



Human resource management — Vocabulary



AS ISO 30400:2020

This Australian Standard® was prepared by MB-009, Human Resources and Employment. It was approved on behalf of the Council of Standards Australia on 19 May 2020.

This Standard was published on 29 May 2020.

The following are represented on Committee MB-009:

- Australian Council of Trade Unions
- Australian HR Institute
- Australian Industry Group
- Australian Organisation for Quality
- Australian Society of Rehabilitation Counsellors
- Griffith University
- Institute of Management Consultants
- RMIT University
- University Centre for Rural Health

This Standard was issued in draft form for comment as DR AS ISO 30400:2019.

Keeping Standards up-to-date

Ensure you have the latest versions of our publications and keep up-to-date about Amendments, Rulings, Withdrawals, and new projects by visiting:

www.standards.org.au



Human resource management — Vocabulary

First published as AS ISO 30400:2020.

COPYRIGHT

© 2020 — All rights reserved
© Standards Australia Limited 2020

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher, unless otherwise permitted under the Copyright Act 1968 (Cth).

Preface

This Standard was prepared by the Standards Australia Committee MB-009, Human Resources and Employment.

The objective of this Standard is to define terms used in human resource management standards.

This Standard is identical with, and has been reproduced from, ISO 30400:2016, *Human resource management — Vocabulary*.

As this document has been reproduced from an International Standard, a full point substitutes for a comma when referring to a decimal marker.

Australian or Australian/New Zealand Standards that are identical adoptions of international normative references may be used interchangeably. Refer to the online catalogue for information on specific Standards.

The terms “normative” and “informative” are used in Standards to define the application of the appendices or annexes to which they apply. A “normative” appendix or annex is an integral part of a Standard, whereas an “informative” appendix or annex is only for information and guidance.

Australian Standards are voluntary. They do not include contractual, legal or statutory requirements. Voluntary Standards do not replace laws which take precedence.

Conformance with an Australian Standard does not of itself confer immunity from legal obligations.

Contents

Preface	ii
Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms related to the organization	1
4 Terms related to human resources and planning	3
5 Terms related to people and organization	5
6 Terms related to human resource metrics	6
7 Terms related to human governance	7
8 Terms related to sustainable employability	8
9 Terms related to diversity and inclusion	8
10 Terms related to workforce planning	9
11 Terms related to recruitment	10
12 Terms related to workforce mobility	11
13 Terms related to talent management	12
14 Terms related to knowledge management	12
Bibliography	13

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is Technical Committee ISO/TC 260, *Human resource management*.

Introduction

This document has been developed to help facilitate a common understanding of and maintain consistency in fundamental vocabulary in human resource management standards.

This document is intended to be used by:

- human resource practitioners;
- academic professionals and students;
- developers of related standards;
- stakeholders in organizations, regardless of organizational size and type;
- labour unions, work councils, other employee and employer representatives;
- others interested in the human resource management profession.

NOTES

Australian Standard®

Human resource management — Vocabulary

1 Scope

This document defines terms used in human resource management standards.

2 Normative references

There are no normative references in this document.

3 Terms related to the organization

3.1

governance

way a whole organization is led, directed, controlled and held accountable

3.2

organizational culture

values, beliefs and practices that influence the conduct and behaviour of people and organizations

3.3

organization structure

hierarchical arrangement of authority, responsibility and accountability in an organization

3.4

business model

organization's approach to operating in its environment

3.5

strategy

organization's approach to achieving its objectives

3.6

business continuity planning

BCP

process of mutual *planning* ([3.7](#)) by organizations and other *stakeholders* ([5.1](#))

Note 1 to entry: Examples of how business continuity planning is used can include objectives to plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to protect against and mitigate the effects of disruptive incidents, prepare for and respond to the same.

3.7

planning

process of thinking about and organizing activities required to achieve a desired outcome

3.8

strategic planning

planning ([3.7](#)) involving the formulation, development, implementation and evaluation of factors that are relevant to an organization's long-term or overall interests, and the means of achieving its objectives

3.9

social responsibility

responsibility of an organization for the consequences of its decisions and activities on society and the environment, through transparent and ethical behaviour that

- contributes to sustainable development, including health and the welfare of society;
- takes into account the expectations of *stakeholders* ([5.1](#));