Assessment Requirements for BSBHRM513 Manage workforce planning

# Modification History

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

# Performance Evidence

Evidence of the ability to:

* review and interpret information from a range of internal and external sources to identify:
* 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.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

# 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 Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>