

<b>Title</b>	<b>Determine the training requirements of individual adults for a specified job</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	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 to address their identified skill and/or knowledge gaps.
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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  
*Organisational requirements* refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.  
*Stakeholders* refer to managers, training personnel, funding agencies, candidates, and trainees.
- 2 Range  
 Evidence of the determination of adult training requirements for at least two individuals is required.
- 3 Assessment against this standard is subject to compliance with organisational requirements.

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**Outcomes and performance criteria**

**Outcome 1**

Identify employee requirements for a specified job.

**Performance criteria**

- 1.1 Component parts of the specified job are identified from existing material.  
 Range existing material may include but 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.

**Outcome 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, test results.

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

**Outcome 3**

Determine the training requirements for the individual to address their identified skill and/or knowledge gaps.

**Performance criteria**

3.1 Training requirements to upskill the individual against the identified skill and/or knowledge gaps are ascertained and documented.

Range may include but is not limited to – qualifications, standards, courses, in-house training, on-job training, out-sourced training, coaching, mentoring.

3.2 Training requirements, including measurable outcomes to address gaps, are agreed with the individual and other stakeholders as required.

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<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

**Consent and Moderation Requirements (CMR) reference**

0045

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.