

<b>Unit Title:</b>	<b>Administer human resource records</b>
OCR unit number	229
Sector unit number	T/601/2790
Level:	2
Credit value:	3
Guided learning hours:	20

## Unit purpose and aim

This unit covers the skills, knowledge and understanding required to administer Human Resource records. It also covers the practical application of this knowledge and understanding.

Learning Outcomes	Assessment Criteria	Exemplification
<b>The Learner will:</b> 1. Understand how to create personnel files for new starters	<b>The Learner can:</b> 1.1 Describe the systems, procedures and software used by the organisation for administering Human Resource records 1.2 Describe the information that should be entered in a new personnel file	Learning outcomes 1, 2, 3 and 4 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
2. Understand how to maintain Human Resource information	2.1 Explain how to enter and update Human Resource information in a personnel file 2.2 Describe the Human Resource information that should be held for members of staff 2.3 Explain the action that should be taken if Human Resource information is incomplete	
3. Understand how to report Human Resource information	3.1 Describe the types of Human Resource reports that may be requested 3.2 Explain how to produce reports from individual or multiple Human Resource files	

<p>4. Understand the organisational and legal requirements for administering Human Resource records</p>	<p>4.1 Describe the current legislation that applies when dealing with Human Resource records</p> <p>4.2 Clarify the limits and scope of responsibilities and authority in administering HR records</p> <p>4.3 Describe the data protection principles that apply to HR records</p> <p>4.4 Explain organisation procedures for confidentiality of HR records</p> <p>4.5 Explain organisation procedures for security of HR records</p> <p>4.6 Explain the purpose of confidentiality and security of HR information</p> <p>4.7 Describe the potential consequences of a breach of confidentiality or security</p> <p>4.8 Explain organisation policy and procedure for removal of out of date HR information</p> <p>4.9 Explain organisation policy and procedure for archiving HR information</p>	
<p>5. Be able to create personnel files for new starters</p>	<p>5.1 Open a new personnel file</p> <p>5.2 Record required information about employee</p> <p>5.3 File relevant employee documents</p> <p>5.4 Process monitoring data, as appropriate</p> <p>5.5 Check that information is complete, requesting missing information where necessary</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to administer human resource records</p>
<p>6. Be able to maintain Human Resource information</p>	<p>6.1 Keep required personnel information up to date</p> <p>6.2 Maintain records of personnel information</p> <p>6.3 Process and file relevant correspondence and documentation</p>	

7. Be able to report Human Resource information	7.1 Provide information from individual personnel files as requested 7.2 Provide management information reports as requested	
8. Be able to comply with organisational and legal requirements	8.1 Comply with organisational and legal requirements for confidentiality, freedom of information, data protection and security of information 8.2 Remove out of date information in line with organisational policy and procedures 8.3 Archive relevant information in line with current legislation and organisational policy and procedures	

## Assessment

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This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

## Evidence requirements

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A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated organisational policies and procedures relating to human resource administration
- Annotated organisational policies and procedures relating to legal requirements for confidentiality, freedom of information, data protection and security of information
- Newly opened complete personnel files
- Updated personnel files
- Information extracted from individual files
- Requested management information provided
- Records of removed and archived information

## National Occupational Standards (NOS) mapping/signposting

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This unit is based on the NOS BAB151 Administer HR records

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

## Functional skills signposting

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This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

## Resources

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Access to a working environment with associated equipment and resources

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .