**Training Needs Analysis – Template**

**Conducting a Training Needs Analysis: Job Analysis for a target group**

**Template 1** is a blank template for conducting a Job Analysis of a Target Group.

**Template 2** is a completed template for a job that includes Safety Inductions. This is an example of how to divide the tasks involved in a safety induction into knowledge, skills and attitudes.

It is possible to add a scoring system to identifying training gaps and prioritising training topics. **Template 3** shows you how to do this.

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| **Template 1: Job Analysis for Target Group: (Sample only)** |

**TARGET GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **TASKS** | | | | | | |
| **1.** | **Skills** |  |  |  |  |  |
| **Knowledge** |  |  |  |  |  |
| **Attitude / Values**  **(Employability Skills)** |  |  |  |  |  |
| **2.** | **Skills** |  |  |  |  |  |
| **Knowledge** |  |  |  |  |  |
| **Attitude / Values**  **(Employability Skills)** |  |  |  |  |  |
| **3.** | **Skills** |  |  |  |  |  |
| **Knowledge** |  |  |  |  |  |
| **Attitude / Values**  **(Employability Skills)** |  |  |  |  |  |

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| **Template 2: Job Analysis for Target Group: (Sample only)**  **Breaking tasks into: skills, knowledge, attitude** |

**TARGET GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **TASKS** | | | | | | |
| 1. Safety Inductions | **Skills** | | | | | |
| Demonstrate Evacuation methods |  |  |  |  |  |
| Demonstrate OXY mask use |  |  |  |  |  |
| Demonstrate seat belt operation |  |  |  |  |  |
| Demonstrate life jacket wear |  |  |  |  |  |
| **Knowledge** | | | | | |
| Evacuation paths |  |  |  |  |  |
| Mask operation   * One person * Two person (child) |  |  |  |  |  |
| Seat belt fastening and adjustment |  |  |  |  |  |
| Life jacket parts, fitting method, where stored |  |  |  |  |  |
| **Attitude / Values**  **(Employability Skills)** | | | | | |
| Communication  - sharing information |  |  |  |  |  |
| Teamwork  - work as a team member at the same time |  |  |  |  |  |
| Planning and Organising  - Have safety kit in place before time |  |  |  |  |  |

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| **Template 3: Job Analysis (Sample only)**  **Adding a scoring system for: Identifying Training Gap and Prioritising topics** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TASKS** | **Can do well,**  **Confident** | **Can do but needs more experience or training** | **Cannot do and should be trained** | **Office Use Priority**  *Office use rating:*  *Cannot do = 1 (first priority)*  *Can do but needs training*  *= 2 (second priority)* |
| 1. Safety Inductions | **Skills** | | | | |
| Demonstrate Evacuation methods |  |  |  |  |
| Demonstrate OXY mask use |  |  |  |  |
| Demo seat belt operation |  |  |  |  |
| Demonstrate life jacket wear |  |  |  |  |
| **Knowledge** | | | | |
| Evacuation paths |  |  |  |  |
| Mask operation   * One person * Two person (child) |  |  |  |  |
| Seat belt fastening and adjustment |  |  |  |  |
| Life jacket parts, fitting method, where stored |  |  |  |  |
| **Attitude / Values (Employability Skills)** | | | | |
| Communication  - sharing information |  |  |  |  |
| Teamwork  - working on time with others |  |  |  |  |
| Planning and organizing  - having safety kit ready for demonstration before time |  |  |  |  |

Add any comments that you as a court officer wants to have training in or provide feedback on:

Now forward to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by posting to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this survey.

**Conducting a Training Needs Analysis: Example of Survey for target Group**

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| **Survey - *(Complete and ready to hand out to court staff)*** |

**Job of your Specific Target Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:**

For each of the points down this page, place a tick, to indicate your honest response to one of the following:

- “Can do well”

- “Can do but need more training” or

- “Cannot do and should be trained”.

**For example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TASKS** | **Can do well,**  **Confident** | **Can do but need more experience or training** | **Cannot do and should be trained** | **Office Use Priority**  *Office use rating:*  *Cannot do = 1 (first priority)*  *Can do but needs training*  *= 2 (second priority)* |
| 1. Safety Inductions | **Skills** | | | | |
| Demonstrate Evacuation methods |  |  |  |  |
| Demonstrate OXY mask use |  |  |  |  |
| Demo seat belt operation |  |  |  |  |
| Demonstrate life jacket wear |  |  |  |  |
| **Knowledge** | | | | |
| Evacuation paths |  |  |  |  |
| Mask operation   * One person * Two person (child) |  |  |  |  |
| Seat belt fastening and adjustment |  |  |  |  |
| Life jacket parts, fitting method, where stored |  |  |  |  |
| **Attitude / Values (Employability Skills)** | | | | |
| Communication  - sharing information |  |  |  |  |
| Teamwork  - working on time with others |  |  |  |  |
| Planning and organizing  - having safety kit ready for demonstration before time |  |  |  |  |

Add any comments that you as a court officer wants to have training in or provide feedback on:

Now forward to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by posting to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this survey.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

**Extract from the *PJSI Training-of-Trainer’s Toolkit*, 2020**.

The full Toolkit is available here: <https://www.fedcourt.gov.au/pjsi/resources/toolkits>