TRAINING NEEDS ANALYSIS (TNA) FORMAT

The School/Branch TNA format must display and/or meet the following criteria:

1. There must be provision for the names of all the relevant training courses on the TNA unless training is being recorded via another system that meets the requirements of this handbook chapter. e.g. The system used enables mandatory training requirements for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.

2. There must be provision for the names of all relevant workers e.g. staff members, volunteers, titleholders, Higher Degree by Research students, or others as determined by the Head of School/Branch to be recorded on the TNA.

3. The format must enable the names to be grouped in a logical order (e.g. alphabetically, or by position, or by workgroup) to track individual training.

4. There must be a legend which enables the frequency of training (e.g. refresher training) to be clearly identified on the template. (e.g. essential training on commencement, annual training, bi-annual training etc. It is suggested a colour code be used.)

5. The TNA format must make it clear where a training need (i.e. a gap) exists.

6. The TNA format indicates when training is complete.

7. The TNA format enables the Head of School/Branch to measure progress against planned arrangements.

8. The TNA format provides a training plan for each individual based on their role, responsibilities and legislative requirements.

9. The TNA format must be saved each calendar year. (i.e. to ensure re-training doesn’t overwrite previous training records.)

10. The TNA format can provide training data to inform the School/Branch/Faculty/Division Health and Safety Committee Report.

If you require any further information on the TNA format please contact your Division/Faculty HSW Manager.