



# BUS 828

## Population and Workforce Planning

S2 Day 2019

*Department of Management*

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## General Information

Unit convenor and teaching staff

Lecturer

Nick Parr

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Contact via Email

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

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:

Evaluate sources and apply methods of summarising workforce data

Discuss 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 projection used in workforce planning



Demonstrate an ability to make a presentation, to engage in group discussion on relevant topics for human resources planning, and to work as a group on preparing a presentation.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Assignment</a>	35%	No	Weeks 5, 8 and 10
<a href="#">Presentation</a>	15%	No	Weeks 12 and 13
<a href="#">Final Examination</a>	50%	No	University Examination Period

### Assignment

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

Weighting: **35%**

**Assignment Assessment Summary Task Description** In three parts A, B and C. Data analysis, interpretation, and discussion. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length** 2000 Word **Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). 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.

On successful completion you will be able to:

- Evaluate sources and apply methods of summarising workforce data
- Apply advanced technical skills to prepare a range of types of projection used in workforce planning

### Presentation

Due: **Weeks 12 and 13**

Weighting: **15%**

**Presentation Assessment Summary Task Description**

The assessment will have **3 Sub-components**;

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.

**Type of Collaboration** Group **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length** 8-10 minutes group presentation **Inherent Task Requirements** None **Late Submission**

No extensions will be granted. Students who have not presented the task, will be awarded a **mark of 0** for the task.

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.

On successful completion you will be able to:

- Evaluate sources and apply methods of summarising workforce data
- Demonstrate an ability to make a presentation, to engage in group discussion on relevant topics for human resources planning, and to work as a group on preparing a presentation.

## Final Examination

Due: **University Examination Period**

Weighting: **50%**

**Final Examination Assessment Summary Task Description** A final examination is included as an assessment task for this unit to provide assurance that the product belongs to the student and the student has attained the knowledge and skills tested in the exam. **Type of Collaboration** Individual **Submission** You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. **Format** Please refer to the [iLearn](#) Unit page **Length** 3 hour closed book exam **Inherent Task Requirements** None **Late Submission**

Please see [Assessment Policy Schedule 4](#). The only exception to not sitting an examination at the designated time in the University Examination Timetable is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for special consideration.

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.

On successful completion you will be able to:

- Evaluate sources and apply methods of summarising workforce data
- Discuss 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 projection used in workforce planning

## Delivery and Resources

<b>Required Text</b>	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.
<b>Unit Web page</b>	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
<b>Technology Used and Required</b>	Students will need to be familiar with a web browser to access the unit web page
<b>Delivery Format and Other Details</b>	<ul style="list-style-type: none"> <li>• Number and length of classes: <b>3-hour</b> face to face seminar per week unless indicated otherwise in the unit schedule. Classes may vary due to public holiday(s).</li> <li>• The timetable for classes can be found on the University web site <a href="https://timetables.mq.edu.au/">https://timetables.mq.edu.au/</a></li> </ul>
<b>Recommended Readings</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

## Unit Schedule

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

Week	Lecture Topics	Assignments	
		Given	Due
1	Introduction.  Overview of sources of workforce data.		
2	  Methods used to summarise and to visualise data.		
3	Recent developments in the size and composition of national workforces in Australia and internationally.	Part A	
4	Organisational and occupational workforce size and demographic profile.		
5	Population and national workforce projections.		Part A
6	The workforce planning process I: Methods of assessment of workforce need.	Part B	



7	The workforce planning process II: Methods of assessment of workforce supply gaps and solutions to workforce shortage or surplus.		
<b>Mid Semester Break</b>			
8	Methods for planning education and training programs. Recent developments in educational attainment in Australia and Internationally.	Part C	Part B
9	Understanding Australia's immigration flows, and their implications for recruitment and for workforce cultural and linguistic diversity, .		
10.	Understanding recent developments in workforce ageing and their human resource planning implications Case studies in workforce planning. Case study in workforce planning II.		
11.	Understanding Case study in workforce planning II.		Part C
12.	Presentations I		
13.	Presentations II. Conclusion and Exam Format.		

## 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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](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)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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

- Discuss 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 projection used in workforce planning

#### 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 outcome

- Discuss the implications of recent population and workforce trends for human resources planning and organisational sustainability

#### 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

- Evaluate sources and apply methods of summarising workforce data
- Apply advanced technical skills to prepare a range of types of projection used in workforce planning
- Demonstrate an ability to make a presentation, to engage in group discussion on relevant topics for human resources planning, and to work as a group on preparing a presentation.

### Assessment tasks

- Assignment
- Presentation
- Final Examination

## Changes from Previous Offering

The coverage of the implications of Australia's immigration flows for recruitment will be expanded significantly. Brief mention of applications of methods covered to planning related to customer populations will be incorporated.