



Australian Government

BSBHRM524 Coordinate workforce plan implementation

Release: 1

BSBHRM524 Coordinate workforce plan implementation

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 coordinate the implementation of a workforce plan, including researching requirements, coordination of planning and implementing initiatives and monitoring trends.

The unit applies to individuals who are human resource practitioners 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

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 workforce requirements	1.1 Review current data on staff turnover and demographics 1.2 Assess factors impacting workforce supply 1.3 Establish organisation's requirements for a skilled and diverse workforce
2. Coordinate workforce objectives and strategies	2.1 Consult relevant stakeholders on organisational strategy and establish aligned objectives for modification or retention of the workforce 2.2 Confirm objectives for workforce diversity and cross-cultural management with relevant stakeholders 2.3 Assist determination of strategies to address high staff turnover 2.4 Assist determination of objectives to retain relevant skilled

ELEMENT	PERFORMANCE CRITERIA
	labour 2.5 Assist determination of strategies to source skilled labour 2.6 Communicate plan objectives to relevant stakeholders 2.7 Obtain agreement and endorsement for objectives and establish targets
3. Coordinate implementation of initiatives	3.1 Support implementation of agreed objectives for recruitment, training, redeployment and redundancy 3.2 Identify strategies to assist workforce to deal with organisational change and coordinate implementation 3.3 Identify strategies to assist in meeting the organisation's workforce diversity goals and coordinate implementation 3.4 Coordinate implementation of succession planning system and ensure workers are developed and retained
4. Monitor and evaluate workforce trends	4.1 Review workforce plan against patterns in existing employee and workforce changes 4.2 Monitor labour supply trends for areas of over and under supply in the external environment 4.3 Monitor effects of labour trends on the demand for labour within own organisation 4.4 Coordinate survey of organisational climate and collect worker satisfaction results 4.5 Consult with relevant stakeholders and refine objectives and strategies in response to internal and external changes 4.6 Monitor government policy on labour demand and supply 4.7 Evaluate effectiveness of change processes against agreed 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	Interprets and critically analyses organisational strategy and data on staff turnover and demographics
Writing	Uses broad vocabulary, grammatical structure and conventions appropriate to audience and context to develop strategies, plans or reports
Oral	Conveys information using language, format and style appropriate to a

SKILL	DESCRIPTION
communication	specific audience
Numeracy	Extracts and applies mathematical information and problem-solving strategies when monitoring labour trends and surveying organisational climate
Initiative and enterprise	- Understands and interprets organisational goals to develop processes, objectives or strategies relevant to own role requirements - Selects and implements appropriate communication protocols to liaise with stakeholders in a range of work contexts
Self-management	- Sequences and schedules complex activities, monitors implementation and manages relevant communication when researching requirements and developing workforce objectives and strategies - Uses a range of digital tools to collect data, and to extract, organise and share information
Problem solving	- Anticipates potential problems and uses analytical or lateral thinking processes to formulate contingency plans - 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

Unit Mapping Information

Supersedes and is equivalent to BSBHRM513 Manage workforce planning.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBHRM524 Coordinate workforce plan implementation

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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

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