

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

Purpose	People credited with this unit standard are able to: identify required employee capabilities for a specified job; match the competency of an individual against the identified employee capabilities for the specified job; and determine the training requirements for the individual to address their identified gaps.
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Classification	Adult Education and Training > Design and Development of Adult Education and Training
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Available grade	Achieved
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Guidance Information

- 1 Range
Evidence of the determination of adult training requirements for at least two individuals is required, which could be for the same or different jobs.
- 2 Assessment against this standard is subject to compliance with organisational requirements.
- 3 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.

Outcomes and performance criteria

Outcome 1

Identify required employee capabilities 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 knowledge, skills, and attributes required to do the job are extracted from the existing material.

Outcome 2

Match the competency of an individual against the identified employee capabilities 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, self-assessment, curriculum vitae and references, individual and independent feedback, test results.

2.2 Identified current competencies for the individual are matched against capabilities for the specified job and gaps are identified.

Outcome 3

Determine the training requirements for the individual to address their identified gaps.

Performance criteria

3.1 Opportunities to upskill the individual against the identified gaps are ascertained and documented.

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

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

Planned review date	31 December 2027
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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	31 December 2023
Review	6	30 June 2022	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 if you wish to suggest changes to the content of this unit standard.