

# **Training Needs Analysis Simple 3-Step Process**

#### STEP 1

# Simple BARS\*-based User Interface Configured to Your Needs



\* BARS (Behavioural Anchored Rating Statements)

#### Advantages include:

- Configurable completion scale (e.g. pass/fail, commenced/in progress/successfully completed, ticket yes/ticket no)
- Unique customisable descriptors for the completion scale of each training factor
- Configurable to different employment categories (e.g. Labourers V Admin)
- Improvement notes
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Areas of concern automatically highlighted
- Automated reporting
- · Full record Keeping
- Full Quality Control
- Full Quality Audit trail





## STEP 2

#### **Automated Reporting**

NEOS Pty Ltd

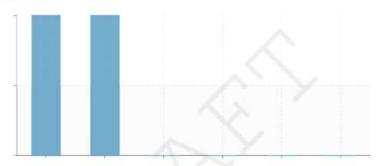
Assessor: Mark Shaw 27/10/20 , Ref: 1042

TNA Report

Emp Name: Emp No:

In our assessment, the evaluation of Gregory Biggs as assessed on 9 September 2015, should be graded as Equivalent or Higher under the Plumbing Inspector criteria.

Evaluation Results:



- Missing Qualification Studying Qualification
- Equivalent or Higher Has Qualification and Experience
- Experience Only Has Qualification
- Not Applicable

This assessment has been reached on the basis that:

#### 1. The mandatory measures include:

- Employee has not completed the mandatory qualification Current Plumber's Licence
- · Employee has completed the mandatory qualification Current Drainer's Licence
- Employee has completed the mandatory qualification Endorsements for backflow prevention, thermostatic mixing valves, onsite sewerage facilities design/operator
- Employee does not have the mandatory qualification Current and Maintained Drivers Licence (Class

For your action.

Generated by NEOS HR, Ref. 1042, Training Needs Analysis, 10104

m: 0411 349 222.

t (07) 3333 1921

e: markshaw@neoshr.com.au

a: P.O. Box 70, Mt Gravatt Central 4122

www.neoshr.com.au

Trusted. Valued. Experienced.



27/10/20 - Ref: 1042 TNA Report

Mark Shaw CEO

Generated by NEOS HR, Ref. 1042, Training Needs Analysis, 10104

Page 2/2



t (07) 3333 1921

e: markshaw@neoshr.com.au a: P.O. Box 70, Mt Gravatt Central 4122

www.neoshr.com.au

Trusted. Valued. Experienced.



### STEP 3

#### **Management Dashboard**



#### Dashboard includes:

- All history
- Unique ID per record
- Date created
- Staff training category
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

m: 0411 349 222.
t: (07) 3333 1921
e: markshawgneoshr.comau
a: P.O. Box 70, Mt Gravatt Central 4122
www.neoshr.com.au

