5. EMPLOYEE RESOURCING

Learning Hours:	240
No of Credits:	24

Relationship to Occupational Standards

This unit addresses the Unit of Competency:	Manage Employee Resourcing

Unit Description

The topics in this unit are designed to to equip the learner with knowledge and skills in employee resourcing, human resource planning, development of employee resourcing framework, strategic resourcing, recruitment and selection, employee retention, learning and development and management of employee separation.

The learner will be exposed to a range of theoretical and practical knowledge for critical thinking and evaluation theory and practice of overall employee resourcing function. Professional tools and techniques of employee resourcing will be discussed. The facilitator may use a blend of student-centred activities consisting of lectures, group-based learning activities, case studies, videos, group presentations and simulations to facilitate overall learning.

Summary of Learning Outcomes for Employee Resourcing Management

At the end of the unit the learner should be able to:
1. Explain the concept of employee resourcing;
2. Carry out Human Resource planning;
3. Develop employee resourcing framework;
4. Explain the concept of strategic resourcing;
5. Recruit and Select employees; and
6. Apply employee retention strategies.

7. Apply the concept of learning and development;
8. Manage employee separation;
9. Apply the concept of labour economics; and
10. Identifying emerging trends in employee resourcing & their ICT applications.

Topic Content and Suggested Assessment Methods

Topic	Content
1. Explain the Concept of Employee Resourcing	1.1 Introduction to employee resourcing 1.2 Objectives of employee resourcing 1.3 Principles of employee resourcing 1.4 Processes of employee resourcing 1.5 Benefits and challenges of employee resourcing
2. Carry out Human Resource planning	2.1 Introduction to resource planning 2.2 Objectives and importance of HR planning 2.3 Steps in HR planning 2.4 Organisation capability and capacity for human resource planning 2.5 HR dashboard 2.6 Competing for talent 2.7 Challenges in HR planning
3. Develop Employee Resourcing Framework	3.1 Introduction to employee resourcing Framework 3.2 Employee resources needs 3.3 Resourcing priorities 3.4 Employee resourcing structure 3.5 Employee resourcing process 3.6 Challenges in employee resourcing
4. Apply the Concept of Strategic Resourcing	4.1 Introduction to human resourcing strategy 4.2 Relationship between employee resourcing, productivity and performance 4.3 Objectives of HR resourcing strategy 4.4 Components of HR resourcing strategy 4.5 Strategic Initiatives in human resources resourcing 4.6 Principles of strategic human resources resourcing 4.7 Outsourcing the function of employee resourcing

Topic	Content
5. Recruit and Select	5.1 Introduction to recruitment and selection 5.2 Difference between recruitment and selection 5.3 Various roles in recruitment and selection 5.4 Building competitive advantage through recruitment and selection 5.5 Important steps in recruitment and selection 5.6 Methods of selection 5.7 Challenges in recruitment and selection 5.8 Evaluation of recruitment and selection process
6. Explain the Concept of Employee Retention	6.1 Introduction to employee retention 6.2 Causes of labour turnover 6.3 Employee retention strategies 6.4 Benefits and challenges of employee retention 6.5 Talent retention strategy 6.6 Value of talent retention 6.7 Career management
7. Explain the concept of Learning and Development	7.1 Introduction to learning and development 7.2 The role of learning and development in resourcing 7.3 Measurement of learning and development 7.4 Learning and development process 7.5 Benefits and challenges of learning and Development in resourcing 7.6 Overcoming the challenges in the learning and development
8. Manage Employee Separation	8.1 Introduction to employee separation 8.2 Types of employee separation 8.3 Causes of employee separation 8.4 Employee separation process 8.5 Documentation in employee separation 8.6 Benefits and challenges of employee separation 8.7 Exit interview 8.8 Factors of involuntary separation 8.9 Employee separation risks

Topic	Content
9. Apply the Concept of Labour Economics	9.1 Overview of labour economics & markets 9.2 Structure of the labour market 9.3 Labour supply 9.4 Labour demand 9.5 Labour market equilibrium 9.6 Compensating wage differentials 9.7 Education/human capital 9.8 Labour mobility 9.9 Demand and supply of labour in the Labour market 9.10 Factors influencing labour productivity 9.11 Measures to improve labour productivity 9.12 Measures to control labour cost. 9.13 Role of firms, workers and government in the economy.
10. Emerging trends in Employee Resourcing & Application of ICT in Employee resourcing	

Suggested Delivery Methods

- Direct instruction;
- Demonstration by trainer;
- Practice by the trainee;
- Discussions;
- Lectures;
- Group\class presentations;
- Assignments;
- Project;
- Case studies;
- Simulation; and
- On job training.