PSPHRM004 Implement workforce planning and succession strategies

Release: 1

PSPHRM004 Implement workforce planning and succession strategies

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPHR504A Implement workforce planning and succession strategies. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide workforce planning and succession strategies to underpin the organisation's strategic and business decisions.

This unit applies to those working within a human resources administration role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar contexts.

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

Competency Field

Human resource management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Conduct workforce analysis	1.1 Conduct in-depth analysis of current workforce practices, numbers, deployment, diversity and competencies to provide a baseline for workforce planning and management. 1.2 Analyse workforce data and benchmark when required against comparable data, identify trends and suggest interventions to address developments that do not support the organisation's strategic or business directions. 1.3 Undertake labour market and industry analysis to identify factors and trends that may impact on the organisation and the implications of these for workforce planning and management. 1.4 Use scenario planning or other forecasting tools to predict and assess likely futures for the organisation with their associated implications and risks. 1.5 Present the results of workforce analysis in objective and unbiased terms and in a form and language to suit the intended audience. 1.6 Ensure that the results of workforce analysis concerning future workforce requirements are included in decision-making processes.
2. Contribute to workforce planning	2.1 Provide information and advice to managers on all aspects of workforce planning. 2.2 Develop and/or provide workforce planning tools to managers, and give assistance in their use. 2.3 Develop and suggest solutions for current and future workforce planning and management issues. 2.4 Provide consultancy services to develop the human resource aspects of organisational and business unit plans to ensure the right numbers of appropriately diverse and skilled staff are available for future needs. 2.5 Assist managers to question current work practices and structures and prepare workforce plans.
3. Assist with succession management	3.1 Communicate the critical role of succession planning in managing the organisation's intellectual capital to managers and staff. 3.2 Develop a succession management strategy and identify candidate pools for imminent and longer term future vacancies. 3.3 Develop and agree on succession processes and the succession management strategy. 3.4 Use the results of workforce analysis and planning to assist managers to undertake succession planning.

SkillsIQ

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPHR504A Implement workforce planning and succession strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623