OCR
Oxford Cambridge and RSA

Unit Title:	**Administer human resource records**
OCR unit number:	23
Level:	2
Credit value:	3
Guided learning hours:	28
Unit reference number:	T/506/1879

Unit aim and purpose

This unit aims to develop the knowledge and skills required to administer human resource records. Upon completion of this unit, learners will able to administer human resource (HR) information.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the administration of human resource (HR) records	**The Learner can:** 1.1 Explain what HR-related information needs to be kept and why 1.2 Explain the relationship of HR to other parts of an organisation 1.3 Describe the impact of other organisations on HR activities 1.4 Describe the features and uses of **organisational systems** for managing human resource information 1.5 Explain the requirements of confidentiality, data protection and system security 1.6 Describe the information to be provided for different management reports 1.7 Explain the limits of their own authority in administering HR records 1.8 Explain the implications of not keeping HR records up-to-date 1.9 Explain the actions to be taken in the event of problems arising or incomplete or inaccurate data	**Organisational systems** may be electronic or paper based

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Learning Outcomes	Assessment Criteria	Additional Guidance
2 Be able to administer HR information	2.1 Keep HR records up-to-date 2.2 Process data in accordance with organisational procedures 2.3 Provide information within the limits of confidentiality 2.4 Adhere to organisational policies and procedures, legal and ethical requirements	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAB151	• Administer human resource records

Additional information

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 .

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