

## 1 INTRODUCTION

Your business should ensure all relevant new and existing workers, supervisors/managers and staff members have been trained and/or have the knowledge and skills required to implement Responsible Recruitment Standards, policies and/or procedures. Carrying out a Training Needs Assessment identifies the priority training needs, which helps inform your Training Plan.

This resource has been developed to support your business to do this.

## 2 TRAINING NEEDS ASSESSMENT GUIDANCE

Use the training needs assessment template (Section 3) to complete your assessment, following the 6-steps below:

- 2.1 Identify which group or individuals need to be trained on the policy(s) and procedure(s) **(1)**. This may include:
  - Existing workers
  - New recruits
  - Jobseekers
  - Supervisors and managers
  - Recruiters and consultants
  - Other staff members
  - Senior management/Directors
- 2.2 Identify the required knowledge and skills for each of each group or individual **(2)**.
- 2.3 Assess the current level of required knowledge and skills for each group or individual **(3)**.
- 2.4 Identify the 'gap' between the current level and the required level; assign a score between 0 (no gap) and 3 (major gap) **(4)**.
- 2.5 Identify how important is it that the group or individual have the required knowledge and skills in the immediate-term. Assign a score between 0 (not important) and 3 (very important) **(5)**.
- 2.6 Multiply the gap score **(4)** and the importance score **(5)** to determine your priority training needs in order (the higher the score, the higher the priority). You should focus on delivering training to meet the priority training needs in the immediate term and the other training needs over a set time period. This will help you to develop your Training Plan **(6)**.



### 3 TRAINING NEEDS ASSESSMENT TEMPLATE

Assessment completed by: ..... Job Title: .....

Standard/Policy/Procedure training needs assessed: .....

Date of assessment/Last review: .....

Date of next review: .....

<b>(1)</b> Which individuals need to be trained on the policy/procedure?	<b>(2)</b> What are the required skills/knowledge for these groups?	<b>(3)</b> What is the current level of those skills and knowledge in those groups?	<b>(4)</b> What is the gap between required and current level of skills and knowledge? Score 0 - 3	<b>(5)</b> How important is it that this group is clear on requirements in the immediate term? Score 0 - 3	<b>(6)</b> What is the priority score for this group? Gap x Importance score
<i>Example: Recruiters</i>	<i>Example: Understanding of the requirements set out in our business's related policies and procedures, current and relevant national immigration laws and guidance, as well as relevant social compliance standards and client requirements.</i>	<i>Example: Limited understanding.</i>	<i>Example: 2</i>	<i>Example: 3</i>	<i>Example: 6</i>
