

Training Needs Analysis

Legend

This document provides the legend for the TNA Matrix.

Where licences are required to be renewed the cell should contain the date the training was undertaken.

Training Needs Analysis Legend	
Blank	- Requirement Undetermined
R	- Compulsory – All Staff & Required for position
S	- Compulsory for Role/Staff Member
N	- Not Compulsory for Current Position, Training Completed
C	- Compulsory, Training Completed
O	- Compulsory, Training Outstanding
P	- Preferred or Optional for position
T	- Competency to be Tested
PN	- Preferred or optional Not Completed