

Plan, organise, and evaluate training and development activities for a workplace team

Level 4

Credits 5

Purpose People credited with this unit standard are able to: determine training and development requirements for a specified workplace team; organise training and development activities for a specified workplace team; and evaluate the effectiveness of the training and development activities.

Subfield Business Operations and Development

Domain People Development and Coordination

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) NZQA Business and Management

Accreditation and Moderation Action Plan (AMAP) reference 0113

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 This unit standard is for people who manage or supervise work teams.
- 2 Legislation relevant to this unit standard includes but is not limited to: Health and Safety in Employment Act 1992.
- 3 Glossary
Team, in the context of this unit standard, comprises two or more members of the workplace who work together in a defined activity with clear objectives and outcomes. A team may be stand-alone or one team in a multi-team operation.

Post-training follow up refers to any action that ensures links are made between training and workplace applications. Action may include but is not limited to – coaching, mentoring, assessing, observation, interview.

- 4 Negotiation and development of individual training and development plans are covered by Unit 23397, *Plan and monitor the performance of others*. This unit may lead on to Unit 8494, *Enable and enhance employee competence and capability*.
- 5 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace.
- 6 Individual capabilities are assessed in the context of determining training and development requirements for the team as a whole.

Elements and performance criteria

Element 1

Determine training and development requirements for a specified workplace team.

Performance criteria

- 1.1 Team capability is assessed in relation to work team objectives and demands.
- 1.2 Individual team members' capabilities are assessed in relation to work team objectives and demands.
- 1.3 Training and development requirements and related support needs are agreed with the team and individuals.

Range	training and development requirements for teams and individuals may relate to knowledge, skills, and/or behaviours.
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- 1.4 Team training and development plan is produced in accordance with organisational policy and procedures.

Range	plan includes but is not limited to – training objectives, resources and constraints, timeframes, post-training follow up evaluation processes.
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Element 2

Organise training and development activities for a specified workplace team.

Performance criteria

- 2.1 Training and development options are assessed and selected in accordance with team, individual, and organisational requirements, and incorporated into the team training and development plan.

Range	may include but is not limited to – on-job training, off-job training, coaching, mentoring.
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- 2.2 Selected training and development activities are implemented according to the training and development plan.
- 2.3 Support and assistance are provided to teams and individuals through the training and development process, as agreed.

Element 3

Evaluate the effectiveness of the training and development activities.

Performance criteria

- 3.1 Post-training follow up is provided according to the training and development plan.
- 3.2 Training and development activities are evaluated and analysed in relation to meeting work team objectives and demands.
- Range evaluation includes but is not limited to – trainee evaluations, trainer feedback, observed changes in knowledge, skills, and/or behaviour.
- 3.3 Feedback is provided to teams and individuals on results of assessments.
- 3.4 Training and development plans and activities for the team are reviewed, and amended if needed, against evaluation findings.

Please note

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services ngs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.