



Oxford Cambridge and RSA

## OCR Level 7 NVQ Diploma in Management – Unit 6

Unit Title:	Plan an organisation's workforce (D4)
OCR Unit Number:	6
Unit Number:	J/600/9666
Level:	7
Credit value:	9
Guided learning hours:	35

### Unit purpose and aim

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This unit will ensure that learners are able to identify workforce requirements and develop plans to fulfil such requirements.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to identify workforce requirements for an organisation	<p>1.1 Identify specialist expertise that may be useful in workforce planning</p> <p>1.2 Analyse key issues that are likely to impact on workforce requirements</p> <p>1.3 Evaluate an organisation's strategic objectives and plans to inform workforce planning</p>	<p>This may include:</p> <ul style="list-style-type: none"><li>• The organisation's vision, strategic objectives and associated plans, structure, values and culture</li><li>• Trends and developments in the sector which are relevant to workforce planning</li><li>• Sources of specialist expertise in relation to workforce planning and how to make use of them</li><li>• Legislation, regulations and codes of practice that apply in the sector</li><li>• Anticipated turnover.</li></ul>
2 Be able to review the current workforce of an organisation against identified requirements	<p>2.1 Identify and assess any gaps between the current workforce capacity and the identified workforce requirements</p>	<p>This may include:</p> <ul style="list-style-type: none"><li>• The capacity and capability of the current workforce</li><li>• The diversity of the current workforce</li><li>• Employment agreements with people working in and for the organisation.</li></ul>

Learning Outcomes	Assessment Criteria	Exemplification
3 Be able to plan how an organisation's workforce requirements will be met	<p>3.1 Develop and implement a plan that meets an organisation's long, medium and short-term workforce requirements</p> <p>3.2 Ensure that resources needed to recruit, keep and redeploy people are made available</p>	<p>This may include:</p> <ul style="list-style-type: none"> <li>• What an effective workforce plan should cover</li> <li>• Legislation and requirements relating to employment, workers' welfare and rights, equality and health and safety</li> <li>• How to take account of equality and diversity issues</li> <li>• Employment policies and practices within the organisation including recruitment, selection, induction, development, promotion, retention, redundancy, dismissal, pay and other terms and conditions</li> <li>• Employment market conditions in their sector</li> <li>• The different ways in which workforce requirements can be met, their advantages and disadvantages, costs and benefits</li> <li>• Types of employment agreements typically used within the sector</li> <li>• The range of strategies and or support services which need to be in place for when people leave (eg redundancy counselling)</li> <li>• The importance of contingency planning.</li> </ul>
4 Be able to communicate workforce plans to relevant individuals	4.1 Communicate workforce plans to relevant individuals	<p>This may include:</p> <ul style="list-style-type: none"> <li>• Reporting structures and channels of communication within their organisation</li> <li>• The specialist services/expertise that can be called upon.</li> </ul>

## Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

## Evidence requirements

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In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

## Guidance on assessment and evidence requirements

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You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- Organisational plans and workforce requirements
- Reporting structure charts that you have produced
- Reports you have produced making recommendations to increase or reduce the workforce
- Records of skills audits that you have completed
- Minutes of meetings you have had with specialist advisors
- Presentations you have made to stakeholders

## Details of relationship between the unit and national occupational standards

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This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit D4, Plan the workforce

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).**

## Resources

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Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work. For example:

- CIPD Download, Talent Management and succession Planning: [www.cipd.co.uk/bookstore](http://www.cipd.co.uk/bookstore)
- Case Studies available at [www.manpowerplanning.co.uk](http://www.manpowerplanning.co.uk)

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)

## OCR Level 7 NVQ Diploma in Management

### Evidence Record Sheet

#### Unit 6 Plan an organisation's workforce (D4)

I confirm that the evidence provided is a result of my own work.

Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence reference	Evidence title	Assessment method	LO1			LO2	LO3		LO4
			1.1	1.2	1.3	2.1	3.1	3.2	4.1

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: \_\_\_\_\_ Name (in block capitals): \_\_\_\_\_ Date: \_\_\_\_\_

Countersignature of qualified assessor (if required) and date: \_\_\_\_\_

IV initials (if sampled) and date: \_\_\_\_\_ Countersignature of qualified IV (if required) and date: \_\_\_\_\_

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