

Learner Assessment Pack

Manage Human Resources Strategic Planning

BSBHRM602



Precision Group (Australia) Pty Ltd
44 Bergin Rd, Ferny Grove, QLD, 4055
Email: info@precisiongroup.com.au
Website: www.precisiongroup.com.au
© Precision Group (Australia) Pty Ltd

BSBHRM602
Manage Human Resources Strategic Planning

Content in the Assessment Pack has been reproduced with kind permission from material produced and owned by the Department of Education, Training and the Arts.

Overseas Student Information

If you are an overseas student and you have a problem with your school or college that you haven't been able to fix, the Overseas Students Ombudsman might be able to help. The Ombudsman is a free complaint investigation service, available to people on student visas who are studying with private providers. You can read more about what the Ombudsman does, or make a complaint online, by visiting oso.gov.au.

Copyright Notice

No part of this book may be reproduced in any form or by any means, electronic or mechanical, including photocopying or recording, or by an information retrieval system without written permission from Precision Group (Australia) Pty Ltd. Legal action may be taken against any person who infringes their copyright through unauthorised copying.

These terms are subject to the conditions prescribed under the Australian Copyright Act 1968.

Copying for Educational Purposes

The Australian Copyright Act 1968 allows 10% of this book to be copied by any educational institute for educational purposes, provided that the institute (or the body that administers it) has given a remuneration notice to the Copyright Agency Limited (CAL) under the Act. For more information, email info@copyright.com.au or visit <http://www.copyright.com.au> for other contact details.

Disclaimer

Precision Group has made a great effort to ensure that this material is free from error or omissions. However, you should conduct your own enquiries and seek professional advice before relying on any fact, statement or matter contained in this book. Precision Group (Australia) Pty Ltd is not responsible for any injury, loss or damage as a result of material included or omitted from this material. Information in this course material is current at the time of publication.

Table of Contents

	Learner Assessment Pack
83	Assessment Delivery Learner Information Steps for Learner Assessment Agreement
87	Assessment Tasks Context Assessor Feedback
105	Recording Record of Assessment

SAMPLE

Learner Assessment Pack Assessment Delivery



Learner Information

Each Learner Assessment Pack is made up of three parts:

Assessment Delivery

- Learner Information
- Steps for Learners
- Assessment Agreement

Assessment

- Tasks
- Context
- Assessor Feedback

Recording

- Record of Assessment

Before you commence your Assessment, ensure that you have good knowledge of the subject, have thoroughly read your Learner Resource, and clearly understand the Assessment requirements and the expectations of the Assessor.

You may be required to demonstrate knowledge and skills which may be difficult for the Assessor to witness. If so, an Evidence Record is supplied which will allow the knowledge or skill to be verified by at least one third party, and preferably two or more. These witnesses would usually be current or recent supervisors or your Assessor.

Explanations are given for each Task. If you have any questions, consult with your Assessor.

To contextualise this Assessment to your industry, you must complete a few additional tasks based on your employer's industry. These will be provided by your Assessor.

The assessment tasks may be answered using your business, the simulated business or a mixture of both as instructed by your Assessor.

Records must be kept of all aspects of the Assessment in your Learner Pack.

The record of assessment is a **legal document** and must be signed, dated, and a copy stored as required by your Registered Training Organisation (RTO).

Steps for Learners

1. Receive your Learner Assessment Pack and discuss with your Assessor the expectations of this Assessment. You may also need to supply contact details of one or two work referees who can confirm your skills in the industry. Discuss with your Assessor if you intend to undertake the tasks based on your employing organisation or using the simulated business, Bounce Fitness or a mix of both.
2. Your Learner Assessment Pack is where you will get the Task information. Complete the Tasks as instructed, using either the simulated business, Bounce Fitness, or your employing organisation and include in the Learner Assessment Pack for your Assessor.
3. After you complete your Assessment, gather and return your evidence documents, as detailed in the Task(s) in the timeframe agreed with your Assessor.

Assessment Agreement

Have you signed off:



Delivery Method

- Classroom
 Small Group
 One-on-One
 Online
 Other (please describe)



Assessment Method

- Learner's Organisation –
 Pre-assessment meeting conducted
 Simulated Business



Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – human resource development field of work and includes access to:

- Relevant legislation, regulations and codes of practice
- The business strategic and operational plan
- Workplace policies and procedures
- Interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

I confirm that the activities and assessment completed as part of this unit are my own work and comply with all relevant copyright and plagiarism rules. I understand that if there is any doubt of the authenticity of any piece of my assessment I can be orally examined and the signatory of evidence records may be contacted.

Learner Name _____

Learner Signature _____ **Date** _____

Assessor Name _____

Assessor Signature _____ **Date** _____

Learner Assessment Pack

Assessment



To be assessed for this competency, you must demonstrate your ability to:

- Analyse information from a range of internal and external sources to determine:
 - Human resource strategic direction, objectives and targets
 - Trends and emerging practices that may have an impact on human resource management
 - 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 human resources
- Consult and communicate effectively with relevant stakeholders to develop, implement, monitor and review a strategic human resource plan including:
 - Budget
 - Priorities
 - Agreed objectives, targets, programs and practices based on cost-benefit analysis
 - Timeframes
 - Risk management
 - Evaluation against objectives.

The following Assessment Tasks must be completed by you to enable you to demonstrate these skills. These must be conducted:

Using the simulated business Bounce Fitness

or

In your own workplace if you are able to access all the documents and conduct all of the activities.

If you are using your own business, simply replace references to Bounce Fitness with the name of your organisation. Ensure that you gain the approval of your choice with your Assessor before commencing.

The documents you will require if you are using the simulated business Bounce Fitness can be found on the Bounce Fitness website:

The documents you will require can be found on the Bounce Fitness website:

- Infrastructure tab / Business Strategy and Planning Documents folder
- Policies tab / Human Resources Policies
- Procedures tab / Administrative Procedures Folder / Style Guide
- Procedures tab / Human Resources Folder
- People tab / Hierarchal Structure
- Documents tab / Human Resources Folder / Employment Contracts / Employment Contract Personal Trainer

You may also need to conduct further research on the Bounce Fitness website and/or conduct external research.

Assessor Feedback

Key Points and Suggested Answers

Assessor feedback is recorded here. The Assessor will record what they saw or heard, how it related to the performance criteria, their judgement and why they made that judgement.

Task 1 – Theory: Short Answer Questions

SAMPLE

Task 1 – Theory: Short Answer Questions (continued)

SAMPLE

Task 2 – Research: Analysis and Forecasting

SAMPLE

Task 3 – Practical: Create a Strategic Human Resources Plan

SAMPLE

Task 4 – Role Play

Blank area for Task 4 – Role Play.

Task 5 – Evidence Record

Blank area for Task 5 – Evidence Record.

Tasks Sign-Off Sheet

Learner Name

Learner Signature

Date

Assessor Name

Assessor Signature

Date

SAMPLE

Learner Assessment Pack Recording



Record of Assessment

Learner Details	Assessor Details
Name	Name
Course Code	Site and Date
Unit Code BSBHRM602	Unit Name Manage Human Resources Strategic Planning

Performance Criteria Mapping			
Assessment Activity	PC Mapping	Satisfactory	Needs More Evidence
Task 1 – Theory: Short Answer Questions	KE 1, 2, 3, 4, 5, 6	<input type="checkbox"/>	<input type="checkbox"/>
Task 2 – Research: Analysis and Forecasting	1.1, 1.2, 1.3, 1.4, 1.5	<input type="checkbox"/>	<input type="checkbox"/>
Task 3 – Practical: Create a Strategic Human Resources Plan	1.1, 1.2, 1.3, 1.4, 1.5 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 3.1, 3.2, 3.3	<input type="checkbox"/>	<input type="checkbox"/>
Task 4 – Role Play	2.1, 2.2, 2.3	<input type="checkbox"/>	<input type="checkbox"/>
Task 5 – Evidence Record	1.1, 1.2, 1.3, 1.4, 1.5 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 3.1, 3.2, 3.3	<input type="checkbox"/>	<input type="checkbox"/>

Performance Evidence Mapping			Satisfactory	Needs More Evidence
PE1	Analyse information from a range of internal and external sources to determine: <ul style="list-style-type: none"> Human resource strategic direction, objectives and targets 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Trends and emerging practices that may have an impact on human resource management 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Relevant technology 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Recent and potential changes to industrial and legal requirements 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Future labour needs and skills requirements 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Options for sourcing labour 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Organisation's preferences regarding human resources 	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
PE2	Consult and communicate effectively with relevant stakeholders to develop, implement, monitor and review a strategic human resource plan including: <ul style="list-style-type: none"> Budget 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Priorities 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Agreed objectives, targets, programs and practices based on cost-benefit analysis 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Timeframes 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Risk management 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Evaluation against objectives. 	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge Evidence Mapping			Satisfactory	Needs More Evidence
KE1	Describe human resource practices and functions	Task 1a	<input type="checkbox"/>	<input type="checkbox"/>
KE2	Explain the relevant legislative, regulatory and industrial requirements for the business	Tasks 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
KE3	Outline common options for sourcing labour including: <ul style="list-style-type: none"> Recruitment options 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Casual labour 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> New graduates or trainees 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Off-shore workers 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Outsourcing 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Contractors 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Consultants 	Tasks 1b, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge Evidence Mapping (continued)			Satisfactory	Needs More Evidence
KE4	Explain the impact of technology on job roles	Tasks 1d and 5	<input type="checkbox"/>	<input type="checkbox"/>
KE5	Outline labour market options for sourcing labour supply	Tasks 1b and 5	<input type="checkbox"/>	<input type="checkbox"/>
KE6	Describe the requirements of a strategic plan	Tasks 1c and 5	<input type="checkbox"/>	<input type="checkbox"/>

Context Mapping	PC Mapping	Satisfactory	Needs More Evidence
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Foundation Skills Mapping					
Skill	Description	ACSF Level	Mapping	Satisfactory	Needs More Evidence
Reading	Organises, evaluates and applies content from a range of structurally complex texts relating to human resource strategic planning	6	Tasks 1, 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
Writing	Communicates complex ideas relating to strategic objectives, matching style of writing to purpose and audience	6	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
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.	6	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy	Selects and interprets mathematical information that may be embedded in a range of tasks and texts to analyse costs and benefits as well as dealing with budgets and risk management plans	6	Tasks 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
Navigate the world of work	Ensures knowledge of legislative requirements and products is kept up to date in order to provide accurate information	6	Tasks 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	Develops and implements strategies that ensure organisational policies, procedures and regulatory requirements are being met	6	Tasks 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
Interact with others	Selects and uses appropriate conventions and protocols when communicating with managers at various levels	6	Tasks 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	Participates in conversations relevant to role responding, explaining, negotiating and persuading as required	6	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
Get the work done	Sequences and schedules complex activities, monitors implementation and manages relevant communication when developing the strategic plan	6	Tasks 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	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	6	Tasks 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	Gathers and analyses data and seeks feedback to improve plans and processes	6	Tasks 2, 3, 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>
	Uses digital technologies to manage business operations and actively investigates new technologies for strategic and operational purposes	6	Tasks 1, 2, 3 and 5	<input type="checkbox"/>	<input type="checkbox"/>

(please tick appropriate box)	Yes	No
Comments and future action noted in Learner Assessment Pack	<input type="checkbox"/>	<input type="checkbox"/>
Results discussed and agreed to You have the right to appeal the outcome of your assessment.	<input type="checkbox"/>	<input type="checkbox"/>
The Learner is	Competent	<input type="checkbox"/>
	Not Yet Competent	<input type="checkbox"/>

Learner Comments

Assessor Comments

Details of further evidence required

After reassessment the Learner is

Competent
Not Yet Competent

Assessor Signature

Date

The signature confirms that I have submitted all my own work and agree with the assessment decision and feedback.

Learner Signature

Date