

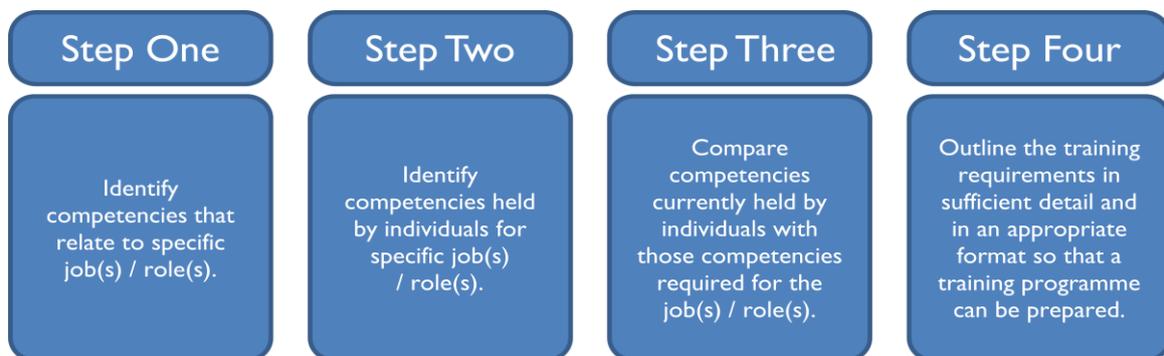
Training Needs Analysis Booking Procedure.



With the introduction of TNA based training courses, we have gathered a great deal of feedback from regional meetings and members contributing ideas on how the TNA form can be improved to help both members and ARCA deliver the training identified.

In its simplest form the TNA can be broken down into four steps (see below). Not all employees need to be refreshed on all aspects of their role and responsibilities at the same time, so by using a TNA an employer is able to ensure training focuses on what is deemed as a priority at the time.

Steps to conducting a training needs analysis:



To complete a TNA with your employee, follow the steps above, this will enable you to consider the requirements of their job alongside their development needs.

Completing the TNA form:

1. Meet/speak with the employee and agree the modules that have been identified before returning the TNA form. Identify and select the relevant modules on the TNA form – up to a MAXIMUM of 4 modules in total. Ensure that you or the responsible person signs the form, along with the employee, so they are aware prior to attending.
2. Should the TNA review identify a large number of areas requiring further training then consideration should be given to the length of time needed to adequately train the employee and the appropriateness of the TNA based refresher. In these cases we would recommend the 'Industry Refresher' course.
3. It is very important that you add additional information next to the columns 1 and 2, it gives the ARCA trainer a good idea of what to focus the training on and helps build a suitable lesson plan for the training session.
4. ARCA trainers will deliver the training session, you'll notice that some of the modules are missing, such as, 'Health effects' and 'What is asbestos?'. These are covered as brief mandatory modules. 'Legislation', will be covered in relation to the module selected. In addition, the trainers will also cover any industry updates that have been introduced and mark off on the right hand column the additional modules covered in the training session but not selected for your employee.

On the next page you will see a worked example of an individual's TNA.

Training Needs Analysis Form. Worked Example.



v9

Delegate Name:	Andy Example		
Employer:	Chronos Asbestos Removal (CAR) Ltd		
Job Title:	Operative / Supervisor (delete as applicable).		
<p>Complete the section below; select up to a MAXIMUM of 4 modules in total. Use this scale to identify what the level of additional training the delegate will need to meet the required performance standard:</p> <ol style="list-style-type: none"> 1. A change to work methods, types of work, equipment or period of time between last performing these skills has led to skills decay. 2. Generally meets performance standards, but with minor inconsistencies, lapses or has incomplete knowledge etc. 			
Modules	1	2	Provide additional details of the training required
Site set up, maintenance and dismantling (inc. practical).			<p>- Practical training on setting up wet strip machine, needle patterns and key principles (last year).</p> <p>- Has moved from a phantom to a <u>new</u> Vision 2 respirator. Additional refresher on RPE daily checks and record keeping for the Vision 2.</p> <p>- Identifying non-</p>
Controlled stripping techniques (inc. practical).	✓		
Respiratory protective equipment (inc. practical).	✓		
Personal protective equipment and clothing.			
Transit procedures and decontamination (inc. practical).			
Cleaning and clearance air testing.			
Plant and equipment (using demonstration of equip.)			
Waste management and disposal.			
Emergency procedures.			
Non-asbestos hazards.		✓	
Fault-finding.			
Roles and responsibilities.			
Site inspections and record-keeping.			
Management systems and monitoring.			
RAs and POWs.		✓	
Other(s) (Safety specific, behavioural etc).			

Additional modules covered by ARCA Trainer as part of the lesson plan.

TNA prepared by: (Name and signature)		Delegate signature:	
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FOR ARCA USE ONLY:

I confirm the above training needs analysis has been delivered.

Delegate signature:		Date:	
ARCA Trainer signature:		Date:	

Training Needs Analysis Form.



v9

Delegate Name:	
Employer:	
Job Title:	Operative / Supervisor (delete as applicable).

Complete the section below; select up to a MAXIMUM of 4 modules in total.
 Use this scale to identify what the level of additional training the delegate will need to meet the required performance standard:

1. A change to work methods, types of work, equipment or period of time between last performing these skills has led to skills decay.
2. Generally meets performance standards, but with minor inconsistencies, lapses or has incomplete knowledge etc.

Modules	1	2	Provide additional details of the training required
Site set up, maintenance and dismantling (inc. practical).			Additional modules covered by ARCA Trainer as part of the lesson plan.
Controlled stripping techniques (inc. practical).			
Respiratory protective equipment (inc. practical).			
Personal protective equipment and clothing.			
Transit procedures and decontamination (inc. practical).			
Cleaning and clearance air testing.			
Plant and equipment (using demonstration of equip.)			
Waste management and disposal.			
Emergency procedures.			
Non-asbestos hazards.			
Fault-finding.			
Roles and responsibilities.			
Site inspections and record-keeping.			
Management systems and monitoring.			
RAs and POWs.			
Other(s) (Safety specific, behavioural etc).			

TNA prepared by: (Name and signature)		Delegate signature:	
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FOR ARCA USE ONLY:

Training in accordance with the above training needs analysis has been delivered to our satisfaction.

Delegate signature:		Date:	
ARCA Trainer signature:		Date:	