



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

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Experienced.

STEP 2

Automated Reporting

	NEOS Pty Ltd
	Assessor: Mark Shaw 27/10/20 , Ref: 1042
TNA Report	
Emp Name: Gregory Biggs	
Emp No: 10104	
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:	
	
<ol style="list-style-type: none">1. Missing Qualification2. Studying Qualification3. Equivalent or Higher4. Has Qualification and Experience5. Experience Only6. Has Qualification7. Not Applicable	
This assessment has been reached on the basis that:	
1. The mandatory measures include:	
<ul style="list-style-type: none">• 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 C).	
For your action.	
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Mark Shaw
CEO

DRAFT



STEP 3

Management Dashboard

MENU NEOS HR

Training Needs Analysis Results

Ref ID	Date	Emp No	Emp Name	Unit	Segment	Created by	Result	Approved
1042	09/09/2015	10104	Gregory Biggs	Qualifications - Professionals	Plumbing Inspector	Mark Shaw	3	<input type="checkbox"/>

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Dashboard includes:

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

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