



Australian Government

TAETAS511 Undertake organisational training needs analysis

Release: 1

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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.

Application

This unit describes the skills and knowledge required to plan and conduct a 3-level analysis of an organisation's training needs. It involves collecting and analysing information about the organisation and its job roles and functions, determining current, emerging and future skill and knowledge needs, determining current skills and knowledge of individual employees, and providing advice on vocational training and assessment to meet those needs.

This unit applies to experienced VET teachers, trainers and assessors who use a range of technical competencies to identify and advise on organisational 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

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for training needs analysis	1.1 Use communication techniques to develop and maintain professional relationships with key staff from the organisation 1.2 Consult with key staff to clarify the purpose and scope of the training needs analysis 1.3 Consult with key staff to collect information about organisational goals, and potential and existing organisational requirements and preferences for workforce development solutions

ELEMENTS	PERFORMANCE CRITERIA
2. Plan training needs analysis	2.1 Determine the steps needed to conduct a training needs analysis for the organisation 2.2 Identify resources and estimate the time required to conduct the training needs analysis 2.3 Develop and document a training needs analysis plan according to organisational procedures and legislative and regulatory requirements 2.4 Present, negotiate and reach agreement with key staff on the training needs analysis plan
3. Gather training needs analysis information	3.1 Research and summarise current industry and organisational information relevant to current, emerging and future skills and knowledge 3.2 Collate and summarise information on current, emerging and future job roles and functions relevant to the organisation 3.3 Collate and summarise information about the current skills and knowledge of staff according to legislative and regulatory requirements
4. Analyse training needs analysis information	4.1 Analyse current industry, organisational and job information to identify skills and knowledge needed for current work performance 4.2 Analyse information about emerging and future industry, organisational and job trends and challenges, and forecast skills and knowledge needed for emerging and future work performance 4.3 Compare the skills and knowledge required for current, emerging and future work performance with the current skills and knowledge of staff and determine current, emerging and future training needs 4.4 Develop recommendations for addressing the identified current, emerging and future workforce development needs 4.5 Draft training needs analysis report according to organisational procedures
5. Provide training needs analysis advice	5.1 Present the draft training needs analysis report and discuss and gather feedback on the outcomes with key staff 5.2 Present, discuss and gather feedback on the training and assessment recommendations 5.3 Incorporate feedback and finalise and distribute training needs analysis report
6. Review training needs analysis	6.1 Seek and obtain feedback from the organisation on the training needs analysis process, outcomes and training and assessment recommendations

ELEMENTS	PERFORMANCE CRITERIA
	6.2 Review the training needs analysis process and identify areas for improving the process 6.3 Review own training needs analysis practice and identify areas for improving own practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Digital literacy	<ul style="list-style-type: none"> Uses main features and functions of digital tools and electronic applications required in own role in a range of contexts to access and exchange information, conduct research and complete work tasks
Reading	<ul style="list-style-type: none"> Interprets a range of information relating to training needs analysis
Writing	<ul style="list-style-type: none"> Prepares formal reports containing accurate information and informed recommendations using language, format and style appropriate to audience and context
Oral communication	<ul style="list-style-type: none"> Leads verbal exchanges and uses appropriate language to discuss training needs and recommendations
Numeracy	<ul style="list-style-type: none"> Collates, summarises, analyses, extrapolates and discusses statistical data Represents statistical data in tables and graphs appropriate to audience and context
Self-management	<ul style="list-style-type: none"> Identifies and takes responsibility for adherence to legal requirements and organisational procedures
Initiative and enterprise	<ul style="list-style-type: none"> Negotiates, consults and builds rapport to obtain broad agreement and input
Planning and organising	<ul style="list-style-type: none"> Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve outcomes

Unit Mapping Information

Supersedes and is not equivalent to TAETAS501 Undertake organisational training needs analysis.

Links

Companion Volume Implementation Guide is found on VETNet -

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