



Australian Government

Assessment Requirements for BSBHRM524 Coordinate workforce plan implementation

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.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate the implementation of a workforce plan in at least one work area.

In the course of the above, the candidate must:

- review relevant trends and supply and demand factors that will impact on organisation's workforce
- review and interpret information from a range of internal and external sources, in order to identify:
 - current staff turnover and demographics
 - labour supply trends factors that may affect workforce supply
 - organisation's workforce requirements objectives and strategies.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of external labour supply relevant to the specific industry or skill requirements of the organisation
- key features of industrial relations relevant to the specific industry
- labour force analysis and forecasting techniques
- common programs that ensure workplace is an employer of choice
- key aspects of:
 - staff turnover and demographics factors
 - sources of skilled labour
 - contingency plans
 - strategies for recruitment, training, redeployment and redundancy
 - strategies to assist in meeting the organisation's workforce diversity goals

- format and content of workforce plan according to organisational procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to performance evidence
- organisational strategic and operational plans
- relevant organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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