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Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au .
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

Section 2: Unit of competency information

2.1 Unit of competency

BSBHRM513 Manage workforce planning

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Human Resource Management

Elements and Performance Criteria

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Research workforce requirements	1.1 Review current data on staff turnover and demographics 1.2 Assess factors that may affect workforce supply 1.3 Establish the organisation's requirements for a skilled and diverse workforce

2.2 Unit of competency assessment requirements

Assessment Requirements for BSBHRM513 Manage workforce planning

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance evidence	<p>Evidence of the ability to:</p> <ul style="list-style-type: none">• review and interpret information from a range of internal and external sources to identify:<ul style="list-style-type: none">– current staff turnover and demographics– labour supply trends factors that may affect workforce supply– organisation's workforce requirements objectives and strategies• manage workforce planning including developing, implementing, monitoring and reviewing strategies to meet workforce needs• review relevant trends and supply and demand factors that will impact on an organisation's workforce• develop a workforce plan that includes relevant research and specific strategies to ensure access to a skilled and diverse workforce. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
Knowledge evidence	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none">• 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.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBHRM513 Manage workforce planning*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Research workforce requirements	
Suggested time allocation: 6 hours Suggested resources: <ul style="list-style-type: none"> Recommended reading Slide presentation software 	Slide nos: 2–14
Recommended reading	Terminology checklist
Aspire learner guide <i>BSBHRM513 Manage workforce planning</i> , Release 1 Topic 1: Research workforce requirements	<ul style="list-style-type: none"> Workforce planning Staff turnover Demographics Exit interview Labour supply and demand Diversity Forecasting Strategic initiatives
Suggested training strategies	
<ul style="list-style-type: none"> Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for <i>BSBHRM513 Manage workforce planning</i>. You may wish to discuss recognition of prior learning processes with learners at this stage. 	
<ul style="list-style-type: none"> Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit. 	
<ul style="list-style-type: none"> Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment. 	
<ul style="list-style-type: none"> Encourage learners to maintain a learning journal as they undertake this unit of study. They should use the learning journal to record their workplace experience, their reflections on their learning, feedback they receive from trainers, supervisors, clients and their more experienced colleagues and their self-assessment of their performance in the workplace. Advise learners whether their learning journal could form a component of their assessment in this unit. The journal could be used when undertaking practical workplace activities, but may also be used for all knowledge and skill development activities such as class assignments, tests and research tasks set by the trainer. The journal can also record trainer and assessor feedback of formative and summative assessments; that is, the learner's progress towards achievement of the unit of competency. 	

3.3 Learning mapping

BSBHRM513 Manage workforce planning, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Research workforce requirements			
1.1 Review current data on staff turnover and demographics	1A Review current data on staff turnover and demographics	1	LC 1: Part A 1, 2
1.2 Assess factors that may affect workforce supply	1B Assess factors that may affect workforce supply	2	LC 1: Part A 3, 4
1.3 Establish the organisation's requirements for a skilled and diverse workforce	1C Establish the organisation's requirements for a skilled and diverse workforce	3	LC 1: Part A 5, 6
Element 2: Develop workforce objectives and strategies			
2.1 Review organisational strategy and establish aligned objectives for modification or retention of the workforce	2A Establish workforce objectives and review strategies	4	LC 2: Part A 1
2.2 Consider strategies to address unacceptable staff turnover, if required	2B Address staff turnover levels	5	LC 2: Part A 2
2.3 Define objectives to retain required skilled labour	2C Define objectives to retain the required skilled labour	6	LC 2: Part A 3
2.4 Define objectives for workforce diversity and cross-cultural management	2D Define objectives for workforce diversity and cross-cultural management	7	LC 2: Part A 6
2.5 Define strategies to source skilled labour	2E Define strategies to source skilled labour	8	LC 2: Part A 5

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	BSBHRM513 Manage workforce planning, Release 1
Assessment tasks selected:	<p>Part A – Questioning</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part B – Project: Managing workforce planning at BizOps Enterprises OR</p> <p><input type="checkbox"/> Part C – Project: Managing workforce planning at work</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part D – Observation OR</p> <p><input type="checkbox"/> Part E – Third-party report</p>

4.3 Assessment mapping

BSBHRM513 Manage workforce planning, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Research workforce requirements					
1.1 Review current data on staff turnover and demographics		P1	P1		
1.2 Assess factors that may affect workforce supply		P2	P2		
1.3 Establish the organisation's requirements for a skilled and diverse workforce		P3	P3		
Element 2: Develop workforce objectives and strategies					
2.1 Review organisational strategy and establish aligned objectives for modification or retention of the workforce		P4	P4		
2.2 Consider strategies to address unacceptable staff turnover, if required		P5	P5		
2.3 Define objectives to retain required skilled labour	Q6				
2.4 Define objectives for workforce diversity and cross-cultural management		P7	P7		
2.5 Define strategies to source skilled labour		P8	P8		
2.6 Communicate objectives and rationale to relevant stakeholders				O5	O5

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	BSBHRM513 Manage workforce planning, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questioning	<input type="checkbox"/>
	<input type="checkbox"/> Part B – Project: Managing workforce planning at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Managing workforce planning at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	