

Learning Assessment Guide

Unit Standard 7103 – Version 2

Determine adult training requirements of individuals

Level 4 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- a Training Records Permission form
- assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- 1 identify employee requirements for a specified job
- 2 match the competency of an individual against the employee requirements for the specified job
- 3 determine training requirements for the individual in order to address identified needs.

Assessment Task One – Element 1

This assessment task is designed to assess your ability to identify employee requirements for a specified job.

Task Instructions

To begin this task, find three individuals with significantly different training needs. These same three employees can then be the subject of all three tasks.

You will then need to identify employee requirements for their specified jobs from existing materials such as:

- job descriptions
- skills matrices
- job procedures
- job task sheets.

Ensure that you have access to the requirements of employees covering:

- knowledge
- skills
- attributes.

Provide your assessor with a copy of these materials.

Note: Sufficiency for this unit standard is the determination of adult training requirements for at least three individuals with different training needs and for whom different solutions are determined.

If the individuals you work with all hold the same job with the same job requirements, please discuss this with your assessor.

Assessment Task Two – Element 2

This task is designed to assess your ability to match the competency of an individual against the employee requirements for the specified job.

Task Instructions

You are required to match the current competencies of three individuals against the employee requirements you have provided in task one.

Use available information such as the following to identify the current competencies of each of the three individuals:

- performance appraisal
- training and assessment record
- curriculum vitae
- test results
- individual and independent feedback such as that obtained by the use of a questionnaire.

Identify the current competencies and the skill and knowledge gaps for each of three individuals, along with any attribute differences.

Once evidence is selected, provide copies of this documentation to your assessor.

Because you will be gathering a significant amount of personal information on employees / learners, please have each one give their permission in writing on the accompanying Training Records Permission Form.

Training Records Permission Form

Use this form to gain permission from each employee/learner to access and copy their training records and related performance information.

Permission form to copy training records of employee 1

I _____ (employee name) give permission for
_____ (7108 V2 Learner / Trainer name) to
access and copy agreed personal information for the purpose of assessment of unit standard
7103 V2.

Signed: _____

Permission form to copy training records of employee 2

I _____ (employee name) give permission for
_____ (7108 V2 Learner / Trainer name) to
access and copy agreed personal information for the purpose of assessment of unit standard
7103 V2.

Signed: _____

Permission form to copy training records of employee 3

I _____ (employee name) give permission for
_____ (7108 V2 Learner / Trainer name) to
access and copy agreed personal information for the purpose of assessment of unit standard
7103 V2.

Signed: _____

Assessment Task Three – Element 3

This task is designed to assess your ability to determine training requirements for the individual in order to address identified needs.

Task Instructions

You now need to determine the training requirements of three individuals with different needs. Determine these against the identified requirements of the position(s) provided in task one.

If you have existing training plans or training agreements which you have been involved in negotiating, you may submit these. Otherwise use some other form of organisation approved format to list the training requirements you have identified, if available.

Please ensure that the employee / learner has signed that they agree with the requirement identified. Have their manager or an authorised member of training personnel sign / verify on behalf of the organisation, preferably somebody other than yourself, as independent verification of your identification of a training need with which they agree.

Training requirements are likely to include needs such as:

- qualifications
- unit standards
- courses
- in-house training processes
- completion of skill schedules.

Learner Verification Form – Unit Standard 7103 Version 2

Name of learner:	
-------------------------	--

This learner is currently being assessed toward unit standard 7103 Determine adult training requirements of individuals. Your confirmation is sought that you agree with the training requirements identified by the learner.

Please sign this form to indicate that you confirm that the training requirements presented are an accurate account of what you have agreed to, either for your existing position or for a new one for which you are being trained.

Managers or authorised training personnel are asked to confirm that training requirements identified for all three employees are appropriate and meet organisation needs.

Name of employee:			
Employee signature (if agree):		Date:	
Employee comment: (optional)			

Name of employee:			
Employee signature (if agree):		Date:	
Employee comment: (optional)			

Name of employee:			
Employee signature (if agree):		Date:	
Employee comment: (optional)			

Manager / authorised training personnel name:			
Signature:		Date:	
Comments:			
Email:		Phone:	

Assessment Results

These are the judgements that your assessor will use to assess you.

Does the learner's evidence and answers to any questions provide sufficient and appropriate examples?	Yes	No
Component parts of at least one job (preferably three) are identified from existing material.	Yes	No
Employee requirements for at least one job (preferably three) are extracted from existing material, including relevant knowledge, skills and attributes.	Yes	No
The current competencies of three individuals are identified from available information.	Yes	No
The Training Records Permission Form has been signed by all three employees, authorising access to their training records and related performance information.	Yes	No
Current competencies are matched against employee requirements for three individuals.	Yes	No
The three individuals involved have significantly different training needs.	Yes	No
Training requirements for the three individuals are determined from a match between existing competencies and job requirements.	Yes	No
All three employees have signed agreement to the identified training requirement.	Yes	No
An authorised representative of the organisation has signed agreement to the training requirement.	Yes	No