Level 3   Keep employee records in a business   Credits 1 environment

Purpose

This unit standard is intended for entrepreneurs and or aspiring entrepreneurs.

People credited with this unit standard are able to:
- Keep employee records

Special notes

1. General Information

    i. Assessment of this unit standard must be based on real life context it must not be simulated.

2. Range statements

    i.

3. Definitions

    i.

4. Legislation and references

    i. Small Business Act 2003
    ii. Policy on small medium and micro enterprises 1999

Quality assurance requirements

BOTA has established a system for moderating the assessment of candidates against this standard. Assessors of this standard must comply with the requirements of that system. For details contact BOTA (**attention** Assessment and Moderation Division).

Elements and Performance Criteria

Element 1   Keep employee records

Range

Performance criteria

1.1.   Staff files are opened in line with organisational requirements.

1.2.   Staff records are kept and updated. These include but are not limited to offer letters, contract and leave days.

Element 2

Range

Performance criteria

2.1.

Element 3

Range

Performance criteria

3.1.

Element 4

Range

Performance criteria

4.1.

Element 5

Range

Performance criteria

5.1.

Element 6

Range

Performance criteria

6.1.

Comments on this standard

Please contact the Botswana Training Authority attention Training Standards Division ustand@bota.org.bw for comments and questions on the content of this unit standard.

Please note

Training institutions and Assessment Centres must be accredited by the Botswana Training Authority for the domain and level of this unit standard before they can register credits for assessment of this unit standard.

Accredited Training institutions and assessment centres assessing against this unit standards must engage with the moderation system that applies to this unit standard.

Registration Data

FIELD	Code B
	Name BUSINESS AND COMMERCE
Subfield	Code BK
	Name Management
Domain	Code BK01
	Name Business Management
Unit Standard ID Code	0009906F
Date first registered	23 Dec 2008
Date this version registered	23 Dec 2008
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