



Australian Government

BSBDIV801 Conduct strategic diversity 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 1.0.

Application

This unit describes the skills and knowledge required to conduct high level strategic diversity workforce planning for an organisation. This includes developing objectives and strategies, implementing initiatives and monitoring and evaluating trends and processes. It focuses on making provision for inclusivity to ensure that training, employment and promotional opportunities are provided to all cohorts of the Australian population in an attempt to actively leverage diversity in the workplace.

This unit also covers the research associated with labour markets, labour market programs and the requirement to match organisational needs with employee skills and knowledge.

It applies to individuals who assess factors that may affect the supply of workers; align workforce objectives with business plans; and design strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

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

Unit Sector

Workforce Development - Diversity

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>

ELEMENT	PERFORMANCE CRITERIA
1 Research opportunities for workforce diversity	1.1 Review current organisational practices for recruiting, training, and promoting staff 1.2 Review current data on staff turnover, workforce demographics and local, regional and international population demographics 1.3 Identify and assess factors that affect current and future supply of workers 1.4 Assess opportunities for diversity within the organisation 1.5 Provide recommendations that support valuing and leveraging diversity to improve organisational practices and meet regulatory requirements
2 Develop diversity workforce objectives and strategies	2.1 Establish objectives to enhance diversity within the organisation, including considerations such as the modification or retention of the workforce to enhance inclusivity and training and development opportunities for all cohorts 2.2 Establish management strategies that support valuing and leveraging diversity 2.3 Communicate objectives and rationale to relevant stakeholders 2.4 Obtain agreement and endorsement for diversity objectives and establish targets 2.5 Improve overall organisational diversity practices by developing contingency strategies in areas of identified need, that incorporate unrepresented and underrepresented population cohorts
3 Implement initiatives to support diversity workforce planning objectives	3.1 Implement action to support agreed objectives that aim to increase opportunities for unrepresented or underrepresented population cohorts 3.2 Incorporate the need for skilled labour to meet organisational needs and the possible use of government labour market programs for training and development purposes into implementation initiatives 3.3 Implement strategies that leverage diversity to assist in meeting the organisation's workforce diversity objectives 3.4 Implement a succession planning system to ensure workers from diverse backgrounds are developed and retained 3.5 Implement appropriate programs, to ensure compliance with regulatory and ethical requirements 3.6 Implement programs that support valuing and leveraging diversity in the workplace

ELEMENT	PERFORMANCE CRITERIA
4 Monitor and evaluate workforce trends	4.1 Review workforce planning objectives against exiting employees, workforce changes and the local population 4.2 Monitor labour supply trends for areas of over or under supply in the external environment with a view to correcting cohort representational issues within the organisation's workforce 4.3 Monitor effects of labour trends on demand for labour 4.4 Refine objectives and strategies in response to internal and external changes and make recommendations in response to global diversity issues 4.5 Regularly review government policy on labour demand and supply, focussing on opportunities for unrepresented or underrepresented population cohorts 4.6 Evaluate effectiveness of change processes against agreed objectives in order to promote the leveraging of diversity in the workplace

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 3.3, 3.4, 4.1, 4.2, 4.4, 4.5, 4.6	- Sources, evaluates and critiques ideas and information from a range of complex texts to assist with decisions, change management, and to manage organisational requirements - Monitors reported information to evaluate progress of workforce diversity progress
Writing	1.5, 3.3, 3.4, 4.4	- Records insights and results of analysis using clear, concise language - Researches and prepares plans for relevant stakeholders incorporating appropriate vocabulary grammatical structure and conventions
Oral Communication	2.3	Presents information using language and non-verbal features appropriate to audience
Navigate the world of work	1.5, 2.2, 2.3, 2.4, 3.3, 3.4, 3.5, 3.6,	Works autonomously making high level decisions to achieve and improve organisational goals

	4.1, 4.6	Develops and implements strategies that inform organisational policies, procedures and meet regulatory requirements
Interact with others	2.3	Selects and uses appropriate conventions and protocols when communicating with stakeholders in a range of work contexts
Get the work done	1.3, 1.4, 1.5, 2.2, 2.4, 2.5, 3,1-3.6, 4.1-4.6	- Develops plans to manage complex activities with strategic implications - Identifies key factors that impact on decisions and their outcomes, drawing on experience, competing priorities and decision-making strategies where appropriate - Coordinates and analyses all relevant information to inform decisions with the potential to affect organisational outcomes - Systematically monitors diversity initiatives to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBDIV801 Conduct strategic diversity workforce planning	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBDIV801 Conduct strategic diversity workforce planning

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Performance Evidence

Evidence of the ability to:

- research opportunities for workforce diversity
- develop organisational workforce diversity objectives and strategies
- implement at least three initiatives to support workforce diversity
- critically analyse existing organisational workforce diversity objectives with evaluation of their effectiveness and recommendations for improvement.

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:

- discuss organisational workforce diversity policies including:
 - regulatory requirements
 - rationale for workforce diversity within an organisation
 - policies that promote the leveraging of diversity
 - issues that can be linked to diversity
- outline strategies that support leveraging organisational diversity
- describe diversity planning methodologies
- describe how workforce trends affect workforce planning methodologies
- describe organisational diversity including:
 - cultures
 - beliefs
 - traditions and practices
 - equal opportunity
 - diversity as a business advantage.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – diversity field of work and include access to:

- legislation, regulations and codes of practice
- organisational records, policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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