

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Conduct training needs analysis
Code	107008L5
Range	Identifying competency gaps and development needs of various levels of the organisation. This applies to the implementation of local and / or global training needs analysis to address existing training needs and anticipated work performance challenges, with the involvement of managers.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the principles, methodologies, techniques and challenges of conducting a training needs analysis 2. Applications and Processes <ul style="list-style-type: none"> • Identify competency gaps at organisational level and individual development needs with relevant methodologies and tools (e.g. training needs analysis, competency-based performance reviews) • Assess current workforce capabilities in terms of skill sets and competencies and project the required capabilities for the future workforce • Analyse employees' individual development plans and provide constructive feedback on development effectiveness • Partner with managers to identify common or specific competency gaps, or development needs of employees for future training arrangement • Set training priorities and action plans based on findings of training needs analysis 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Benchmark best practices of conducting training needs analysis in the market
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of training needs analysis to identify development needs and competency gaps at various levels of the organisation. • Establishment of action plans with training priorities based on findings of training needs analysis.
Remark	