

# Competence Based Learning Needs Analysis

One way of identifying individual learning needs is to take a competence framework that covers your role, and use it to identify specific areas where you would like to develop your confidence and skill.

Consider each item in the list below and then tick the appropriate columns to indicate:

- The activities that you carry out in the course of your work
- The importance of each activity within your work responsibilities: (is this a significant part of your role?)
- How confident you feel in carrying out the activities: (is this an area in which you would benefit from further developing your knowledge, skills and understanding?)

Follow this by a review of learning methods, selecting those you consider would be most effective for you.

[NOTE: This sample template has been compiled using the *National Occupational Standards for the Management of Volunteers, D Units: Managing and developing volunteers* and the format can be adapted for any suitable competency framework]

**Name:**

**Job title:**

**Date:**

Is this part of your role?	How important is this in your role?			How would you rate your confidence in this area?		
	Very important	Fairly important	Not important	Very confident	Quite confident	Not confident
<b><i>Managing and developing volunteers</i></b>						
Managing the induction of volunteers						
Planning, organising and monitoring the work of volunteers						
Leading and motivating volunteers						
Supporting the development of volunteers' knowledge and skills						
Enabling learning through demonstration and instruction						
Enabling group learning						
Maintaining records of volunteers						
Managing volunteers' expenses						
Helping address problems affecting volunteers						

## Methods of meeting learning needs

There are many ways to meet learning and development needs. What learning methods would you find most helpful to support your development?

In-house courses	
External training courses	
National Vocational Qualifications	
E-learning	
Blended learning	
Books or journals	
Coaching	
Mentoring	
Shadowing	
Secondment	
Action learning	
Other – please indicate	