

Title	Conduct a training needs analysis for an adult group		
Level	5	Credits	15

Purpose	People credited with this unit standard are able to: research models of training needs analysis; plan a training needs analysis for an adult group using a selected model; conduct a training needs analysis for an adult group; develop and present training recommendations for the adult group; and review the training needs analysis process.
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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 Definitions
Organisational requirements refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.
Stakeholders refer to the learners, and the management and staff of the organisation.
- 2 Range
 Evidence of the completion of a training needs analysis for one adult group of at least three people is required. These may be workplace teams or departments.
- 3 Recommendations of training requirements for a group must comply with the Health and Safety at Work Act 2015, and meet organisational requirements.

Outcomes and performance criteria

Outcome 1

Research models of training needs analysis.

Performance criteria

- 1.1 The features of at least two evidence-based models of training needs analysis are contrasted and compared.
- 1.2 The appropriateness of at least two models for application to own environment is determined.
- 1.3 An appropriate model is selected and justified in terms of own environment.

Outcome 2

Plan a training needs analysis for an adult group using the selected model.

Performance criteria

2.1 The scope of training needs analysis is determined for the adult group in a specified context.

Range scope may include but is not limited to – size, budget constraints, natural division of competencies, training resources, workplace and training environment, group objectives, key performance indicators within the broader organisational goals.
Evidence of three is required.

2.2 Data collection methods are selected and justified in terms of their suitability for the adult group in the specified context.

Range methods may include but are not limited to – interviews (face-to-face, telephone), focus groups, surveys, observations, appraisal, facilitation.
Evidence of at least two data collection methods is required.

2.3 Qualitative and quantitative measures that will ensure validity, reliability, and sufficiency are included in the data collection methods.

2.4 Timeframes, administrative details, and intended usage of data are included in the plan.

Outcome 3

Conduct a training needs analysis for the adult group.

Performance criteria

3.1 Data is collected and processed in accordance with the plan.

3.2 Data is analysed to enable accurate determination of the training needs of the adult group in accordance with organisational requirements.

3.3 Conclusions are drawn from the analysis and supported by the findings, and proposals for prioritisation and resourcing are made accordingly.

Outcome 4

Develop and present training recommendations for the adult group.

Performance criteria

4.1 Training recommendations reflect presented training needs analysis and match identified training needs of the adult group.

4.2 Training recommendations to upskill the adult group are developed and presented in accordance with the training needs analysis.

Range may include but is not limited to – training (on and off-job), coaching, research, mentoring, shadowing, job rotation, work experience.

4.3 The support required for individuals in the adult group is addressed in the training recommendations.

Range the support required may include but is not limited to – language, literacy, numeracy, culture, physical ability, previous training experiences.

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

Outcome 5

Review the training needs analysis process.

Performance criteria

5.1 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.

Planned review date	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
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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 if you wish to suggest changes to the content of this unit standard.