



MGMT256

Workforce Demography and Planning

S1 Day 2017

Dept of Marketing and Management

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General Information

Unit convenor and teaching staff

Unit Convenor

Nick Parr

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E4A 626

Tuesday 11:05am –11:55am

Salut Muhidin

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Tutor

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Credit points

3

Prerequisites

24cp at 100 level or above

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;
- 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 demographic and workforce planning-related topics.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Assignment</u>	35%	No	Weeks 4, 7 and 10
<u>Presentation</u>	15%	No	Weeks 11 and 12
<u>Exam</u>	50%	No	University exam period

Assignment

Due: **Weeks 4, 7 and 10**

Weighting: **35%**

The assignment will be in three parts A, B and C. The various assignment parts A and B will involve calculations and interpretation of the data and results.

Submission method: Submit soft copy to turnitin.

Extension Requests: No extensions to timelines for submission of the assessed coursework and the assignment. 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 in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

- Demonstrating skills in accessing data and literature
- 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: **Weeks 11 and 12**

Weighting: **15%**

Group presentations to be made in tutorials on an allocated topic. Both the individual's contribution to the presentation (5%) and the overall performance of the group (5%) will be assessed. Class participation is included in the assessment (5%). Thus 10% will be based on individual assessment and 5% on the group as a whole.

Submission Method: Presentation to be made in class. The group (individually or collectively) should also submit a transcript of the content of their presentation via turnitin.

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 will be granted.

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;
- 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: **50%**

The exam will involve performing data analysis, writing one or more short essays and answering multiple choice questions. Students will be permitted to bring a small non-programmable calculator (no text retrieval capacity) to the examination. Students will also be permitted to bring one A4-sized page (double-sided) of notes (handwritten or typed) to the examination. These notes are to be collected with exam paper at end of exam.

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;
- 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:

- Yusuf, Farhat, Martins, J.M. and Swanson, D (2014). *Methods of Demographic Analysis*. Springer
- 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.

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 Onehelp.

Students will need access to a personal computer in order to submit assessment tasks via iLearn.

Access to a microphone is not necessary.

Requirements of the Unit

The requirements of this unit consist of regular and active class participation in class, submission of the various assignment parts, delivery of a brief group presentation and report, and submission of the final examination.

Assessment will be by a 3-part assignment (relatively short exercises involving a combination of calculations, interpretations of data, and short written reports on results), a group presentation

based on a specified topic (including a written report and assessment of class participation) and a final examination. The weighting given to the various assessment tasks will be:

- **Assignment (3 parts)**
 - (35%) Presentation (Group) - Includes assessment of presentation, and class participation)**
 - (15%) Final Examination**
 - (50%)**

Classes

There will be 3 hours face-to-face teaching per week. This consists of a two hour lecture plus a one hour tutorial.

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	Patterns of workforce participation in Australia and selected overseas countries. The growth and demographic composition of national workforces.	NP	A	
4	Analysing the demographic characteristics of the workforces of organisations, industries, and occupations.	NP	Presentations	A
5	Basic measures of components of population change. Methods of population and national labour force projection and their results.	NP	B	
6	Methods of projection and planning of the future workforce demand of organisations, industries and occupations.	NP		

7	Methods of projection and planning of the workforce supply of organisations, industries and occupations. Gap and solution analysis.	NP	C	B
Mid Semester Break April 14th-30th				
8	Analysing education and training pipelines. Case studies in workforce planning.	NP		
9	The demography of education and training in Australia.	NP		
10	International migration and Cultural and linguistic diversity in Australia's population and workforces.			C
11	Population and workforce ageing issues.	NP		Presentations
12	Gender balance issues and workforce planning.	NP		Presentations
13	Conclusion and unit evaluation	NP		

(NP) Associate Professor Nick Parr

A, B, and C = Assignment parts A, B and C.

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_2016.html

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

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://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources 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;
- 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

- Assignment
- Presentation
- 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;
- Demonstrating an awareness of and critical appreciation of the interrelationships between population trends and workforce trends;

Assessment tasks

- Assignment
- Presentation
- 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
- 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

- 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

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

Assessment tasks

- Assignment
- Presentation

Changes from Previous Offering

A more extensive range of case studies will be used. The data presented in lectures will be updated. The weighting of the assignment has been increased from 30% to 35% and the weighting of the presentation has been reduced to 15%. The marking of the presentation reflects both individual and group performance. There is no longer a need to submit a written report for formal assessment with the presentation.

Global Perspectives and Sustainability

A global perspective will be maintained by considering the workforce demographic patterns of overseas countries, as well as Australia, and by consideration of case studies in workforce planning from overseas as well as from Australia.

The sustainability of recruitment and retention levels and of workforce size and composition are central concern of the workforce planning process.

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.