

<b>Title</b>	<b>Conduct a training needs analysis for adults in an organisation</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	People credited with this unit standard are able to: plan a training needs analysis for adults in an organisation; conduct the training needs analysis for the organisation; develop and present training options for the organisation; and evaluate the training needs analysis process.
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<b>Classification</b>	Adult Education and Training > Design and Development of Adult Education and Training
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Definitions
 

A *brief* refers to an outline of a specified organisation's skill and/or knowledge requirements and includes the allowed budget.

*Organisation* refers to an entire organisation or a business unit within the organisation.

*Organisational requirements* refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.

*Stakeholders* refer to the learners, the management and staff of the organisation, funding agencies.
- 2 Range
 

Evidence of a training needs analysis for one organisation that incorporates at least two distinct job categories is required.
- 3 Recommendations of training requirements for an organisation must comply with the Health and Safety at Work Act 2015, and meet organisational requirements.
- 4 Recommended prior skills and knowledge for this standard are covered in Unit 7105, *Conduct a training needs analysis for an adult group*.

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### Outcomes and performance criteria

#### Outcome 1

Plan a training needs analysis for adults in an organisation.

**Performance criteria**

- 1.1 The scope of the training needs analysis is determined for a specified organisation and brief.
- Range the scope includes – long-term strategic plans, organisational training strategies, organisational size, budget constraints, division of job competencies, organisational resources, workplace and training environment.
- 1.2 Data collection methods are selected and justified in terms of their suitability for the specified organisation and brief.
- Range methods may include but are not limited to – interview (face-to-face, telephone), focus groups, surveys, observations, appraisal, facilitation.  
Evidence of at least three data collection methods is required.
- 1.3 Qualitative and quantitative measures that will ensure validity, reliability, and sufficiency are included in the data collection methods.
- 1.4 Timeframes, organisational details, and intended usage of data are included in the plan.

**Outcome 2**

Conduct the training needs analysis for the organisation.

**Performance criteria**

- 2.1 Data is collected and processed in accordance with the plan.
- 2.2 Data is analysed to enable accurate determination of the training needs of the organisation in accordance with organisational requirements.
- 2.3 Conclusions are drawn from the analysis and supported by the findings and proposals for prioritisation and resourcing are made accordingly.

**Outcome 3**

Develop and present training options for the organisation.

**Performance criteria**

- 3.1 The organisation's strategic goals, direction, training budget, and resources are reflected in the training options presented.

3.2 Training options are proposed in a plan that addresses resource and capability implications, specifies solutions, and meets organisational requirements.

Range training options may include but are not limited to – in-house solutions, out-sourced solutions, specification of further research required.

3.3 Training options and recommendations, including measurable outcomes to address identified needs, are documented and presented in accordance with organisational requirements.

#### Outcome 4

Evaluate the training needs analysis process.

#### Performance criteria

4.1 Stakeholder feedback and self-review of the training needs analysis process are analysed and recorded in accordance with organisational requirements and used to determine possible refinements for future application.

<b>Planned review date</b>	31 December 2022
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Review	2	25 May 2004	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.