

## TRAINING NEEDS ANALYSIS AND IDENTIFYING AN APPRENTICESHIP STANDARD

- To identify what training your organisation needs, you should complete a Training Needs Analysis (TNA). There are lots of tools and examples online to support you. However, a brief overview can be found below.
  - Identify your organisational aims, objectives and performance goals
  - Ascertain what skills are needed to achieve these
  - Conduct a skills and knowledge gap analysis. Subtract what skills you have from what you need to find the gaps
  - Determine recommended training solutions – an apprenticeship may not be the solution; in which case we can signpost you to other options
  - Identify how you will evaluate the training
  - Develop and present training recommendations to organisational stakeholders
  - If apprenticeships are the right option, contact the South Yorkshire Apprenticeship Hub
- The South Yorkshire Apprenticeship Hub will work with you to identify the relevant Apprenticeship Standards. There are nearly 700 available, across 15 Occupational Pathways.



The standards range from entry Level 2, a minimum of 1 year on programme, to 5 years for a Level 7 Degree Apprenticeship. The level chosen will determine the existing qualifications (or in some cases, sector experience) the apprentice must hold in order to be eligible.

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3. Once the Standard has been chosen, we will work with you to identify the best training delivery model. Some providers will require the apprentice to attend either day or block release at their training facilities; others will deliver it all within the workplace and/or online. Some may have fixed start dates for the programme, others will enrol people at any time of the year. We have all of this information readily available. If there is no local provider on our approved providers framework, we will identify an out of region provider to deliver against your needs.
4. We'll take your needs and create a shortlist of Training Providers, leaving you to choose which one you would like to work with. We'll then supply them with your details so that they can contact you regarding next steps.

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