

Knowledge Evidence:

To complete the unit requirements safely and effectively, the individual must:

- ❖ Explain current information about external labour supply relevant to the specific industry or skill requirements of the organisation
- ❖ Outline industrial relations relevant to the specific industry
- ❖ Describe labour force analysis and forecasting techniques

Assessment Conditions:

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and include access to:

- ❖ An appropriate range of documentation and resources normally used in the workplace
- ❖ Organisational strategic and operational plans
- ❖ Organisational policies and procedures
- ❖ Business technology

Assessors must satisfy NVR/AQTF assessor requirements.

Links:

Companion volumes available from the IBSA website: http://www.ibsa.org.au/companion_volumes

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Any observations and practical assessments must be recorded in the observation checklist. All practical tasks should be demonstrated during the length of the course. As the instructor, you must maintain a record demonstrating the date of the practical activities and any comments relevant to the performance of each student. Where a student is not able to demonstrate competence in a practical observation activity, further questioning should be put in its place.

As the instructor, you could be assessing the student's literacy, numeracy and language skills, as well as the content and context of his/her answers.

In some cases, you will have to adjust and amend the assessment tools, using different and varied methods (such as oral assessment), to allow students to be assessed according to their needs and abilities.



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Candidate Details

Assessment – BSBHRM513: Manage Workforce Planning

Please complete the following activities and hand in to your trainer for marking. This forms part of your assessment for BSBHRM513: Manage workforce planning.

Declaration

I declare that no part of this assessment has been copied from another person's work except for where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.

Signed: _____

Date: _____

If activities have been completed as part of a small group or in pairs, details of the learners involved should be provided below;

This activity workbook has been completed by the following persons and we acknowledge that it was a fair team effort where everyone contributed equally to the work completed. We declare that no part of this assessment has been copied from another person's work except for where we have listed or referenced documents or work and that no part of this assessment has been written for us by another person.

Learner 1: _____

Signed: _____

Learner 2: _____

Signed: _____

Learner 3: _____

Signed: _____



Activity 1C

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to establish the organisation's requirements for a skilled and diverse workforce.
Activity	What is workforce diversity? The variation of people from different cultures, linguistic backgrounds, style of working, age, gender and many other factors combine together and form it as a workforce diversity. List the different types of diversity that you may find in the workplace. ❖ Age ❖ Sexual orientation ❖ Countries ❖ Cultures ❖ Languages ❖ Style of working ❖ Ethnicity ❖ Education ❖ Race Should you participate in training if you are not sure about training purpose? <i>It is always good to be informed about the purpose of training so:</i> ❖ More motivation is while learning and ❖ Goal setting is finely known.





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Activity 2F

Estimated Time	15 Minutes
Objective	To provide you with an opportunity to communicate objectives and rationale to relevant stakeholders.



Activity 4A

Estimated Time	25 Minutes
Objective	To provide you with an opportunity to review workforce plan against patterns in exiting employee and workforce changes.
Activity	Do you believe the exit interview help with retention? How? Yes, I believe that the exit interviews help in staff retention due to the following factors: ➤ HR department is well aware of the shortcoming within the environment. ➤ It will help where staff is in need of and their comfort zone. ➤ It will help to redesign the strategies for the staff in future for retaining them for long terms. What are some of main reasons that employees leave an organisation? Some of the main reasons can be: ➤ Pay rate per hour ➤ Work load ➤ Staff treatment ➤ Environment ➤ Lack of appreciation Give one example from your life when you left an organization? Explain the reasons. I was teaching in a college back in my home country and been teaching at secondary and higher secondary levels for over the last two years. I was offered by another college with better pay rate and future opportunities. Therefore I left one academic organization due to low pay rate and high workload. What is engagement? How may it be stimulated?



Objective	To provide you with an opportunity to refine objectives and strategies in response to internal and external changes and make recommendations in response to global trends and incidents.
Activity	What is environmental scanning with reference to workforce planning? Environmental Scanning is a type of a Strategic Early Warning framework - it permits associations to recognize vital chances and dangers early enough that the association can benefit from circumstances and alleviate dangers favourable to effectively, instead of responsively. It's a basic contribution to situation arranging, and a key apparatus in prospects thinking or applied premonition. Strategic Workforce Planning Kienco. (n.d.). <i>What is Environment Scanning?</i> [online] Available at: http://www.kienco.com.au/environment-scanning.

Activity 4F

Estimated Time	15 Minutes
Objective	To provide you with an opportunity to regularly review government policy on labour demand and supply.
Activity	Why is it important to review government policy on labour and supply? Policy makers should ensure that the gracefully of gifted work can stay aware of interest to keep away from compensation development including inflationary weight.

Activity 4G

Estimated Time	15 Minutes
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Skills and Knowledge Activity

Estimated Time	45 Minutes
Objective	To provide you with an opportunity to demonstrate your knowledge of the foundation skills, knowledge evidence and performance evidence.

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	Strategic Development: Use key findings to develop strategies and activities to address key findings and gaps in data collection and analysis Implementation: Who is responsible for implementing specific strategies in the workforce plan and who they are required to report progress to and when. Project Governance: Usually provided as an organisational chart, all senior management and project managers are displayed so key personnel can identify who they need to report to.	
	Monitor and evaluation: The success of the workforce plan is demonstrated by meeting the organisations goals and objectives. Implementation Policy: How will this workforce plan be implemented?"	
	Assume: - You have completed first draft of your workforce plan and have done preliminary research (or would do some more research). - You are presenting this draft in Board of Directors meeting for approval. - Prepare yourself with following questions which may be asked by Board members: 1. How did you review current data on staff turnover and demographics? We have an application which is used for staff attendance to their details like genders, age, license type holders 2. What factors may affect workforce supply? Workforce supply can disturbed by: ➤ Change in working hours ➤ Less numbers of hours being allocated for an employee ➤ Extra workload in car patrolling 3. What are the organisation's requirements for a skilled and diverse workforce? ➤ First Aid ➤ Crowd control capability ➤ Responsible services of alcohol ➤ Computer skills ➤ Radio usage ➤ Written and speaking communication	

