

# Business / Industry Training Plan

## Identify Your Business Needs

- Where do you want your business to go?
- What business areas can benefit from training?
- How much time, money, equipment or other resources do you want or need to commit to training?
- Get feedback from your employees by asking what areas of business could be improved and what skills are needed to increase productivity.

## Identify Employee Needs

- What skills and knowledge are required to perform the work of your staff?
- What are the measures of successful performance of your staff?
- Are your employees reaching their full potential?
- How will the age, gender, skills and experiences of your employees affect the type of training needed?

## Recognition of Prior Learning

- Your employees may already have skills and knowledge that will enable them to gain a qualification without doing a whole training package.
- Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge obtained through formal training, work experience and life experience.
- RPL recognises prior knowledge and measures it against the course which students are enrolled - the student may not need to complete all modules.
- The benefits of RPL are that students can achieve a qualification earlier, and it can actively target training requirements.

## Employability Skills

- Employability Skills are skills that apply across a variety of jobs - sometimes referred to as key skills, core skills or key competencies.
- Employability Skills replace key competency skills from 2006.
- Employability Skills are defined as 'skills required not only to gain employment but also to progress within an enterprise as to achieve one's potential and contribute to the strategic direction of the enterprise.'

## Business Training Plan

- A training plan will include what training is needed and where the training can be undertaken together with the cost of the training and how that fits with the business' financial plan.
- There are benefits for your business including staff retention, improved quality and productivity and the ability to stay competitive.