



# 5HR02 – Talent Management and workforce planning

Assessment Guidance Video

# 5HR02 - Task

# Task – Written response

A written response to the following questions



## **Task Guidance:**

Please review the guidance on the assessment brief and grading grid.

Provide a written response to the following questions of **3900** words +/- 10%, refer to the CIPD word count policy. Please use the assessment criteria **numbers** as the headings.

**References must be included in the reference list along with corresponding in-text citations within each assessment criteria answer.**

# Questions and assessment criteria

# Question 1

Question	Criteria	Signpost to the Hub
An explanation of how organisations strategically position themselves in a competitive labour market.	AC1.1 - Explain how organisations strategically position themselves in competitive labour markets.	<b>Week(s) 1</b>



## Guidance:

- Explain how organisations strategically position themselves in competitive labour markets in terms of the actions they can take eg becoming an **employer of choice, improving the employer branding etc.**

## Question 2

Question	Criteria	Signpost to the Hub
Explanation of at least <b>two</b> examples of changing labour market conditions including a discussion of tight and loose labour market conditions.	AC1.2 - Explain the impact of changing labour market conditions on resourcing decisions.	<b>Week(s) 1</b>



### Guidance:

- Define and discuss the implications of **tight** and **loose** labour market conditions.
- Explanation of at least **two** examples of changing labour market conditions eg trends in the demand and supply of labour and skills, an ageing workforce, flexible working etc

## Question 3

Question	Criteria	Signpost to the Hub
An analysis of the impact of effective workforce planning in terms of how the process helps us to forecast demand and supply of labour.	AC 2.1 - Analyse the impact of effective workforce planning.	<b>Week(s) 2</b>



### Guidance:

- Definition of workforce planning.
- Analysis of the impact of effective workforce planning in terms of how the process helps us to forecast demand and supply of labour. Including some of the challenges we may face in the process.

## Question 4

Question	Criteria	Signpost to the Hub
An evaluation of the effectiveness of <b>two</b> techniques which are used to support the process of workforce planning.	AC 2.2 - Evaluate the techniques used to support the process of workforce planning.	<b>Week(s) 2</b>



### Guidance:

- **Evaluate** at least **two** techniques which can be used to support the process of workforce planning eg managerial judgement, critical incident analysis etc.
- Consider the **benefits** of these techniques and some of the issues/**drawbacks** associated with them in relation to workforce planning.
- Offering your **judgement** of their effectiveness.



## Question 5

Question	Criteria	Signpost to the Hub
An evaluation of the strengths and weaknesses of <b>two</b> different methods of recruitment and <b>two</b> different methods of selection to build effective workforces.	AC 2.3 - Evaluate the strengths and weaknesses of different methods of recruitment and selection to build effective workforces.	<b>Week(s) 2</b>



### Guidance:

- Evaluate **two** methods to **recruit** employees eg social media and job boards etc
- Evaluate **two** methods to **select** employees eg interviews and job references etc
- Consider the **strengths** and **weaknesses** of each method and offer your **judgement** of the effectiveness of such methods.

## Question 6

Question	Criteria	Signpost to the Hub
Discuss factors that influence why people choose to leave or remain in organisations.	AC 3.1 - Discuss factors that influence why people choose to leave or remain in organisations.	<b>Week(s) 3</b>



### Guidance:

- **Discuss** the differences between **voluntary** and **involuntary** turnover.
- **Discuss one** factor that influences why people choose to **leave** organisations.
- **Discuss one** factor that influences why people **remain** in organisations.

## Question 7

Question	Criteria	Signpost to the Hub
A comparison of different approaches to retaining people.	AC 3.2 - Compare different approaches to retaining people.	<b>Week(s) 3</b>



### Guidance:

- Comparison of **two** different approaches which can be used to retain people eg training and development, lateral moves, flexible working and worklife balance, workplace characteristic etc.
- Consider the **similarities** and **differences** of these approaches.

## Question 8

Question	Criteria	Signpost to the Hub
An explanation of the direct and indirect costs associated with dysfunctional employee turnover.	AC 3.3 - Explain the impact of dysfunctional employee turnover.	<b>Week(s) 4</b>



### Guidance:

- **Define** the term dysfunctional employee turnover.
- Then **explain** the direct and indirect costs associated with it, include examples to support your answer.

## Question 9

Question	Criteria	Signpost to the Hub
An assessment of <b>two</b> types of contractual arrangements.	AC 4.1 - Assess suitable types of contractual arrangements dependent on specific workforce need.	<b>Week(s) 4</b>



### Guidance:

- Assess **two** different types of contracts which could be introduced for new staff e.g. zero-hour contracts, contractor contracts etc.
- Consider the **pros** and **cons** of each type of contractual arrangement and which workforce need they would be most suited to.

## Question 10

Question	Criteria	Signpost to the Hub
An explanation of at least <b>two</b> benefits of onboarding.	AC 4.2 - Explain the benefits of effective onboarding.	<b>Week (s) 5</b>



### Guidance:

- Definition of onboarding.
- Explanation **two** benefits of onboarding eg improved effectiveness in role, retention and reduced employee turnover etc.

# 5HR02 – Important information

## Wordcount:

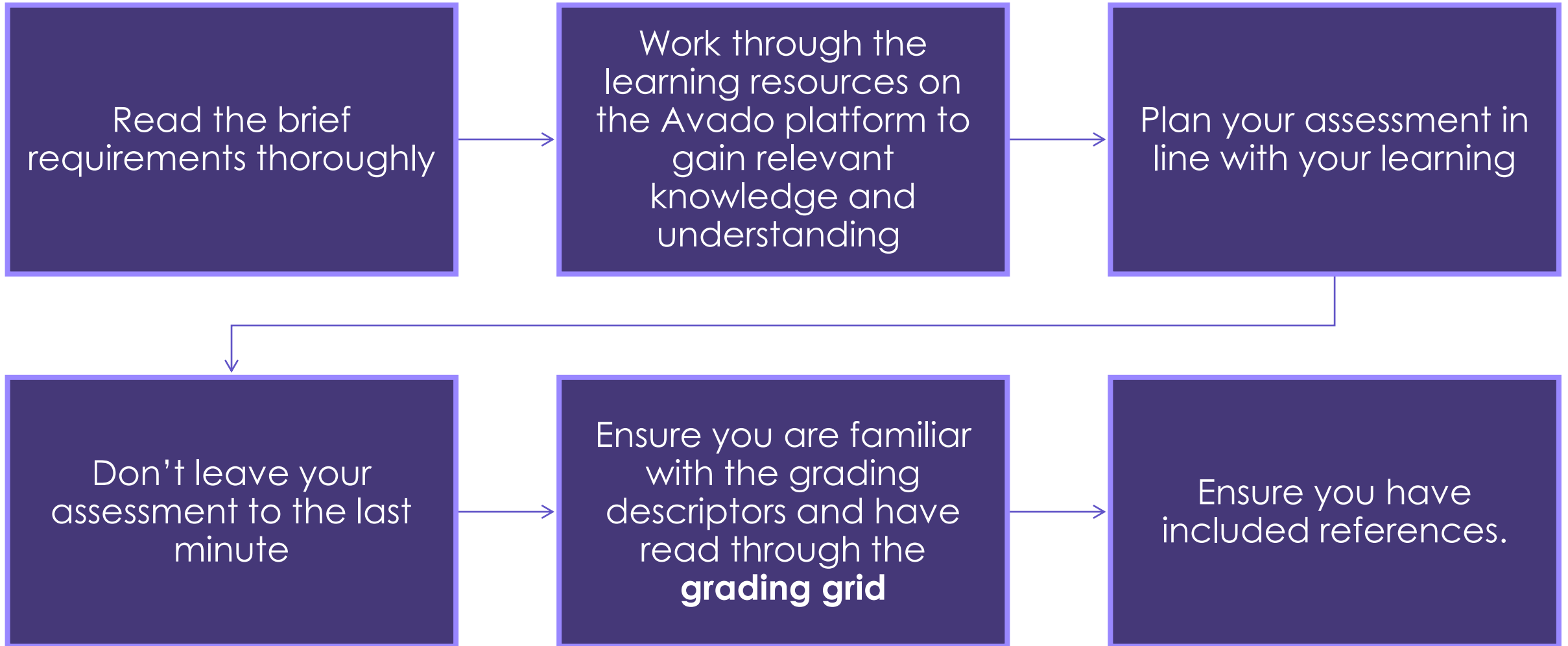
**Task: 3900** words +/- 10%

Please refer to the new CIPD word count policy

## Submission file: (name your files as follows)

5HR02\_Name

## Next steps:





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