



BUS 828

Population and Workforce Planning

S2 Day 2014

Dept of Marketing and Management

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General Information

Unit convenor and teaching staff

Convenor

Nick Parr

nick.parr@mq.edu.au

Contact via Nick.Parr@mq.edu.au

E4A626

Monday 11:05-11:55am

Credit points

4

Prerequisites

BUS651 or MKTG696 or admission to MCom or MIntBus or MEc or MActPrac prior to 2011

Corequisites

Co-badged status

Unit description

This unit will cover topics such as: the sources of demographic, labour force and economic data; the age and sex distributions of populations and workforces; the uses of methods of standardisation in the analysis of mortality and labour force data; fertility patterns and their interrelationships with workforce participation patterns; migration patterns and their effects on populations and workforces; population and workforce projections; population ageing and its workforce planning implications; and a range of case studies of the use of demographics in workforce planning. Students will have hands-on experience accessing and analysing census data at national, state and local levels using major databases.

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.

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.

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

General Assessment Information

Extension Requests

Assignment

No extensions to timelines for submission of the various parts of the assignment will be granted. Late assignments will be accepted up to 96 hours after the submission timeline (i.e. by 3pm on the Friday of the week of the timeline). 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.

Presentation.

No extensions will be granted either for presentations or written reports: students must present in class in the week allocated by the Convenor for their presentation. Students 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

Assessment Tasks

Name	Weighting	Due
<u>Assignment</u>	40%	Weeks 4, 7 and 9
<u>Presentation</u>	20%	Week 11, 12 or 13
<u>Final Exam</u>	40%	University exam period

Assignment

Due: **Weeks 4, 7 and 9**

Weighting: **40%**

Individual assignment in three parts (A, B and C). For each part a hard copy is to be submitted in class to the Convenor and in addition a soft copy must be submitted online via Turnitin.

The various assignment parts will involve performing calculations and writing short reports describing and interpreting data and results.

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 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

Due: **Week 11, 12 or 13**

Weighting: **20%**

An individual presentation to their class plus written report on the topic. A component of the assessment will be based on class participation. For the written report a hard copy is to be submitted in class to the Convenor and in addition a soft copy must be submitted online via Turnitin.

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 make presentations and engage in group discussion on relevant population and workforce planning-related topics.

Final Exam

Due: **University exam period**

Weighting: **40%**

A three-hour Final Exam. The question types may include multiple choice questions, data analytic questions and short written notes or essay.

On successful completion you will be able to:

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

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

Access to a personal computer is required in order to complete tasks on iLearn. Students are advised to check their university email account at regular intervals as the Convenor will use this to convey information to students.

TECHNOLOGY USED AND REQUIRED

Access to a personal computer is required in order to complete tasks on iLearn. Students are advised to check their university email account at regular intervals as the Convenor will use this to convey information to students.

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.timetable.s.mq.edu.au/>
- If it is a requirement of this unit that students attend classes.

Unit Schedule

Week	Lecture Topics	Assessments	
		Given	Due
1	Introduction to population and workforce planning. Sources of population and workforce data.		
2	Basic descriptive measures and graphical representations applied to age and sex composition of populations and workforces.		
3	Analysing the growth and age and sex composition of the workforces of organisations, industries, occupations. Family formation, work and family policies and workforce participation.	Part A	
4	Workforce participation in Australia and selected overseas countries. The growth and demographic composition of national workforces.		Part A

5	Life tables and working life tables.	Part B	
6	Methods of population and national labour force projection and their results.		
7	Methods of projection and planning of the demand for and supply of workforces of organisations, industries and occupations.	Part C	Part B
Mid Semester Break			
8	Public Holiday No Lecture		
9	Population, education and workforces. Analysis of education and training workforce supply pipelines.		Part C
10	International migration, cultural and linguistic diversity, population and workforce planning.		
11	<u>The dimensions, causes and implications of population and workforce ageing.</u> Case studies in workforce planning (presentations).		Presentations
12	Case studies in workforce planning (presentations).		Presentations
13	Case studies in workforce planning (presentations). Conclusion and unit evaluation		Presentations

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

[t/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

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen

fields.

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

Assessment tasks

- Assignment
- Presentation
- Final Exam

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends.
- Demonstrating an ability to make presentations and engage in group discussion on relevant population and workforce planning-related topics.

Assessment tasks

- Assignment
- Final Exam

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create

new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

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.
- 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 task

- Assignment

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcome

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

Assessment task

- Presentation

Changes from Previous Offering

The following changes A new topic on material on life tables and working life tables has been added. New material on work and family policies has been added. The coverage of methods of population and national labour force projection and their results has been expanded to include more coverage of methods of developing assumptions and of trend analysis. The coverage of methods of projection and planning of the demand for and supply of workforces of organisations, industries and occupations has been expanded to include more coverage of solution analysis and discussion of the relationship between succession planning and workforce planning. In several lectures greater coverage of trends in countries other than Australia has been expanded. The assignment is in three parts, as opposed to two.

Research and Practice

This unit uses research from external sources and research by Associate Professor Parr as listed in the references lists on iLearn.