



Australian Government

**Assessment Requirements for TAETAS511
Undertake organisational training needs
analysis**

Release: 1

Assessment Requirements for TAETAS511 Undertake organisational training needs analysis

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is not equivalent to TAETAS501 Undertake organisational training needs analysis.

Performance Evidence

The individual must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- undertake a training needs analysis for 2 different organisations.

In the course of the above and for each organisation, the individual must:

- develop at least 1 recommendation for vocational training and assessment
- develop at least 1 recommendation within scope of own role that does not relate to vocational training and assessment.

Knowledge Evidence

The individual must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and vocational education and training (VET) regulatory requirements relevant to undertaking organisational training needs analysis, including:
 - complying with requirements in nationally recognised training products
 - complying with the Australian Qualifications Framework (AQF)
 - tailoring to target groups
 - engaging with industry and industry relevance
- organisational policies and procedures relevant to undertaking organisational training needs analysis, including:
 - engaging with organisations
 - preparing reports
 - confidentiality of commercial information
 - privacy of personal information

- work health and safety
- key content of nationally recognised training products relevant to recommending training and assessment:
 - endorsed training package qualifications
 - endorsed training package skill sets
 - endorsed training package and accredited course units of competency and assessment requirements
 - accredited course documents.
- dimensions of competency
- training needs analysis methodology, including:
 - McGhee and Thayer's Three-Level Analysis
 - micro-environment and macro-environment
 - collecting and analysing qualitative and quantitative data
 - analysing job descriptions
 - analysing job tasks
 - surveying staff
- sources and types of industry, workplace and job role information
- target group characteristics and implications for undertaking training needs analysis, including:
 - foundation skill levels
 - previous learning and work experience
 - advanced and other complex learning needs
 - requirements of current and potential job roles
 - risk mitigation
- types of recommendations for addressing the identified current, emerging and future training needs:
 - vocational training and assessment based on products that are nationally recognised
 - non-accredited training
 - licensing
 - foundation skills support
 - inhouse professional development
 - organisational restructure
 - job role change
 - workforce plan
 - process change
 - organisational policy and procedure update
 - performance management
 - investment in resources
- mechanisms to gain and analyse feedback on training needs analysis process to improve practice.

Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated vocational education and training environment.

This includes access to:

- 2 organisations requiring a training needs analysis
- key staff from the organisations described in performance evidence
- access to information from the 2 organisations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>