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|  |  **Unit ID: 03** |
| **Domain**  |  **OFFICE ADMINISTRATION**   |
| **Title:**  | **Understanding the basics of Human Resource functions in an office environment** |
| **Level: 4** |  **Credits: 10**  |

**Purpose**

This unit standard is intended for those who understanding the basics of Human Resource functions in an office environment. People credited with this unit standard are able describe the Human Resource functions, coordinateresources**,**communicate and manage stakeholders,monitor and execute project.

The unit standard is intended for people who carry out administrative functions in an office environment.

**Special Notes**

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

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

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

* Labour Act, No. 11, 2007
* Occupational Health and Safety Regulations, 1997 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 who 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 on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com](http://www.nta.com).na

**Elements and Performance Criteria**

**Element 1: Describe the Human Resource functions**

**Performance Criteria**

1.1 Human Resource functions are explained.

1.2 Human Resources policies and procedures are applied.

1.3 Ethical principles in Human Resource practices are applied.

**Element 2: Coordinate resources**

**Performance Criteria**

2.1 Necessary resources (human, financial, and material) for the project are identified

 and allocated

2.2 Resource management plan is developed to ensure efficient utilization and avoid

 overallocation.

2.3 Resource usage are monitored, and assignments are adjusted as necessary to

 maintain project progress.

**Element 3: Communicate and manage stakeholders**

**Performance Criteria**

3.1 Communication plan is developed to keep stakeholders informed and engaged

 throughout the project lifecycle.

3.2 Regular project meetings are facilitated to discuss progress, address issues, and

 update stakeholders.

3.3 Stakeholder expectations are managed and any concerns or conflicts that arise

 during the project are addressed.

**Element 4: Monitor and execute project**

**Performance Criteria**

4.1 Project plan is implemented, tasks and activities are coordinated to ensure timely

 completion.

4.2 Project management tools are used to track progress, schedules are managed, and

 task statuses are updated.

4.3 Project performance are monitored against established metrics and corrective

 actions are taken as needed.

**Registration Data**

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| **Subfield:**  | Business Services  |
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| **Date first registered:**  |  |
| **Date this version registered:**  |  |
| **Anticipated review:**  |  |
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| **Body responsible for review:**  | Namibia Training Authority  |