MGMT256

Workforce Demography and Planning

S1 Day 2014

Dept of Marketing and Management

Contents

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General Information

Unit convenor and teaching staff
Unit Convenor
Nick Parr
nick.parr@mq.edu.au
Contact via nick.parr@mq.edu.au
E4A 626
Thursday 3:05pm –3:55pm

Credit points
3

Prerequisites
12cp including (DEM127 or HRM107)

Corequisites

Co-badged status

Unit description
This unit will introduce students to some important trends in and methods of analysis of the demography of workforces in Australia and selected overseas countries. The trends will include those at the national level and case studies of particular organisations, industries and professions. The national-level trends will be related to underlying changes in the size and composition of population, as well as to changing patterns of workforce participation. Some of the simpler methods of projecting future trends will be introduced. Workforce planning issues relating to recent and projected trends will be discussed.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Demonstrating skills in accessing data and literature

Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;

3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;

Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;

5. Demonstrating an ability to make presentations and engage in group discussion on relevant demographic and workforce planning-related topics.

Assessment Tasks

Name	Weighting	Due
Assessed Coursework	20%	weeks 4,6,7
Assignment	25%	Week 10
Presentation and report	15%	Weeks 11 and 12
Exam	40%	University exam period

Assessed Coursework

Due: **weeks 4,6,7**
Weighting: **20%**

The various parts of the assessed coursework assignment will involve accessing data from relevant sources, performing calculations and answering short written questions.

Submission Method: hard copy to tutor in class and soft copy to turnitin.

Extension Requests:No extensions to timelines for submission of the assessed coursework. Late submissions will be accepted up to one week (168 hours) after the submission timeline (i.e. by the tutorial in the week following the due date). There will be a deduction of 10% of the total available marks for each 24 hour period or part thereof that the submission is late (for example 25 hours late – 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved.

On successful completion you will be able to:
- Demonstrating skills in accessing data and literature
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;
- Demonstrating an ability to use quantitative methods to analyse population and

workforce data and to prepare projections for workforce demand and supply;

Assignment

Due: **Week 10**
Weighting: **25%**

The assignment will involve performing calculations and writing a report incorporating the results.

Submit hard copy to tutor in class and soft copy to turnitin.

Extension Requests: No extensions to timelines for submission of the assignment. Late submissions will be accepted up to one week (168 hours) after the submission timeline (i.e. by the tutorial in the week following the due date). There will be a deduction of 10% of the total available marks for each 24 hour period or part thereof that the submission is late (for example 25 hours late – 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved.

On successful completion you will be able to:

- Demonstrating skills in accessing data and literature
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;
- Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;

Presentation and report

Due: **Weeks 11 and 12**
Weighting: **15%**

Group presentations to be made in tutorials plus a short written group report (1,500 words) on an allocated topic. Class participation is included in the assessment.

Submission Method: Presentation to be made in class, submission of soft copy of report via iLearn and hard copy to tutor in class.

Extension Requests: No extensions will be granted: student groups must present in class in the week allocated by the Tutor for their presentation. Groups who do not present at the allotted time will be awarded a mark of 0, except in cases where an application for special consideration is made and approved. No extensions to timelines for submission of the written reports. Late written reports will be accepted up to one week (168 hours) after the submission timeline (i.e. by the tutorial in the week following the due date). There will be a deduction of 10% of the total available marks for each 24 hour period or part thereof that the submission is late (for example

25 hours late – 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved.

On successful completion you will be able to:

- Demonstrating skills in accessing data and literature
- Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;
- 5. Demonstrating an ability to make presentations and engage in group discussion on relevant demographic and workforce planning-related topics.

Exam

Due: **University exam period**
Weighting: **40%**

The exam will involve performing data analysis, writing a short essay and answering multiple choice questions. Students will be allowed to bring a small battery operated calculator provided it does not have a capacity to return text to the screen.

Submission Method:Submit to exam supervisor.

On successful completion you will be able to:

- Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;
- Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;

Delivery and Resources

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

There is no required textbook for this unit.

Students are advised that there is no one single text which is followed closely. Rather for each topic a list of additional background readings will be provided to students.

The following texts are recommended as a general backup for some topics:

· Rowland, Donald (2003) *Demographic Methods and Concepts*, Oxford University Press.

· Siegel, Jacob (2002) *Applied Demography: Application to Business, Government, Law and Public Policy,* Academic Press.

· The recommended texts are available in the Macquarie Library.

WHAT HAS CHANGED?

· This is a new unit and much of the material is new. Some topics will draw on material with which some students will be familiar from DEM127, DEM256 and DEM255.

TECHNOLOGIES USED AND REQUIRED

· Course material is available on the learning management system (iLearn)http://ilearn.mq.edu.au

Students who experience technical problems accessing this page should contact Ms. Wiguna in the Department of Marketing and Management or by email nike.wiguna@mq.edu.au.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Assessment Tasks

The assessment includes both individual and group assessment. More specifically it will be by; assessed coursework (data analysis and short written answers), assignment (data analysis plus short written report), a group presentation plus report based on an specified case study, and a final examination. The weighting given to the various assessment tasks will be:

· **Assessed Coursework** **(20%)**

· **Assignment** **(25%)**

· **Presentation and Report (Group) Includes assessment of written report, presentation, and class participation)**

(15%)

· **Final Examination** **(40%)**

CLASSES

· There will be 3 hours face-to-face teaching per week.

· The timetable for classes can be found on the University web site at:http://www.timetables.mq.edu.au/

Unit Schedule

Week	Lecture Topics	Lecturer	Assignments	
			Given	**Due**
1	Introduction to population and workforce planning.	NP		
2	Sources of population and workforce data. Basic descriptive measures and graphical representations applied to age and sex composition of populations.	NP		
3	Workforce participation in Australia and selected overseas countries. The growth and demographic composition of national workforces.	NP	1a	

4	Analysing the growth and age and sex composition of the workforces of organisations, industries, occupations.	NP	1b	1a
5	International migration and workforces. Family formation, family policies and workforce participation	NP		
6	Methods of population and national labour force projection and their results.	NP	1c	1b
Mid Semester Break April 12th-27th				
7	Methods of projection and planning of the future workforce demand of organisations, industries and occupations.	NP	2	1c
8	Methods of projection and planning of the workforce supply of organisations, industries and occupations. Gap and pipeline analysis.	NP		
9	The demography of education in Australia	NP		
10	Cultural and linguistic diversity in Australia's population and workforces.	NP		2
11	Issues in managing and planning for culturally diverse workforces.	SH		
12	The dimensions, causes and workforce-related implications of population ageing.	NP		
13	Conclusion and unit evaluation	NP		

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Demonstrating skills in accessing data and literature
- Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;
- Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;

Assessment tasks

- Assessed Coursework
- Assignment
- Presentation and report
- Exam

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships

between population trends and workforce trends;

Assessment tasks

- Assessed Coursework
- Assignment
- Presentation and report
- Exam

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Demonstrating skills in accessing data and literature
- 3. Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;
- Demonstrating an ability to use quantitative methods to analyse population and workforce data and to prepare projections for workforce demand and supply;

Assessment tasks

- Assessed Coursework
- Assignment
- Exam

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcome

- 5. Demonstrating an ability to make presentations and engage in group discussion on relevant demographic and workforce planning-related topics.

Assessment tasks

- Assignment
- Presentation and report

Research and Practice

The content of the lectures is informed by research from a range of books, book chapters, and journal articles, including some by Associate Professor Parr, together with the contents of a range of reports illustrating industry practice. These sources are listed in the references lists on iLearn.

Changes since First Published

Date	Description
14/01/2014	The Prerequisites was updated.