



**Australian Government**

# **TAETAS501 Undertake organisational training needs analysis**

**Release: 1**

## TAETAS501 Undertake organisational training needs analysis

### Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

### Application

This unit describes the skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

It applies to those working under limited supervision in roles that require them to work with organisations to identify training needs.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Training advisory services

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify the organisation's needs	1.1 Discuss with relevant staff from the organisation their objectives, expectations and organisational requirements 1.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the organisation 1.3 Identify, analyse and address any existing, or potential, issues that may impact on the organisation's objectives and requirements 1.4 Identify and access resources, in accordance with organisational requirements 1.5 Develop a project plan for the conduct of the TNA with relevant persons to be negotiated and agreed by the organisation
2. Conduct training needs	2.1 Use reliable, appropriate and efficient methods for collecting

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
analysis	<p>information and data on current, emerging and future training needs</p> <p>2.2 Analyse the organisation's work roles to determine skills and competencies needed for effective performance</p> <p>2.3 Follow legal, organisational and ethical requirements to gather information and data, to assess the current skills and competencies of staff</p> <p>2.4 Use reliable and valid data analysis methods to determine current and emerging organisational training needs</p>
3. Provide advice to the organisation	<p>3.1 Provide the organisation with clear advice and recommendations on training and assessment needs in the format preferred by the client organisation</p> <p>3.2 Provide the organisation with options for meeting identified training needs</p> <p>3.3 Obtain feedback and comments from the organisation on the suitability and sufficiency of advice and recommendations</p> <p>3.4 Use legal requirements to process, complete and present final report to the organisation</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.3, 3.4	<ul style="list-style-type: none"> <li>• Sources, analyses, interprets and follows text-based information relevant to requirements information to apply relevance to requirements</li> <li>•</li> </ul>
Writing	1.3, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.4	<ul style="list-style-type: none"> <li>• Structures documents in a logical, detailed and accurate manner that incorporates information and recommendations using language in a format and style appropriate to a specific audience and context</li> </ul>
Oral Communication	1.1, 1.3, 1.4, 2.1, 2.3, 3.1, 3.2, 3.3, 3.4	<ul style="list-style-type: none"> <li>• Leads verbal exchanges about information and opinion, using appropriate communication techniques, articulating ideas and observations with a range of individuals and groups</li> </ul>

		<ul style="list-style-type: none"> <li>• Uses appropriate language to maintain effective communication</li> </ul>
Numeracy	2.1, 2.4	<ul style="list-style-type: none"> <li>• Collates, interprets and compares information relevant to requirements</li> </ul>
Navigate the world of work	2.3, 3.4	<ul style="list-style-type: none"> <li>• Identifies and takes responsibility for adherence to legal requirements and organisational procedures</li> </ul>
Interact with others	1.2, 1.5	<ul style="list-style-type: none"> <li>• Routinely negotiates, consults and builds rapport to obtain broad agreement and input into planning</li> </ul>
Get the work done	1.1- 1.5, 2.1-2.4, 3.1-3.4	<ul style="list-style-type: none"> <li>• Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes</li> <li>• Researches, identifies and responds to problems and opportunities for improvement using systematic, analytical processes</li> <li>• Uses information and communications technology (ICT) based tools to conduct research, analyse data and complete work tasks</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAETAS501 Undertake organisational training needs analysis	TAETAS501B Undertake organisational training needs analysis	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>