



**Australian Government**

# **BSBHRM513 Manage workforce planning**

**Release: 1**

## 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 Develop workforce objectives and strategies	2.1 Review organisational strategy and establish aligned objectives for modification or retention of the workforce 2.2 Consider strategies to address unacceptable staff turnover, if required 2.3 Define objectives to retain required skilled labour 2.4 Define objectives for workforce diversity and cross-cultural

ELEMENT	PERFORMANCE CRITERIA
	<p>management</p> <p>2.5 Define strategies to source skilled labour</p> <p>2.6 Communicate objectives and rationale to relevant stakeholders</p> <p>2.7 Obtain agreement and endorsement for objectives and establish targets</p> <p>2.8 Develop contingency plans to cope with extreme situations</p>
3 Implement initiatives to support workforce planning objectives	<p>3.1 Implement action to support agreed objectives for recruitment, training, redeployment and redundancy</p> <p>3.2 Develop and implement strategies to assist workforce to deal with organisational change</p> <p>3.3 Develop and implement strategies to assist in meeting the organisation's workforce diversity goals</p> <p>3.4 Implement succession planning system to ensure desirable workers are developed and retained</p> <p>3.5 Implement programs to ensure workplace is an employer of choice</p>
4 Monitor and evaluate workforce trends	<p>4.1 Review workforce plan against patterns in exiting employee and workforce changes</p> <p>4.2 Monitor labour supply trends for areas of over- or under-supply in the external environment</p> <p>4.3 Monitor effects of labour trends on demand for labour</p> <p>4.4 Survey organisational climate to gauge worker satisfaction</p> <p>4.5 Refine objectives and strategies in response to internal and external changes and make recommendations in response to global trends and incidents</p> <p>4.6 Regularly review government policy on labour demand and supply</p> <p>4.7 Evaluate effectiveness of change processes against agreed objectives</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.2, 1.3, 2.1, 4.6	<ul style="list-style-type: none"> <li>Interprets and critically analyses organisational strategy and data on staff turnover and demographics</li> </ul>
Writing	1.3, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.2, 3.3, 4.5	<ul style="list-style-type: none"> <li>Uses broad vocabulary, grammatical structure and conventions appropriate to audience and context to develop strategies, plans or reports</li> </ul>
Oral communication	2.6, 2.7	<ul style="list-style-type: none"> <li>Conveys information using language, format and style appropriate to a specific audience</li> </ul>
Numeracy	4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>Extracts and evaluates the mathematical information and applies mathematical and problem-solving strategies when monitoring labour trends and surveying organisational climate</li> </ul>
Navigate the world of work	2.1, 2.7, 3.2, 3.3	<ul style="list-style-type: none"> <li>Understands and interprets organisational goals to develop processes, objectives or strategies relevant to own role requirements</li> </ul>
Interact with others	2.6, 2.7	<ul style="list-style-type: none"> <li>Selects and implements appropriate communication protocols to liaise with personnel in a range of work contexts</li> </ul>
Get the work done	1.1, 2.1, 2.8, 3.1-3.5, 4.1- 4.7	<ul style="list-style-type: none"> <li>Sequences and schedules complex activities, monitors implementation and manages relevant communication when researching requirements and developing workforce objectives and strategies</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account when assessing factors affecting workforce supply</li> <li>Anticipates potential problems and uses analytical or lateral thinking processes to formulate contingency plans</li> <li>Uses a range of digital tools to collect data, and to extract, organise and share information</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBHRM513 Manage workforce	BSBHRM513A Manage workforce	Updated to meet Standards for	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
planning	planning	Training Packages	

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>