



Have You Had a Check Up Lately?

A HR Audit is an **independent** review process of an organisation's existing Human Resources practices, employment contracts, policies and procedures. The Modern Award Audit determines if your employees are covered by an Award and if your employment contracts are compliant.

The **HR Audit** process will deliver the following:

1. A review of your company's HR practices, employment contracts and policies. The audit provides a summary report of your potential risk with respect to your people-management processes.
2. Identification of the strengths and weaknesses of your company's HR practices and any gaps with respect to compliance with the new workplace laws
3. Practical recommendations for actions to remove any identified gaps and manage your company's HR risk potential.
4. Improved understanding and knowledge of human resources requirements for Managers

The **HR Audit** can be customised to suit your organisation's requirements and budget. A standard HR Audit includes a review of the following areas:

- Minimum employment conditions
- Learning and development practices
- Employment Contracts
- Remuneration and benefits
- Policies and procedures
- Succession planning
- Performance management
- Recruitment & selection practices
- Termination of employment
- Job descriptions and KPI's

The Modern Award Audit

Are you complying with the Fair Work Act? Our consultants will audit your business to determine whether your people management practices are compliant. The Audit will review the effectiveness and compliance of your current HR practices including pay, classifications, award coverage, leave entitlements and working hours to name a few.

Are your employment contracts up to date? Do they need reviewing? We can review and redraft your employment contracts so they are compliant with any applicable modern awards and the Fair Work Act.

The benefits of conducting a Modern Award Audit include improved risk management and compliance with Fair Work Act and help identify and eradicate problems before they occur.