

TAE50111 Diploma of Vocational Education and Training

Assessment Task

Training Needs Analyses

This assessment task is related to the cluster Training Advisory and is used to reflect upon the unit:

- TAE50111 Undertake Organizational Training Needs Analysis

In consultation with your mentor, prepare **two (2)** training needs analyses for one or more organisations. You may work in pairs or in a group of three (3). Each participant must make a contribution to the TNA and indicate this in the Final Report.

How to proceed with a TNA

- Determine appropriate forums for TNA to take place in a classroom, work site or in the field
- Select method to suit objectives of the TNA, e.g. interview, survey, observation etc.
- Plan out the TNA so that the issue, problem etc is clearly stated
- Gather data using appropriate methods
- Analyse the data with assistance if required (in pairs or in threes)
- Prepare report of results for client who requested the TNA
- Make recommendations for training gaps identified by the TNA.

Note:

- The target audience for the TNA may be an individual or a group.
- A sample TNA is provided in your notes; this may assist you in planning and conducting your own TNA in your working environment.

The Report

Your report will include the following headings:

1. Background
2. Objectives
3. Issue to be investigated
4. Planning the data collection
5. Conducting the data collection
6. Analysis of data
7. Recommendations and issues for training
8. Training proposal
9. Cost to the organization.

Both training needs analyses reports are to be submitted electronically with an assessment cover sheet to your BEC mentor on or before Workshop 10. The answers require intensive research, reading, analysis and critical response (at least 1-2 A4 pages in total).

Your mentor/facilitator will provide feedback within 15 working days from submission of your assessment.