

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Manage workforce planning
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Identify workforce • CU2. Develop workforce objectives and strategies • CU3. Implement initiatives to support workforce planning objectives • CU4. Monitor and evaluate workforce trends
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Identify workforce P1. Review current data on staff turnover and demographics P2. Assess factors that may affect workforce supply P3. Develop organization's requirement for skilled workforce</p> <p>CU2. Develop workforce objectives and strategies P1. Review organizational strategy and establish aligned objectives for modification P2. Prepare strategies to address unacceptable staff turnover, if required P3. Develop objectives to retain required skilled labor P4. Develop objectives for workforce diversity and cross-cultural management P5. Set targets as per organizational requirement P6. Develop contingency plans to cope with extreme situations</p> <p>CU3. Implement initiatives to support workforce planning objectives P1. Implement action to support agreed objectives for recruitment, training, redeployment and redundancy P2. Develop and implement strategies to assist workforce to deal with organizational dynamics P3. Implement succession planning model to ensure desirable workers are developed and retained P4. Implement programs to ensure workplace is an employer of choice</p> <p>CU4. Monitor and evaluate workforce trends</p>

	<p>P1. Evaluate workforce plan against patterns in exiting employee and workforce changes</p> <p>P2. Monitor labor supply trends for areas of high turnover in external environment</p> <p>P3. Monitor effects of labor trends on demand for labor</p> <p>P4. Survey organizational climate to gauge worker satisfaction</p> <p>P5. Refine objectives and strategies in response to national and international changes and make recommendations in response to global trends.</p> <p>P6. Regularly review government policy on labor jobs according to labor rights.</p> <p>P7. Evaluate effectiveness of change processes against agreed objectives</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Manage workforce planning
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Identify workforce • CU2. Develop workforce objectives and strategies • CU3. Implement initiatives to support workforce planning objectives • CU4. Monitor and evaluate workforce trends

I can.....

Performance Criteria	Yes	No
P1. Review current data on staff turnover and demographics	<input type="checkbox"/>	<input type="checkbox"/>
P2. Assess factors that may affect workforce supply	<input type="checkbox"/>	<input type="checkbox"/>
P3. Develop organization's requirement for skilled workforce	<input type="checkbox"/>	<input type="checkbox"/>
P4. Review organizational strategy and establish aligned objectives for modification	<input type="checkbox"/>	<input type="checkbox"/>
P5. Prepare strategies to address unacceptable staff turnover, if required	<input type="checkbox"/>	<input type="checkbox"/>
P6. Develop objectives to retain required skilled labor	<input type="checkbox"/>	<input type="checkbox"/>
P7. Develop objectives for workforce diversity and cross-cultural management	<input type="checkbox"/>	<input type="checkbox"/>
P8. Set targets as per organizational requirement	<input type="checkbox"/>	<input type="checkbox"/>
P9. Develop contingency plans to cope with extreme situations	<input type="checkbox"/>	<input type="checkbox"/>
P10. Implement action to support agreed objectives for recruitment, training, redeployment and redundancy	<input type="checkbox"/>	<input type="checkbox"/>
P11. Develop and implement strategies to assist workforce to deal with organizational dynamics	<input type="checkbox"/>	<input type="checkbox"/>
P12. Implement succession planning model to ensure desirable workers are developed and retained	<input type="checkbox"/>	<input type="checkbox"/>
P13. Implement programs to ensure workplace is an employer of choice	<input type="checkbox"/>	<input type="checkbox"/>
P14. Evaluate workforce plan against patterns in exiting employee and workforce changes	<input type="checkbox"/>	<input type="checkbox"/>
P15. Monitor labor supply trends for areas of high turnover in external environment	<input type="checkbox"/>	<input type="checkbox"/>
P16. Monitor effects of labor trends on demand for labor	<input type="checkbox"/>	<input type="checkbox"/>

P17. Survey organizational climate to gauge worker satisfaction	<input type="text"/>	<input type="text"/>
P18. Refine objectives and strategies in response to national and international changes and make recommendations in response to global trends.	<input type="text"/>	<input type="text"/>
P19. Regularly review government policy on labor jobs according to labor rights.	<input type="text"/>	<input type="text"/>
P20. Evaluate effectiveness of change processes against agreed objectives	<input type="text"/>	<input type="text"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Manage workforce planning
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Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____

Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/>
	Name of the Assessor _____
	Assessor's code: _____
	Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task		<ul style="list-style-type: none"> • CU1. Identify workforce • CU2. Develop workforce objectives and strategies • CU3. Implement initiatives to support workforce planning objectives • CU4. Monitor and evaluate workforce trends 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Review current data on staff turnover and demographics			
2.	Assess factors that may affect workforce supply			
3.	Develop organization's requirement for skilled workforce			
4.	Review organizational strategy and establish aligned objectives for modification			
5.	Prepare strategies to address unacceptable staff turnover, if required			
6.	Develop objectives to retain required skilled labor			
7.	Develop objectives for workforce diversity and cross-cultural management			
8.	Set targets as per organizational requirement			
9.	Develop contingency plans to cope with extreme situations			
10.	Implement action to support agreed objectives for recruitment, training, redeployment and redundancy			
11.	Develop and implement strategies to assist workforce to deal with organizational dynamics			
12.	Implement succession planning model to ensure desirable workers are developed and retained			
13.	Implement programs to ensure workplace is an employer of choice			
14.	Evaluate workforce plan against patterns in exiting employee and workforce changes			
15.	Monitor labor supply trends for areas of high turnover in external environment			
16.	Monitor effects of labor trends on demand for labor			
17.	Survey organizational climate to gauge worker satisfaction			
18.	Refine objectives and strategies in response to national and international			

	changes and make recommendations in response to global trends.			
19.	Regularly review government policy on labor jobs according to labor rights.			
20.	Evaluate effectiveness of change processes against agreed objectives			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
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Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What are the three stages of Workforce Planning?		
2.	Describe labor force analysis and forecasting skills		

3.	What is workforce Resource planning?		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____