



MGMT8029

Human Resources Planning

Session 2, Special circumstance 2020

Department of Management

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Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Nick Parr

nick.parr@mq.edu.au

Contact via via Email

Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

Credit points

10

Prerequisites

BUS651 or MGMT6051 or MKTG696 or MKTG6096

Corequisites

Co-badged status

Unit description

Human resources planning or workforce planning is the process of anticipating and developing strategies to address prospective changes to workforce need and workforce supply. It may inform the development of plans for; recruitment, succession, education and training, demand or customer management, productivity and workloads, workforce retention and workforce diversity. The topics the unit covers include; methods of summarising workforce data; sources of workforce data; recent changes in national workforces for Australia and internationally; methods of population and workforce projection; workforce planning processes; assessing workforce need and supply; developing workforce plans; international migration, recruitment and workforce cultural diversity; methods of planning education and training; workforce gender balance issues; and workforce ageing issues.

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:

ULO1: Evaluate sources of demographic, labour force and economic data and apply methods of summarising workforce data.

ULO2: Critically evaluate the implications of recent population and workforce trends for human resources planning and organisational sustainability.

ULO3: Apply advanced technical skills to prepare a range of types of projections used in workforce planning.

General Assessment Information

Late Assessments must also be submitted through 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 incurs a 40% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

Assessment Tasks

Name	Weighting	Hurdle	Due
Assignment	50%	No	Weeks 5, 7, 10 and 13
Final Online Examination	50%	No	University Examination Period

Assignment

Assessment Type [1](#): Qualitative analysis task

Indicative Time on Task [2](#): 30 hours

Due: **Weeks 5, 7, 10 and 13**

Weighting: **50%**

This assignment involves FOUR tasks organised in FOUR parts, A, B and C and D: Data Analysis, Interpretation, Discussion, Written Report. The report has a maximum length of 2,000 words.

On successful completion you will be able to:

- Evaluate sources of demographic, labour force and economic data and apply methods of summarising workforce data.
- Critically evaluate the implications of recent population and workforce trends for human resources planning and organisational sustainability.
- Apply advanced technical skills to prepare a range of types of projections used in workforce planning.

Final Online Examination

Assessment Type [1](#): Examination

Indicative Time on Task [2](#): 20 hours

Due: **University Examination Period**

Weighting: **50%**

A three-hour online final examination, administered via iLearn, will be held during the University Examination Period.

On successful completion you will be able to:

- Evaluate sources of demographic, labour force and economic data and apply methods of summarising workforce data.
- Critically evaluate the implications of recent population and workforce trends for human resources planning and organisational sustainability.
- Apply advanced technical skills to prepare a range of types of projections used in workforce planning.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Required Text	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.
Unit Web Page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.
Delivery Format and Other Details	The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	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.
Inherent Requirements	None

Unit Schedule

Please see iLearn

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.*)

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 published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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.