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**ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE**

**Self-Assessment Form**

**Badge Title:**

**LEARNING NEEDS ANALYSIS**

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| **SALUTATION**\*\**\*\* Delete accordingly* | Mr / Miss / Mdm / Ms / Dr / Prof |
| **FULL NAME** *(as per NRIC)\***\*Underline Surname* |   |

**IMPORTANT**: Before you submit this Self-Assessment Form, please save this Word document and rename using the following naming convention:

For Stage 1 Advisory Chat:

OSSC\_Skills\_Badge\_**DDDLP02**\_LNA\_Self Assessment\_YOUR FULL NAME\_v1.2\_draft.doc

For Stage 2 Assessment Interview:

OSSC\_Skills\_Badge\_**DDDLP02**\_LNA\_Self Assessment\_YOUR FULL NAME\_v1.2\_FINAL.doc

**To proceed to Stage 2 Assessment Interview…**

1. Collate all relevant evidence/artefact pertaining to your finalised Self-Assessment Form in a single folder and name the folder according to the Badge Title as stated above.
2. If applying for more than one skills badge, submission should be done in separate folders according to the badge titles.

*To be completed by Advisor:*

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| **NAME OF ADVISOR** |  |
| **ADVISORY CHAT SESSION** | **Date**: *(dd/mm/yyyy)* |
| **Proceed to Skills Assessment?** | [ ]  **Yes** | [ ]  **No** |

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application: Skills Advisory for BASIC Package (1 hr).*

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application: Skills Advisory for EXTENDED Package (2 hr).*

| **IMPACT MONITORING AND EVALUATION: LEARNING NEEDS ANALYSIS** |
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| **(A)****Competency Statement***Read carefully to ensure you meet ALL requirements* | **(B)****Product Evidence***Check the boxes to confirm that you currently have the required evidence listed here* | **(C)****Applicant’s Note of Explanation***Note the given pointers to guide you in the preparation for the Skills Advisory and Assessment Interview sessions. Explain with brief notes to explain how the Product Evidence you intend to submit fulfils the requirements of columns (A) and (B).*  | **(D)****Assessor’s comments*****(For IAL use only)*** |
| *1. Establish the scope and requirements, and plan for a learning needs analysis to meet stakeholders’ needs.* | [ ]  Coherent Email /communication trails  **AND/OR** meeting records with stakeholders/client organisation  **AND/OR** extract(s) from the Learning and Performance Needs Analysis (LPNA) Report. | I am able to walk through and elaborate on: [ ]  The documented scope and purpose of the LPNA project[ ]  The entire process of the LPNA including pointing out **AT LEAST FOUR (4)** steps /phases of the Analysis in some detail.[ ]  The timeline committed for the planned analysis. [ ]  The trends and developments that could impact learning needs and conduct of the Learning Needs Analysis.*Note to Applicant:* You should be able to show yourself to be familiar and conversant with trends impacting the conduct of learning and performance needs analysis in the interview.*Applicant’s Notes:*

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 | *For Assessor’s comments* |
| *2. Select and design appropriate methods and tools to collect data and identify sources of data, with consideration for ethics in data collection.* *including reflective practices* | [ ]  Documentationand records that prove data collection was conducted.[ ]  Documentation of **BOTH** quantitative and qualitative data collected in the LPNA.[ ] Documented **e**vidence that the data was collected from **AT LEAST TWO (2)** sources. | I am able make reference to the evidence, and explain [ ] How **BOTH** quantitative and qualitative data were collected in relation to the LPNA[ ]  How **AT LEAST TWO (2)** methods were used to collect data.[ ]  **From AT LEAST which TWO (2)** sources were the data collected.[ ]  The tools used to collect data to develop recommendations.*Note to Applicant:* “Tools“ could include plans, checklists, guides, survey apps, questionnaires, job maps, etc, which supported your data collection methods.*Applicant’s Notes:*

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[ ]  I am able to point out and discuss the ethics applied to my collection and handling of data as I elaborated on the methods and tools and the processes used throughout the LPNA.*Applicant’s Notes:*

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| *3. Select methods to analyse collected data, to conduct business process analysis, and identify root cause of workplace issues and opportunities**.* | [ ]  Documentation and evidence of the methods, tools, and techniques that were used to analyse the collected data quantitatively and qualitatively.  | I am able to point out from the documents submitted: [ ]  Appropriacy of the methods and techniques that I have used to analyse data quantitatively or qualitatively to meet the purpose and demands of the analysis [ ]  **AT LEAST ONE (1)** analytical tool I have used to derive the root causes of workplace issues and opportunities.[ ]  **THREE (3)** learning issues and **ONE (1)** non-learning issue that came out of the analysis.*Applicant’s Notes:*

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| *4. Propose appropriate learning and development interventions to address the workplace performance issues and opportunities* | [ ]  Authentic records of the analysis of the learning needs and documented recommendations from the result of the LNPA | I am able to point out and discuss the following:[ ]  **AT LEAST THREE (3)** learning recommendations, and [ ]  The non-learning recommendation(s) that address(es) the workplace issues and opportunities in point above.[ ]  The proposed implementation plan for the programme following the recommendations.*Applicant’s Notes:*

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| *5. Determine measures to evaluate the business impact of investing in learning needs and secure buy-in from stakeholders on learning and development priorities.* | [ ]  Authentic records such as emails or notes of meeting to show how recommendations from the LPNA were presented to stakeholders.[ ]  Documents of actual communication and discussion with stakeholders on the LPNA and the records of feedback given and the decisions following the discussions, [ ]  Evidence and record of follow through actions based on stakeholders’ response. | I am able to show and elaborate on:[ ] Evaluation measures for **AT LEAST ONE (1)** of the learning and/or non-learning recommendation [ ] Communication with stakeholders to discuss results of LPNA to get buy-in[ ]  Amendment(s) **AND/OR** follow through actions on the recommendations after consulting stakeholders. *Applicant’s Notes:*

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