

# Learning Assessment Guide

## Unit Standard 7105 – Version 2

### Determine the adult training and development requirements of a group

#### Level 5 – 8 Credits

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

## 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 verification form for your manager to complete
- 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 plan training needs analysis for an adult group
- 2 conduct training needs analysis for an adult group
- 3 develop training recommendations for an adult group.

## Assessment Task One – Element 1

This assessment task is designed to assess your ability to plan training needs analysis for an adult group.

### **Task Instructions**

Provide your assessor with a plan for training needs analysis for an adult group.

The group will need to consist of at least six people. Alternatively plans for two groups of at least four people per group may be used to meet this sufficiency requirement. These may be workplace teams or departments.

The plan will need to address:

- scope of the training needs analysis
- methods of analysis selected
- plan details.

Scope considerations may include:

- size
- natural division of job competencies
- training resources
- workplace and training environment group objectives
- key performance indicators within the broader organisational goals.

Methods of analysis selected should be justified in the specified context and situation, and may include:

- interviews (face to face, telephone)
- focus groups
- surveys
- observations
- appraisals
- facilitation.

Plan details **must** include:

- timeframes
- organisational details
- intended usage of analysis methods.

Your assessor may wish to discuss your plan with you.

## Assessment Task Two – Element 2

This assessment task is designed to assess your ability to conduct training needs analysis for an adult group.

### ***Task Instructions***

Provide your assessor with evidence of having carried out the plan which you provided for task one.

Provide your assessor with all of the documentation you have related to the collecting of data and the analysis of data for your training needs analysis.

The performance criteria to be met are as follows:

1. The collection and processing of data is carried out according to the plan, and anticipates the intended analysis process.
2. The analysis is carried out according to the plan, and enables accurate determination of the training needs requirements of the identified group.
3. Analysis conclusions are supported by relevant statistical material and propose prioritisation and resourcing.

Your assessor will probably wish to discuss your evidence with you.

As with task one, the sufficiency requirement for a group is a minimum of six people. Alternatively two groups of at least four people may be the subject of task two. It is envisaged that the same group(s) will normally be used for all three tasks.

### Assessment Task Three – Element 3

This assessment task is designed to assess your ability to develop training recommendations for an adult group.

#### ***Task Instructions***

You now need to provide your training recommendations for the group(s). This could be presented as a training plan.

Your training recommendations may include activities such as:

- on job training
- off job training
- coaching
- research
- mentoring
- shadowing
- job rotation
- work experience
- other.

Ensure that you include any learning support required, such as:

- language
- literacy
- numeracy
- culture
- physical ability
- previous training experiences which may have been missed by some of the group or may require consolidation.

Your assessor may wish to discuss your recommendations with you.

## Assessment Task Four – Elements 1, 2 and 3

Task four involves verification of your training needs analysis skills from your manager or another appropriate workplace verifier.

It addresses all three elements to some degree.

### ***Task Instructions***

Find out from your assessor whether they require oral verification (through direct contact with your manager or nominated verifier), or written verification.

If written verification is required:

1. Brief your manager on the content of this unit standard.
2. Show your manager the evidence you are submitting for assessment. Managers will be particularly interested in your training recommendations.
3. Ask your manager to complete the Learner Verification Form.
4. Ensure that the completed form is given to your assessor.

## Learner Verification Form – Unit Standard 7105 Version 2

<b>Name of learner:</b>	
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This learner is currently being assessed toward unit standard 7105: Determine the adult training and development requirements of a group. Your knowledge of the learner and your workplace is sought to verify whether the learner demonstrates a good understanding of determining training and development needs in the workplace.

Please complete this form and arrange for it to be passed on to the 7105 assessor.

Does the learner demonstrate the ability to plan training needs analysis for an adult group?	Yes	No
Has the learner shown his / her ability to conduct a training needs analysis for an adult group in your workplace?	Yes	No
Has the learner developed training recommendations for an adult group in the workplace which match their training needs?	Yes	No

<b>Comments:</b>
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<b>Name:</b>		<b>Phone:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Email:</b>			

## Assessment Results

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

Does the learner's evidence provide sufficient and appropriate examples?	Yes	No
Does the learner provide a plan for training needs analysis that addresses its scope for a specified training context?	Yes	No
Are methods of analysis selected in the plan which are justified by the specified context and situations?	Yes	No
Does the plan include time frames, organisational details, and intended usage of analysis method?	Yes	No
Is the collection and processing of data carried out according to the plan, and so as to anticipate the intended analysis process?	Yes	No
Is the analysis carried out according to the plan, and in a way which enables accurate determination of the training needs requirements of the groups?	Yes	No
Are analysis conclusions supported by relevant statistical material?	Yes	No
Do analysis conclusions propose prioritisation and resourcing?	Yes	No
Do training recommendations reflect the presented analysis and match training needs of the group?	Yes	No
Does the workplace verification confirm that the training recommendations match the training needs of the group and provide a plan for specific solutions?	Yes	No
Do training recommendations address the support requirements of the group for training?	Yes	No