BSBHRM513A - Manage Workforce Planning

Assessment Two

What is this assessment about?	Why is this information useful for me?
Learn the skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. This will include assessing factors that may affect the supply of workers, aligning workforce objectives with business plans, designing strategies and successions plans.	Gain an understanding of report writing and analysing data. You will also learn how to identify areas of improvement and how to implement new policies and procedures.
How do I complete this assessment?	**Hints & Tips!**
Develop a five (5) year plan for the Summer Council. Use the Workforce Plan Structure Template provided. The estimated length of the Workforce Plan should be 2500 words (excluding references, charts, diagrams, footnotes and bibliography).	Executive Summary - This is the last thing that is written as it is an overview of the report. Introduction - Why are you doing this report? Give a brief description of what is covered. Environmental Scan - Monitor Summer Council's internal and external environments to detect early signs of opportunities and threats that may influence its current and future workforce. Current Workforce Profile - Use data from Summer Council Organisational Chart. Future Workforce View - Where does the Summer Council want its workforce to be in five (5) years? How would you like it to look? Be specific. Analysis and Targeted Future - What does the Summer Council need to focus on or prepare to reach their desired goal for their future workforce. Recommendations - What do you recommend the Summer Council to do (actions to put into place) to achieve their desired goal for their future workforce. References - Include references to websites and documents you used to complete this Report. Appendix - Include any supporting documents relevant to this Report.

Resources:
• Workforce Plan Structure Template • Council Descriptions/scenarios and Organisational Charts (provided in assessment one). • Online learning content • You may use the internet for further research (however all answers must be in your own words)