and telecommunication devices
- using technology to assist with the management of information and to assist the planning process
- using technology to record and generate ideas