

Domain	BUILDING AND CIVIL CONSTRUCTION MANAGEMENT	Unit ID: 1932
Title:	Manage human resources on a construction project	
Level: 5		Credits: 7

Purpose

This unit standard is intended for those who manage human resources on a construction project. People credited with this unit standard are able to manage the recruitment, selection and induction of employees, manage performance on a construction project, manage the training and development of employees and implement industrial relation policies and procedures.

This unit standard is intended for people who work in building and civil construction environment.

Special Notes

1. Entry information:

Prerequisites

- *None*

2. Performance management system may include but not limited to setting performance standards, measuring performance, providing feedback to employees and taking appropriate corrective action.

3. Glossary and abbreviations

“Induction refers” to an introductory course provided to new employees regarding the nature of the organisation, system, policies and procedures.

4. Assessment evidence may be collected from a real workplace or a simulated real workplace in which building and civil construction management are carried out.

5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and/or manufacturers’ specifications.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act 2007(Act no 11, 2007)
- Regulations relating to the health & Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Manage the recruitment, selection and induction of employees

Performance criteria

- 1.1 Site and company procedures and policies are adhered to during recruitment, selection and induction of employees.
- 1.2 Selection criteria are developed in line with project requirements and partiality or bias is avoided.
- 1.3 Legislative requirements are adhered to with regard to selection and recruitment practices.
- 1.4 New employees are inducted, including general organizational information and job specific training.

Element 2: Manage performance on a construction project

Performance criteria

- 2.1 Positive and challenging working climate is maintained within teams.
- 2.2 Performance management systems are established and implemented.
- 2.3 Conflict within and between teams and individuals are timeously and constructively resolved.

Element 3: Manage the training and development of employees

Performance criteria

- 3.1 Employees are equipped with appropriate skills and tools in order to perform their jobs competently.
- 3.2 Workplace learning and assessment is facilitated in accordance with the requirements of the learner and the applicable legislations.
- 3.3 Developmental needs, motivation, courageous conversation and career aspirations of employees are established and addressed appropriately.

Element 4: Implement industrial relation policies and procedures

Performance criteria

- 4.1. Labour Legislation is adhered to when implementing industrial relation policies and procedures.
- 4.2 Site and company procedures and policies are adhered to.
- 4.3 Disciplinary and grievance procedures are implemented according to company procedures.
- 4.3 A stable Industrial relations climate is maintained.
- 4.5 Constructive relationships are maintained with unions, labour forums and employee representatives.

Registration Data

Subfield:	Civil and Building Services Engineering
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