



Australian Government

BSBHRM614 Contribute to strategic workforce planning

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives.

The unit applies to individuals employed as human resource practitioners with knowledge of human resources and organisational objectives.

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

Unit Sector

Technical Skills – Human Resources

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 planning requirements	<ul style="list-style-type: none">1.1 Analyse strategic plans to determine strategic workforce direction, objectives and targets1.2 Analyse organisational environment and identify emerging practices and trends that may impact on human resource management in the organisation1.3 Identify future labour needs, skill requirements and sources of labour supply1.4 Identify new technology and its impact on job roles and job design1.5 Review recent and potential changes to industrial and legal requirements

ELEMENT	PERFORMANCE CRITERIA
2. Contribute to development of strategic workforce plan	2.1 Consult relevant managers about their workforce preferences 2.2 Agree on workforce philosophies, values and policies with relevant managers 2.3 Develop strategic objectives and targets for workforce services 2.4 Examine options for the provision of workforce services and analyse costs and benefits 2.5 Identify appropriate technology and systems to support agreed workforce programs and practices 2.6 Contribute input from consultation into strategic workforce plan and obtain senior management support for plan 2.7 Analyse risks associated with strategic workforce plan and develop risk mitigation strategies
3. Support implementation of strategic workforce plan	3.1 Work with relevant stakeholders and ensure that plan is implemented according to organisational objectives 3.2 Monitor and review the plan 3.3 Recommend adaptations to plan to account for changing circumstances 3.4 Evaluate and review performance against plan objectives

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Organises, evaluates and applies content from a range of structurally complex texts relating to human resource strategic planning
Writing	<ul style="list-style-type: none"> Communicates complex ideas relating to strategic objectives, matching style of writing to purpose and audience
Oral Communication	<ul style="list-style-type: none"> Establishes and maintains complex and effective spoken communications in a broad range of contexts with relevant managers to determine resources preferences, philosophies and values
Numeracy	<ul style="list-style-type: none"> Selects and interprets mathematical information that may be embedded in a range of tasks and texts to analyse costs and benefits
Initiative and enterprise	<ul style="list-style-type: none"> Ensures knowledge of legislative requirements and products is current and accurate Develops and implements strategies that ensure organisational policies, procedures and regulatory requirements are being met
Planning and	<ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when

organising	<ul style="list-style-type: none">communicating with managers at various levels• Participates in conversations relevant to role responding, explaining, negotiating and persuading, as required• Sequences and schedules complex activities, monitors implementation and manages relevant communication when developing the strategic plan
Problem solving	<ul style="list-style-type: none">• Makes a range of critical and non-critical decisions in relatively complex situations, analysing data and taking a range of factors into account when researching planning requirements and developing the plan• Gathers and analyses data and seeks feedback to improve plans and processes
Technology	<ul style="list-style-type: none">• Uses digital technologies and actively investigates new technologies for strategic and operational purposes

Unit Mapping Information

Supersedes and is equivalent to BSBHRM602 Manage human resources strategic planning.

Links

Companion Volume Implementation Guide is found on VETNet -

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