
**DESIGN AND DEVELOPMENT OF
ADULT EDUCATION AND TRAINING**
**Determine adult training requirements of
individuals**

level:	4
credit:	4
final date for comment:	May 2008
expiry date:	December 2009
sub-field:	Adult Education and Training
purpose:	People credited with this unit standard are able to: identify employee requirements for a specified job; match the competency of an individual against the employee requirements for the specified job; and determine training requirements for the individual in order to address identified needs.
entry information:	Open.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	Sufficiency for this unit standard is the determination of adult training requirements for at least three individuals with different training needs and for which different solutions are determined.

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Elements and Performance Criteria

element 1

Identify employee requirements for a specified job.

performance criteria

1.1 Component parts of a specified job are identified from existing material.

Range: existing material may include but it is not limited to – job descriptions, skills matrices, procedures, job task sheets.

1.2 Employee requirements for the job are extracted from the material.

Range: knowledge, skills, attributes.

element 2

Match the competency of an individual against the employee requirements for the specified job.

performance criteria

2.1 Current competencies of the individual are identified from the available information.

Range: available information may include but is not limited to – performance appraisal, training and assessment record, curriculum vitae and references, individual and independent feedback (such as by the use of a questionnaire), test results.

2.2 Identified current competencies are matched against employee requirements, and skill and knowledge gaps identified for the individual.

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element 3

Determine training requirements for the individual in order to address identified needs.

performance criteria

- 3.1 Training requirements are determined to upskill the individual against identified needs.
- Range: may include but is not limited to – qualifications, unit standards, courses, in-house training processes.
- 3.2 Training requirements are agreed with the individual, manager, and/or authorised training personnel.

Comments on this unit standard

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

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register 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 providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0045 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.