

HUMAN RESOURCE RECORDS MANAGEMENT

UNIT CODE: BUS/CU/HRM/CR/06/5/A

Relationship to Occupational Standards

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

Duration of Unit: Hours

Unit Description

This unit specifies the competencies required to manage HR records. It includes identifying HR records, classifying human resource records, identifying Filing Systems for HR records, maintaining HR records, storing HR records, retrieving HR records and appraising HR records.

Summary of Learning Outcomes

1. Identify HR records
2. Classify HR records
3. Identify filing systems for HR records
4. Maintain HR records
5. Store HR records
6. Retrieve HR records
7. Appraise HR records

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify HR Records	<ul style="list-style-type: none"> • Introduction to human resource records • Importance of human resource records • Types of human resource records 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project
2. Classify HR Records	<ul style="list-style-type: none"> • Classification of HR records • Importance/uses of HR records • Methods of classifying HR records 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project
3. Identify Filing Systems for HR Records	<ul style="list-style-type: none"> • Introduction to filing systems • Importance/uses of filing system • Types of filing system • Resources for setting up the filing system • Advantages and disadvantages of each filling system 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project
4. Maintain HR Records	<ul style="list-style-type: none"> • Indexing records • Updating records 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report

Learning Outcome	Content	Suggested Assessment Methods
		<ul style="list-style-type: none"> • Project
5. Store HR Records	<ul style="list-style-type: none"> • Storage facilities and resources • Storage systems • Records security 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project
6. Retrieve HR Records	<ul style="list-style-type: none"> • Introduction to records retrieval • Methods of retrieval • Advantages and disadvantages of each method • File movement 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project
7. Appraise HR Records	<ul style="list-style-type: none"> • Evaluation of human resource records • Disposal and retention of records 	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project

Suggested Delivery Methods

- Instructor led facilitation of theory
- Demonstrations by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors

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