

**BSBHRM513**

**Manage workforce planning**

**Learner Assessment**

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# Candidate Details

### Assessment – BSBHRM513: Manage workforce planning

Please complete the following activities and hand in to your trainer for marking. This forms part of your assessment for BSBHRM513: Manage workforce planning.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I declare that no part of this assessment has been copied from another person’s work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If activities have been completed as part of a small group or in pairs, details of the learners involved should be provided below;**

This activity workbook has been completed by the following persons and we acknowledge that it was a fair team effort where everyone contributed equally to the work completed. We declare that no part of this assessment has been copied from another person’s work with the exception of where we have listed or referenced documents or work and that no part of this assessment has been written for us by another person.

Learner 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Question 1

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| **Estimated Time** | **1 Hour** |
| **Objective** | **To provide you with an opportunity to review current data on staff turnover and demographics.** |
|  | What is workforce planning at its most basic level?  In your own words, explain why managers need to plan rather than react to environmental and business changes?  What are the two types of business plan?  What is the difference between the two plans? What is their connection with workforce planning?    What information should you scan in an internal audit?  Once you complete a scan of the internal and external data, what may you need to do in the case of a shortage?  Explain why you would complete a skills gap analysis.  What are the main differences between a performance gap and a skills gap?  Where can you find information of demographics in your organisation?  What can happen if you access files without permission.  What is the importance of the ABS? |

### Question 2

|  |  |
| --- | --- |
| **Estimated Time** | **20 Minutes** |
| **Objective** | **To provide you with an opportunity to establish the organisation's requirements for a skilled and diverse workforce.** |
|  | What is workforce diversity?  List the different types of diversity that you may find in the workplace.  Should you participate in training if you are not sure about discrimination? |

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### Question 3

|  |  |
| --- | --- |
| **Estimated Time** | **25 Minutes** |
| **Objective** | **To provide you with an opportunity to review organisational strategy and establish aligned objectives for modification or retention of the workforce.** |
|  | How does becoming an employer of choice assist in offering sufficient benefits to attract employees?  What does PRIDE mean?  In your own words, write short definitions for the following words:  Redeployment    Redundancy  Triple Bottom Line |

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### Question 4

|  |  |
| --- | --- |
| **Estimated Time** | **15 Minutes** |
| **Objective** | **To provide you with an opportunity to define strategies to source skilled labour.** |
|  | List the strategies you can use to source skilled labour in the table below.   |  |  | | --- | --- | | **Internal** | **External** | |  |  |   You have been asked to recruit a new engineer to maintain the organisations production robots. What methods would you recommend to be used to advertise the position? Why? |

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### Question 5

|  |  |
| --- | --- |
| **Estimated Time** | **15 Minutes** |
| **Objective** | **To provide you with an opportunity to develop contingency plans to cope with extreme situations.** |
|  | What is the importance of a contingency plan?  What is the importance of the Business Continuity Plan? |