


TAE50111 Diploma of Vocational Education and Training

Clustered Unit Outline (Training Advisory)

National Code	Internal Code	Unit Name
TAETAS501B	BEETAS501B	Undertake Organisational Training Needs Analysis

Teacher Name	Graham Dobb
Teacher Contact	Email: graham-cs@nmit.edu.au Phone: 9269 1489 Room/Office: PA115
Class Time	5-8pm
Semester & Year	Semester 1, 2013

Program Coordinator / Curriculum Advisor

Name	Graham Dobb
Signature	
Date	24 January 2013

Unit Summary

Faculty: Earth Sciences

Department: Business Enterprise Centre

Campus: Preston

Qualification

TAE50111 Diploma in Vocational Education and Training

Unit Names

Undertake Organizational Training Needs Analysis

Unit Codes

TAETAS501B

Prerequisites

Nil

Nominal Hours

40 hrs

Actual Delivery

40 hours: 4 hours workshop
plus 36 hours for reading, research, private study, group
activities, peer workplace support, mentoring,
completing class activities and working on assessment
items

Assessment Tasks

One

Author/Prepared by

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Acknowledgements

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Jeff Prentice (Training, NMIT)

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Clustered Unit Information

Purpose of unit

This unit typically applies to those working in roles that require them to work with organisations to identify training needs.

Attendance policy

Attendance at all workshops is mandatory. It is the participant's responsibility to contact the facilitator when unable to attend a workshop and to complete all missed class activities or work.

Personal study commitment

The TAE50111 Diploma in Vocational Education and Training is delivered through face to face training sessions plus out of hours activities and assessments.

It is difficult to predict the exact time commitment, however we recommend that participants are expected to spend approximately 36 hours outside of scheduled class time typically spent is on reading, research, private study, group activities, peer workplace support, mentoring, completing class activities, working on assessment items, and is in addition to the scheduled class hours.

Resources

All resources for this course will be provided by NMIT in the Student Portal. Additional reading material will be suggested by your trainer for individual units.

Clustered Unit Details

Unit title: TAETAS501B Undertake Organisational Training Needs Analysis

Unit description: This unit describes the performance outcomes, skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

Elements of Competence	Performance Criteria
1. Identify the organisation's needs	<ul style="list-style-type: none">1.1 Discuss with relevant staff from the organisation their objectives, expectations and organisational requirements1.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the organization1.3 Identify, analyse and address any existing or potential issues that may impact on the organisation's objectives and requirements1.4 Identify and access resources in accordance with organisational requirements1.5 Develop a project plan with relevant persons to be negotiated and agreed by the organization
2. Conduct training needs analysis	<ul style="list-style-type: none">2.1 Use reliable, appropriate and efficient methods for collecting information and data on current, emerging and future training needs2.2 Analyse the organisation's work roles to determine skills and competencies needed for effective performance2.3 Follow legal, organisational and ethical requirements to gather information and data to assess the current skills and competencies of staff2.4 Use reliable and valid data analysis methods to determine current and emerging organisational training needs
3. Provide advice to the organisation	<ul style="list-style-type: none">3.1 Provide the organisation with clear advice and recommendations on training and assessment needs3.2 Provide the organisation with options for meeting identified training needs3.3 Obtain feedback and comments from the organisation on the suitability and sufficiency of advice and recommendations3.4 Use legal requirements to process, complete and present final report to the organization

Occupational Health and Safety

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

Employability Skills

Communication

- Applying high level language and literacy skills
- Establishing and maintaining strategies for communication and networking
- Using advanced facilitation techniques with learners and trainers/assessors
- Determining training needs and preparing proposals and written reports to meet client needs
- Consulting via interviews, meetings, focus groups and surveys

Teamwork

- Providing leadership in training and assessment practices
- Providing coaching and mentoring to trainers and assessors
- Applying collaborative facilitation models and providing feedback to assist others to improve their performance
- Maintaining effective relationships with staff and stakeholders

Problem solving

- Designing programs and learning strategies based on characteristics of target groups
- Resolving issues of quality and consistency across training and assessment practices

Initiative and enterprise

- Developing innovative and responsive approaches to improving professional practice
- Developing innovative skills to lead a team into new and creative ways of approaching training and assessment
- Continually explore options and evaluate processes to ensure continuous improvement

Planning and organisation

- Researching and analysing information for a range of purposes, including ensuring quality improvement

Self management

- Ensuring ethical, legal and organisational requirements underpin all work
- Creating a conceptual and experiential framework of professional practice
- Reflecting on and evaluating own professional performance
- Modelling high standards of performance and participating in professional development activities

Learning

- Developing and extending one's own expertise in facilitation
- Sourcing opportunities to increase one's own knowledge and skills
- Identifying professional development activities for self and others
- Developing learner independence, extending their learning styles and readiness to learn
- Reflecting on own learning

Technology

- Using business equipment and software programs to monitor assessment processes and practices
- Developing feedback tools and collating feedback using technology
- Preparing reports and other documentation using a wide range of software packages
- Using the web to conduct research

Required Skills

TAETAS501B: Undertake Organizational Training Needs Analysis

- cognitive skills to analyse and interpret research and conceptualise and synthesise issues around training needs
- communication and interpersonal skills to consult with client and relevant people, to discuss client needs and provide observations and recommendations for training development
- literacy skills to critically evaluate information and prepare reports providing advice and recommendations
- negotiation and facilitation skills for research, presenting and discussing recommendations and obtaining feedback
- numeracy skills to analyse data and present statistical information
- problem solving skills to apply effective approaches to training needs
- research skills to collect information around training needs, including observation and consultation

Required Knowledge

TAETAS501B: Undertake Organizational Training Needs Analysis

- competency standards and Training Packages/accredited courses
- Australian Quality Training Framework (AQTF) requirements and standards
- risk identification and management strategies
- industry and enterprise knowledge
- evaluation and research methodologies
- relevant social, political, economic and technological developments
- principles of intellectual property
- training and development strategies
- change management concepts/strategies
- occupational health and safety (OHS) relating to undertaking an organisational training needs analysis

Critical Aspects of Assessment

TAETAS501B: Undertake Organizational Training Needs Analysis

Evidence of the ability to:

- research, conduct and provide advice through a training needs analysis
- prepare at least two training needs analyses for one or more organisations
- collect evidence that demonstrates:
 - processes that were used to determine the organisation's needs
 - details of research methods undertaken to identify suitable training and/or assessment
 - planning for the training needs analysis
 - presentations that outline advice and recommendations

Delivery Plan (this is a guide only and may alter.)

Workshop	Learning Activity Elements and Performance Criteria	Resources Required
1	<p>TAETAS501B: Undertake Organizational Training Needs Analysis (1.1 to 1.5, 2.1 to 2.4, 3.1 to 3.4)</p> <p>Workshop covers the skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation. Additional time is required out of workshop on reading, research, private study, group activities, peer workplace support, mentoring, completing class activities and working on assessment items.</p>	Access to NMIT data drive from class rooms and Student portal to download files.
2	<p>TAETAS501B: Undertake Organizational Training Needs Analysis (1.1 to 1.5, 2.1 to 2.4, 3.1 to 3.4)</p> <p>A review and discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).</p>	Access to NMIT data drive from class rooms and Student portal to download files.
3	<p>TAETAS501B: Undertake Organizational Training Needs Analysis (1.1 to 1.5, 2.1 to 2.4, 3.1 to 3.4)</p> <p>A review and discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).</p>	Access to NMIT data drive from class rooms and Student portal to download files.
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Assessment Plan

There is one (1) item of assessment for this unit. All tasks must be successfully completed for you to demonstrate competency. Unless stated otherwise, the due date for an assessment is the date when the assessment item must be received by the teacher. For details on extensions and late submission of assessment, Recognition of Prior Learning (RPL), credit transfer and reassessment, see TAE50111 Diploma of Vocational Education and Training Course Information book.

Assessment (Assessment Method)	Unit Code / Element / Performance Criteria	Due Date (on or before)
1. TNA Assessment task (TPR, D/P, A)	TAETAS501B: Undertake Organizational Training Needs Analysis (1.1 to 1.5, 2.1 to 2.4, 3.1 to 3.4)	21 days prior to end of the course

Assessment Methods

D/P	P Direct Observation, Demonstration, Simulation or Product
Q	Questioning
A	Assignment
OL	Online, Distance
F	Folio
TPR	Third Party Report
T	Test
J	Journal
O	Other

Assessment Table

Table 2 - Competency Based Completions

Grade	Symbol
Satisfactorily Completed	SC
Withdrawn Assessment Incomplete	WAI