



Australian Government

PSPHRM010 Formulate a strategic human resource plan

Release: 1

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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 PSPHR702B Formulate a strategic human resource plan. • 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 formulate a strategic human resource plan that links the human resource function with the direction of business units and the organisation. It includes identifying key issues, and developing, implementing and evaluating the strategic human resource plan.

This unit applies to those working as human resource specialists.

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 autonomously, 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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

	further information is detailed in the range of conditions section.
1. Identify key human resource issues arising from the organisation's strategic plan	1.1 Analyse strategic and business plans to determine key human resource issues. 1.2 Identify and consider internal and/or external factors likely to impact upon the workforce profile and future human resource requirements. 1.3 Analyse workforce data for trends to determine key issues. 1.4 Consult business units and senior management for information on future requirements. 1.5 Utilise forward planning tools to predict longer term issues and needs to be addressed in the strategic plan.
2. Develop a plan to meet the human resource requirements of an organisation	2.1 Develop the plan based on data drawn from information sources, consultations with stakeholders, and good practice models. 2.2 Include strategies for workforce planning, workforce management, managing succession and skill shortages in the plan to support business vision and provide for the right people to be in the right place at the right time. 2.3 Include strategies within the plan consistent with the organisation's strategic perspective. 2.4 Identify and address risks associated with planned strategies. 2.5 Identify resource requirements, prepare a budget to support the implementation of the plan and prepare performance indicators and timeframes.
3. Implement a human resource plan	3.1 Obtain agreement on the plan through consultation with other business units within the organisation. 3.2 Document and communicate the plan to other business units. 3.3 Identify systems and tools required to support implementation. 3.4 Implement human resource strategies in accordance with the plan and monitor and revise against the budget and key performance indicators. 3.5 Provide support in implementing the plan to business units.
4. Evaluate the effectiveness of the human resource plan	4.1 Monitor the plan to adjust strategies as needed to take account of new developments or contingencies. 4.2 Develop and implement an evaluation methodology. 4.3 Assess the plan against the strategic goals and business objectives. 4.4 Analyse information to provide a basis for the judgements to be made in relation to the plan's effectiveness. 4.5 Report outcomes of the evaluation with recommendations for enhancement of the plan, to inform ongoing planning and integrate human resource planning into the organisational planning framework.

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 PSPHR702B Formulate a strategic human resource plan.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPHRM010 Formulate a strategic human resource plan

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using marketing and public relations strategies
- applying strategic thinking and planning
- explaining complex ideas to different audiences
- interpreting and explaining complex, formal documents, including legislation and policies, and assisting others to apply them in the workplace
- preparing written advice and reports requiring reasoning and precision of expression

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational goals, policies and procedures
- the importance of human resource management in attaining organisational goals
- strategic planning processes
- consultation and management practices
- the relationships between key human resource functions
- the concept of diversity and its integration within and across all human resource functions and areas
- human resource policies and practices
- jurisdictional legislation applying to human resources, including work health and safety, and environment and sustainability practices
- range of evaluation methodologies

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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