

Data collection template

Creating a workforce age profile

Types of data

Firstly, gather your **quantitative data** (Part 1).
Secondly, gather **qualitative data** (Part 2) This might be done via survey, meetings, interviews and/or focus groups. This can help you check assumptions, test theories, etc.

Part 1: Quantitative data

Table 1: Example for a health organisation

Age Band (ABS)	<24	25-34	35-44	45-54	55+
Health organisation	14%	10%	17%	31%	28%
Total Workforce	19%	22%	24%	22%	13%
Population	18%	18%	18%	17%	29%

Table 2: Your organisation – obtain data from the Australian Bureau of Statistics website)

Age Band (ABS)	<24	25-34	35-44	45-54	55+
[organisation name]					
[organisational sector name]					
Total Workforce in Australia					
Population of Australia					

If relevant, extend your table in a spreadsheet to include figures for:

- Gender mix
- Division/Department breakdown (i.e. are some areas at more risk than others)
- Critical Job group breakdown (i.e. are people within critical roles located in specific bands?)
- Geographical breakdown e.g. regional, city
- Average length of service per band
- Percentage with flexible work practices per band

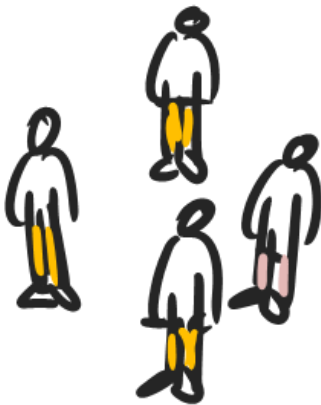
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- Average spend on learning and development per band
- Average promotions per band

You may also want to determine:

- The average age of retirement (from your organisation, and/or the workforce generally)
- Existing policies and practices which support flexible work arrangements
- The number, scope and impact of deliberate knowledge sharing initiatives already in place, and whether there is dedicated budget for them
- Talent and succession plans.

Part 2: Qualitative data



As noted above, use surveys, interviews, meetings and/or focus groups to validate assumptions made from quantitative data, and to create a fuller data story:

- late career intentions in the paid workforce
- late career intentions in the current workplace
- ideas for job roles/redesign
- ideas around recruitment and intention
- desired development and career opportunities
- biggest obstacles to taking leave
- return to work experiences

A cost benefit scenario if employees are retained

- 200 mature employees aged 55+ set to retire within 3-5 years
- Average replacement cost = \$20 000 per employee (conservative)
- Total replacement cost = \$4M
- Assuming 80% backfill, total = \$3.2M
- As a result of investing in work/life/retirement planning, flexible work options, and enhancing health/productivity, Co' can expect to retain 10% of target group (20 employees) for an average of 2 years longer
- Potential cost savings as a result of deferred retirement = \$800K

Reference:

www.sageco.com.au

www.workforceplanning.com.au