



# BUS 828

## Population and Workforce Planning

S2 Day 2018

*Archive (Pre-2019) - Dept of Marketing and Management*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Learning and Teaching Activities</u>	7
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</u>	10

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Lecturer

Nick Parr

[nick.parr@mq.edu.au](mailto:nick.parr@mq.edu.au)

Contact via Email

E4A626

Friday 11:05 –11:55 at Building 4 Eastern Road (E4A), 6th floor, room 626.

Rebecca Young

[rebecca.young@mq.edu.au](mailto:rebecca.young@mq.edu.au)

Credit points

4

Prerequisites

BUS651 or MKTG696

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:

1. Demonstrating skills in accessing data and literature;
2. Demonstrating a knowledge of population and workforce trends both in Australia and

in selected overseas countries;

3. Demonstrating an awareness and critical appreciation of the interrelationships between population trends, workforce trends and workforce planning, and of the strategic implications of such trends for business and government organisations;

4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;

5. Demonstrating an ability to make presentations and engage in group discussion on relevant population and workforce planning-related topics and to work as a group on preparing a presentation.

## Assessment Tasks

Name	Weighting	Hurdle	Due
Assignment	35%	No	Weeks 5, 8 and 10
Presentation	15%	No	Weeks 12 and 13
Final Examination	50%	No	University Examination Period

### Assignment

Due: **Weeks 5, 8 and 10**

Weighting: **35%**

In three parts A, B and C. Data analysis, interpretation, and discussion.

All three parts of the assignment must be submitted electronically via Turnitin.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark 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 Special Consideration is made and approved. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

- 2. Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 3. Demonstrating an awareness and critical appreciation of the interrelationships between population trends, workforce trends and workforce planning, and of the strategic implications of such trends for business and government organisations;

- 4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;

## Presentation

Due: **Weeks 12 and 13**

Weighting: **15%**

Presentation. The assessment will have 3 subcomponents;

- 1) an assessment of the quality of each individual's contribution to the presentation (5%),
- 2) an assessment of the quality of the group presentation as a whole (5%),
- 3) an assessment of each individual's participation in class discussion over the unit (5%).

Thus 10% of the assessment will be individually-based and 5% group-based.

No extensions will be granted for presentations.

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.

On successful completion you will be able to:

- 1. Demonstrating skills in accessing data and literature;
- 2. Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 5. Demonstrating an ability to make presentations and engage in group discussion on relevant population and workforce planning-related topics and to work as a group on preparing a presentation.

## Final Examination

Due: **University Examination Period**

Weighting: **50%**

Students are required to present themselves for a final examination at the time and place specified in the university examination timetable.

Students will be allowed to bring non-programmable calculators to the final examination. No dictionaries will be allowed.

Students will also be allowed to bring one page of A4-sized notes (double-sided) (handwritten or typed) to the final examination.

On successful completion you will be able to:

- 2. Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;
- 3. Demonstrating an awareness and critical appreciation of the interrelationships between population trends, workforce trends and workforce planning, and of the strategic implications of such trends for business and government organisations;
- 4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;

## Delivery and Resources

### 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/>

It is a requirement of this unit that students attend classes.

### DELIVERY and RESOURCES

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

There is no required textbook for this unit. The following text is recommended:

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

The recommended text is available as a e-book from the Macquarie University Library.

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.

### 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.

### REQUIREMENTS TO COMPLETE THE UNIT

To complete the unit satisfactorily, you must achieve an overall score of 50 marks or more.

## Unit Schedule

(the schedule below is preliminary and may be subject to change)

Week	Lecture Topics	Assignments	
		Given	Due
1	Introduction to population and workforce planning. An overview of public sources of population and workforce data.		
2	Basic descriptive measures and graphical representations applied to age and sex composition of populations and workforces.		
3	Workforce participation and composition in Australia and selected overseas countries.	Part A	
4	Workforce size and demographic profiles for organisations, industries and occupations.		
5	Components of population growth, Projecting population and labour force trends I.		Part A
6	Projecting population and labour force trends II. Methods for workforce planning for organisations, industries and occupations I	Part B	
7	Methods for workforce planning for organisations, industries and occupations II		
	<b>Mid Semester Break</b>		
8	Trends in and projection of graduates from education and training. Case studies in workforce planning.	Part C	Part B
9	International migration and cultural and linguistic diversity – dimensions, causes and workforce planning issues.		
10	Population and workforce ageing. Case studies in workforce planning.		Part C
11	Workforce gender balance issues. Case studies in workforce planning.		
12	Presentations.		
13	Presentations. Conclusion and unit evaluation		

## Learning and Teaching Activities

### Weekly 3 hour class

This is a combined lecture and tutorial. It is expected that students will attend the weekly classes on a regular basis and will actively take notes during the classes. All students are encouraged to contribute to discussions in class facilitated by the Convenor and to respond to questions asked during classes. Participation is expected to be well considered and relevant to the topic in hand. Each student will have an opportunity to either make or contribute to one spoken presentation during the course of the unit. Copies of lecture slides for each topic will be provided via the iLearn online learning facility at <http://learn.mq.edu.au>. It is recommended that students print a copy of the slides beforehand and bring them to the lecture. The Echo360 recording on each topic will assist students' revision of each lecture at their own pace.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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](http://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](http://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/](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

### 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

- 1. Demonstrating skills in accessing data and literature;
- 2. Demonstrating a knowledge of population and workforce trends both in Australia and in selected overseas countries;



- 3. Demonstrating an awareness and critical appreciation of the interrelationships between population trends, workforce trends and workforce planning, and of the strategic implications of such trends for business and government organisations;
- 4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;

## **Assessment tasks**

- Assignment
- Presentation
- Final Examination

## **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**

- 1. Demonstrating skills in accessing data and literature;
- 3. Demonstrating an awareness and critical appreciation of the interrelationships between population trends, workforce trends and workforce planning, and of the strategic implications of such trends for business and government organisations;
- 4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;

## **Assessment tasks**

- Assignment
- Presentation
- Final Examination

## **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**

- 4. Demonstrating an ability to use quantitative methods to prepare projections for population, workforce demand and workforce supply, and to illustrate potential solutions to workforce shortage or surplus;
- 5. Demonstrating an ability to make presentations and engage in group discussion on relevant population and workforce planning-related topics and to work as a group on preparing a presentation.

## **Assessment tasks**

- Assignment
- Presentation
- Final Examination

## **Changes from Previous Offering**

The coverage of population and workforce planning for countries other than Australia will be expanded and the number of case studies in workforce planning increased. The data for Australia will be updated to incorporate new data from the 2016 census. The coverage of life tables will be reduced considerably and the method of population projection simplified accordingly.