

Training Needs Analysis (TNA) or Skills Gap Analysis (SGA)

What is a Training Needs Analysis (TNA) or Skills Gap Analysis (SGA)?

Health and Safety at Work Act 1974 requires employers to provide information, instruction and training for all employees in order to equip them with the necessary skills to complete their duties. There are a few ways in which employers can gauge the particular needs for each employee. There are a variety of regulations and approved codes of practice such as: Confined Spaces, Display Screen Equipment, Personal Protection Equipment etc. which outline specific training requirements for each subject.

There are various ways of measuring training needs and or identifying certain skills an employee has already achieved or wishes to attain.

Whether you are a small or large organisation it can be very beneficial to identify what training is a legal requirement and also identify where your specialist skills are required.

An example of a legal training requirement you may choose to use a simple format as per (TNA) fig 1. This identifies the employee, their job title, the training courses they need, a date achieved and a refresher date. This can be used for a variety of businesses. (Fig 1)

Key:	Renewal Date			
Ess/Rec = Training is Essential or Recommended		More than 60 days left		
New/Renewal = This is new or training to be renewed		Due within 30 days		
Candidate Name: Joseph Builder		Date has passed		
Job Description: Site Manager				
Mandatory Elements	Dates For New Or Refresher Training			
Course	Ess/Rec	New or Renewal	Date Completed	Renewal Date
Construction Skills - Achieving Behavioural Changes (ABC)	Ess	New	21/04/2014	21/04/2016
Construction Skills - Health and Safety Awareness	Ess	New	10/01/2011	10/01/2015
Construction Skills - SMSTS	Ess	New	13/06/2013	Not Required
Construction Skills - SMSTS Refresher	Ess	Renewal		13/06/2016
Construction Skills - SSSTS	Ess	New	10/04/2012	Not Required
Construction Skills - Site Fire Safety	Ess	New		01/05/2014

Where you may choose to use a Skills Gap Analysis (SGA). You can identify where your skills are already in place and who your most valuable members of staff are to the business.

The (SGA) can also identify where you could increase the skills of other members of staff. This has benefits of having more flexibility of staff, opportunities for promotion and the possibility of decreased turnover of staff due to the investments in their skills.

An example of a (SGA) Fig 2. Details the members of staff, the core skills required, the gaps in your skilled staff members and the opportunity to arrange a time frame for increasing skills (investing in employees).

This is also suitable for a variety of businesses.

If you require any further information or advice please contact 4See Group on 01327 811 166.

SKILLS MATRIX									
	Core Skills			Specific Skills					
	Health and Safety Awareness	Manual Handling	Pallet Truck Training	Customer Service Training	Store Supervisor Training	Store Manager Training	Till Training	First Aider	Fire Marshall
Employee Name	Date Completed								
Daisy Bloggs	01/03/2012	03/03/2012	03/03/2012	02/02/2012		01/03/2012	01/03/2012		
Barry Bloggs	01/03/2012	03/03/2012	03/03/2012	02/02/2012		01/03/2012	01/03/2012	02/03/2012	02/03/2012
Joseph Bloggs	01/03/2012	03/03/2012	03/03/2012	02/02/2012	01/03/2012		01/03/2012		
Crystal Clear	01/03/2012	03/03/2012	03/03/2012	03/03/2012			04/03/2012		
Rupert Bear	01/03/2012	03/03/2012	03/03/2012	03/03/2012			04/03/2012		
Refresher Training	01/03/2015	03/03/2015	03/03/2015	N/A	N/A	N/A	N/A	02/03/2014	02/03/2014



(Fig 2)