**GUIDELINES ON CONDUCTING A TRAINING NEEDS ANALYSIS**

**1. Introduction**

The provision of suitable training that will enable workers to perform their work in a manner that is safe and without risks to health, will not only assist worksites achieve their objectives but fulfils their legal obligations.

Investing in worker training will increase skills, knowledge and morale, as well as reducing workplace injury and ill health.

This training needs analysis must be prepared in consultation with the worker

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**2. Identifying Training Needs**

The first step is to identify your employee’s training needs through conducting a training needs analysis. This is achieved by identifying the difference between the employee’s skills and knowledge and the skills and knowledge required to safely carry out their work

To assist in the training needs analysis the following points should be considered:

* What skills and knowledge the employee currently has
* What training has the employee already undertaken
* What skills and knowledge are required to be able to competently and safely undertake their duties without risk to health
* What hazards and risks are involved in the various tasks for which the employee is responsible

A training needs analysis should not be considered as a once off activity and should be conducted any time there is a change in:

* The nature of hazards and associated risks in the workplace
* Work practices
* Change in role and responsibilities
* New employee

The TNA must be conducted on commencement of employment

**3. Risks to the job**

Below is a list of hazards that may or may not be present in the workplace. This list is a guide only and should be used to assist with developing the training needs analysis.

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| --- | --- |
| * Animal handling/Bites/Stings * Bullying and harassment * Children with challenging behaviors * Conflict with staff, parents, patients / students * Electrical * Explosion * Exposure to workplace substances, biological hazards, radiation | * Noise * Plant/Machinery/Equipment (entanglement, trapped between, loss of limbs) * Slips/Trips/Falls (same different level) * Sprains and strains (reaching, bending, stretching, lifting, moving, repetitive) * Verbal abuse * Violent physical behavior * Work pressure * Working at heights |

**4. Review**

This training needs analysis must be reviewed at the annual professional review.

**Position Specific Competencies**

Indicate any position specific competencies achieved in the last 12 months. Evidence of competencies may include but are not limited to: samples of work - letters, articles, photos, reports, newsletters, development of policies & procedures; experience in or statements from the wider community - community work, references, photos of relevant work undertaken, etc.

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**Professional Development**

List any workshops, achievements, conferences, short courses or tertiary programs attended in **the last 12 months**

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| --- | --- | --- |
| Title | Date Attended | Comments |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

**Identified Training and Development for next 12 months**

|  |  |
| --- | --- |
| Training and Development | Estimated Completion Date  of Training |
| 1. |  |
| 2. |  |
| 3 |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_