

ASSESSMENT TASK 2

KNOWLEDGE TEST

Q1. What are Administrative Systems? Provide examples of at least three administrative systems with a brief description

It's the system that's being used widely in the organisation and usually in the field of financial (accounting), human resources or creating reports. The example of administrative system:

- MYOB
- Human resources system
- QuickBooks

Q2. What steps would you take to ensure that implementation of a new administrative system involves employee participation

By consulting them through the meeting or gathering feedback/survey from them, so that the employees know that they're being involved in the process of decision making as well as during the implementation

Q3. Why, in your view, employee participation in the process of implementation of a new administrative system is important?

Because their support is very important to the success of the implementation process. With their support, the work flow of the implementation process will be smooth and easier to do. They could also give suggestion to be added to the system that will be insightful and useful to be used by the company

Q4. Provide examples of some of the legislative requirements, which would be relevant to implementation and use of administrative systems in a workplace?

- Privacy Act 1988
- Anti-Discrimination act 1977
- Professional Development Policy
- Work Health and Safety Policy
- Record Keeping Policy

Q5. How would you define "strategies"? Provide an example of a strategy you would use to address staff training requirements.

Strategy is an action or a policy that's designed to help in achieving the objectives. Strategy for staff training will be by including them in the discussion and consult with them before creating the training program, so that the training program will be accurate and meet with the needs of the employees properly

Q6. What are contingency plans? Why are they needed?

It's the plan that's created in order to anticipate the worst future possible, so that this plan could be used as back-up to help the company in meeting their objectives. Contingency plan will be needed if the initial plan is not able to help the company in meeting the objectives, so that the implementation process wouldn't get stuck

Q7. Briefly describe the steps you would take to evaluate an administrative system.

The evaluation of the system will be conducted by the IT company who develop the system and the evaluation will be conducted through the feedback/survey that will be distributed to

the employees of the organisation one month after the installation of the system. This is to ensure that the feedback will be accurate and the feedback could be used to help in improving the system to make the adjustment (if there's any need for it)