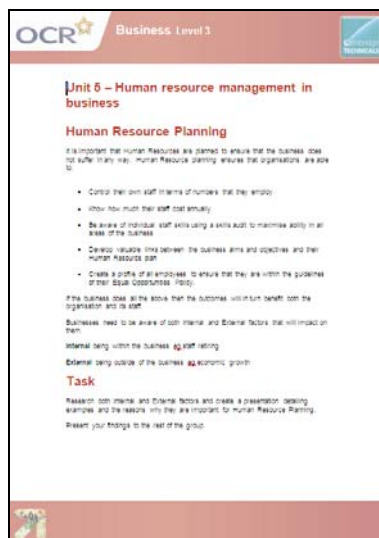


Unit 5 – Human resource management in business

Human Resource Planning

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Human Resource Planning' which supports the OCR Level 3 Cambridge Technicals in Business Unit 5 – Human resource management in business.



Associated Files:
Human Resource Planning

Expected Duration:
Task – approx. 2.5 hours
(1 hour for research, 1 hour for preparation of presentation, 30 minutes for presentations depending on size of class)

Learners should gain an understanding of how a business can plan their workforce according to the constraints of internal and external factors.

It is important that Human Resources are planned to ensure that the business does not suffer in any way. Human Resource planning ensures that organisations are able to:

- Control their own staff in terms of numbers that they employ
- Know how much their staff cost annually
- Be aware of individual staff skills using a skills audit to maximise ability in all areas of the business
- Develop valuable links between the business aims and objectives and their Human Resource plan
- Create a profile of all employees to ensure that they are within the guidelines of their Equal Opportunities Policy.



If the business does all the above then the outcomes will in turn benefit both the organisation and its staff.

Businesses need to be aware of both Internal and External factors that will impact on them.

Internal being within the business eg staff retiring

External being outside of the business eg economic growth

Task

Research both Internal and External factors and create a presentation detailing examples and the reasons why they are important for Human Resource Planning.

Present your findings to the rest of the group.

Internal Factors

Retirement: In any business there will be people who have worked for a number of years and shown both hard work and dedication to an organisation. These staff will eventually retire so the business will have to plan ahead so that they are not left short of staff. With retirement ages increasing and the laws changing due to our growing elderly population, staff in some areas of business are working longer so businesses will need to take this into consideration.

Promotions: Business organisations may re-organise and create more job opportunities for staff which may appeal to certain individuals. Equally jobs may change due to the demands within a business. Therefore promotional opportunities may occur in a business with internal staff wanting to apply for a new position within the company.

Redundancy: In the current economic climate, some businesses have had to make the hard decision to reduce their workforce and consequently lose some valuable staff members. If this is the case then HR planning is essential to ensure that the business can continue with a reduced workforce and still run efficiently and effectively whilst supporting the members of staff who are affected.

Staff reducing hours due to family commitments: By law a business must support staff members who reduce hours due to young family or elderly relatives. The impact on a business however is that the job will still have to be completed either by another person taking on the responsibility, a job share or a new member of staff. Businesses ideally want to show that they are family friendly to retain valuable employees and will try to accommodate everyone's needs.

External Factors

Economic Growth: Businesses want to grow to stay competitive with other businesses. When a business grows so will the staff numbers, so HR planning really needs to prioritise the departments where more staff are most needed to cope with the rising demand of their products/services.



Competition: With any new business, competition will not be far away so Human Resource Planning will need to ensure that the business stays ahead of other competitors so they are not in a position to turn down any trade due to lack of products/services because of the lack of staff numbers. This is crucial in business planning.



This activity offers an opportunity for English skills development.

LESSON *Elements*

The building blocks you need to construct informative and engaging lessons

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