

Contents

About this guide	5
Section 1: Meeting VET sector requirements	7
1.1 How Aspire's resources assist in meeting requirements	7
1.2 Resource quality assurance processes	16
Section 2: Unit of competency information	17
2.1 Unit of competency	17
2.2 Unit of competency assessment requirements	21
2.3 Aspire resources available for this unit	23
2.4 Target groups	25
Section 3: Training requirements	27
3.1 Delivery approach	27
3.2 Delivery plans	28
3.3 Learning mapping	38
3.4 Solutions – general guidance	48
3.5 Solutions to practice tasks	49
3.6 Solutions to learning checkpoints	58
Section 4: Assessment	66
4.1 Assessment approach	66
4.2 Assessment procedures	67
4.3 Assessment mapping	73
4.4 Assessment solutions and marking guidance	81
4.5 Completing the record of outcome	90
Section 5: Forms	92
Section 6: Glossary of VET terminology	93

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

BSBHRM602 Manage human resources strategic 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 develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives.

It applies to individuals employed as human resource managers after a firm grounding has been established in a range of human resource activities.

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

Unit Sector

Workforce Development – Human Resource Management

2.2 Unit of competency assessment requirements

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"> analyse information from a range of internal and external sources to determine: <ul style="list-style-type: none"> human resource strategic direction, objectives and targets trends and emerging practices that may have an impact on human resource management relevant technology recent and potential changes to industrial and legal requirements future labour needs and skills requirements options for sourcing labour organisation's preferences regarding human resources consult and communicate effectively with relevant stakeholders to develop, implement, monitor and review a strategic human resource plan including: <ul style="list-style-type: none"> budget priorities agreed objectives, targets, programs and practices based on cost-benefit analysis timeframes risk management evaluation against objectives. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
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3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBHRM602 Manage human resources strategic 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 planning requirements	
Suggested time allocation: Suggested resources: <ul style="list-style-type: none"> Recommended reading Slide presentation software 	Slide nos: 2–12
Recommended reading	Terminology checklist
Aspire learner guide <i>BSBHRM602 Manage human resources strategic planning</i> , Release 1 Topic 1: Research planning requirements	<ul style="list-style-type: none"> Human resources strategic plan Corporate growth, stability, renewal Generic competitive Competitive advantage Innovation Quality Cost reduction SMART objectives PEST framework Gap analysis Future labour needs Labour supply forecasting Labour demand forecasting Qualitative versus quantitative Delphi method Nominal group technique Simple regression Multiple linear Productivity Staffing ratios Training Recruiting Internships Outsourcing Offshoring Contractors and casuals

3.3 Learning mapping

BSBHRM602 Manage human resources strategic planning, Release 1

Unit of competency	Range of conditions	Content	Practice tasks	Learning checkpoint
Element 1: Research planning requirements				
1.1 Analyse strategic plans to determine human resource strategic direction, objectives and targets		1A Analyse strategic plans to determine human resource strategic direction, objectives and targets	1	LC 1: Part A 1, 2 Part B 1
1.2 Undertake additional environmental analysis to identify emerging practices and trends that may impact on human resource management in the organisation		1B Undertake additional environmental analysis to identify emerging practices and trends	2	LC 1: Part A 2 Part B 2
1.3 Identify future labour needs, skill requirements and options for sourcing labour supply	Options for sourcing labour supply must include consideration of: <ul style="list-style-type: none"> • employing a range of recruitment options • hiring casual labour • hiring new graduates or trainees • employing off shore workers • outsourcing • using contractors or consultants. 	1C Identify future labour needs, skill requirements and options for sourcing labour supply	3	LC 1: Part A 3
1.4 Consider new technology and its impact on job roles and job design		1D Consider new technology and its impact on job roles and job design	4	LC 1: Part A 4

Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

Complete the following task	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
Select and complete one of the following	Part B – Project: Managing human resources strategic planning at BizOps Enterprises You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Managing human resources strategic planning at work You will demonstrate your skills and knowledge by completing a project in your workplace.
Select and complete one of the following	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

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:	BSBHRM602 Manage human resources strategic planning, Release 1
Assessment tasks selected:	<p>Part A – Questioning</p> <p>Select and complete one of the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Part B – Project: Managing human resources strategic planning at BizOps Enterprises OR<input type="checkbox"/> Part C – Project: Managing human resources strategic planning at work<input type="checkbox"/> Select and complete one of the following:<input type="checkbox"/> Part D – Observation OR<input type="checkbox"/> Part E – Third-party report

4.3 Assessment mapping

BSBHRM602 Manage human resources strategic planning, Release 1

Unit of competency	Range of conditions	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Research planning requirements						
1.1 Analyse strategic plans to determine human resource strategic direction, objectives and targets		Q2	P1	P1		
1.2 Undertake additional environmental analysis to identify emerging practices and trends that may impact on human resource management in the organisation		Q3	P2	P2		
1.3 Identify future labour needs, skill requirements and options for sourcing labour supply	Options for sourcing labour supply must include consideration of: <ul style="list-style-type: none"> • employing a range of recruitment options • hiring casual labour • hiring new graduates or trainees • employing off shore workers • outsourcing • using contractors or consultants. 	Q4	P3	P3		

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:	BSBHRM602 Manage human resources strategic 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 human resources strategic planning at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Managing human resources strategic planning at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	