



Australian Government

BSBHRM614 Contribute to strategic workforce planning

Release: 1

BSBHRM614 Contribute to strategic workforce planning

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	1.1 Analyse strategic plans to determine strategic workforce direction, objectives and targets 1.2 Analyse organisational environment and identify emerging practices and trends that may impact on human resource management in the organisation 1.3 Identify future labour needs, skill requirements and sources of labour supply 1.4 Identify new technology and its impact on job roles and job design 1.5 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	Organises, evaluates and applies content from a range of structurally complex texts relating to human resource strategic planning
Writing	Communicates complex ideas relating to strategic objectives, matching style of writing to purpose and audience
Oral Communication	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	Selects and interprets mathematical information that may be embedded in a range of tasks and texts to analyse costs and benefits
Initiative and enterprise	- 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	Selects and uses appropriate conventions and protocols when

organising	- 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	- 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	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>

Assessment Requirements for BSBHRM614 Contribute to strategic workforce planning

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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:

- contribute to the development and implementation of at least one strategic workforce plan.

In the course of the above, the candidate must:

- analyse information from a range of internal and external sources to determine:
 - workforce strategic direction, objectives and targets
 - trends and emerging practices that may have an impact on workforce
 - relevant technology
 - recent and potential changes to industrial and legal requirements
 - future labour needs and skills requirements
 - options for sourcing labour
 - organisation's preferences regarding workforce
- consult relevant stakeholders and collaboratively develop, implement, monitor and review a strategic workforce plan including:
 - budget
 - priorities
 - agreed objectives, targets, programs and practices based on cost-benefit analysis
 - timeframes
 - risk management
 - evaluation against objectives.

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:

- human resource practices and functions
- relevant legislative, regulatory and industrial requirements for the organisation

- common options for sourcing labour
- impact of technology on job roles in the organisation or work area
- options for sourcing labour supply
- risk management plans to support the strategic workforce planning
- format and features of a strategic workforce plan
- modern philosophies, values and policies applicable to the human resources profession.

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 documents and resources relevant to performance evidence
- relevant legislation, regulations and codes of practice
- business strategic and operational plan
- relevant workplace policies and procedures.

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

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