

ASSESSMENT NEEDS ANALYSIS (ANA)

TO BE COMPLETED AT LEAST AT THE END OF EACH SUCCESSIVE SIX-MONTH PERIOD, BASED ON AT LEAST THREE TECHNICAL SKILLS REVIEWS AND THE PROFESSIONAL SKILLS REVIEW FOR THE CORRESPONDING PERIOD

GUIDELINES FOR COMPLETION

STEP 1:

The **trainee** must complete the 2 cover pages for the document, indicating the relevant period of their training contract, as follows:

PERIOD	RELEVANT YEAR OF TRAINING CONTRACT
PERIOD A	<ul style="list-style-type: none">• First year of a three year training contract; or• First and second years of a four or five year contract.
PERIOD B	<ul style="list-style-type: none">• Second year of a three-year training contract;• Third year of a four-year training contract; or• Third and fourth year of a five-year training contract.
PERIOD C	<ul style="list-style-type: none">• Third year of a three-year training contract or• Fourth year of a four-year training contract; or• Fifth year of a five-year contract.

STEP 2:

The **trainee** must complete **SECTION 1** as well as **SECTIONS 2 and 3 (The self evaluation)** using the technical and professional skills reviews completed in the past six months and based on their experience during this period. The reviewer ratings (and complexity evaluations for each technical skills task) in the skills reviews should be transferred directly from the reviews onto this document.

STEP 3:

The evaluator must complete **SECTION 1** by indicating the **overall rating level** achieved by the trainee to date at both an advanced and basic level, based on carry forward evidence as well as new evidence presented through the current 6 month period being evaluated. **PLEASE NOTE THAT THIS IS NOT A MATHEMATICAL AVERAGE, BUT SHOULD RATHER REFLECT THE EVALUATOR'S JUDGEMENT OF THE LEVEL OF COMPETENCE ACHIEVED BY THE TRAINEE AS AT THE DATE OF THIS ANA AGAINST THE FINAL REQUIRED ENTRY LEVELS INTO THE PROFESSION.** Demonstrated levels of competence that fall short of expected levels should be highlighted as areas of developmental need and should be transferred to **SECTION 4**, point 2.

The Evaluator should also review and complete **SECTIONS 2, 3 and 4**

STEP 4:

The ANA must be discussed, completed, signed off and dated by **both the evaluator and the trainee**.

STEP 5:

This document must also be reviewed and signed off by an assessor. Assessors should complete **SECTION 1**, confirming the integrity of the carry-forward ratings from the previous Assessment Needs Analysis and indicating whether they are satisfied or not as to whether the trainee has now achieved the final required competence level for that outcome. This may need to be done through consultation with the evaluator (if the assessor is not also the evaluator).

ASSESSMENT NEEDS ANALYSIS (ANA)

COVER PAGE 1

Date of this ANA:					Period of training contract:			A	B	C
6-month period covered by this ANA	From	dd	mm	yy		To	dd	mm	yy	
Name of trainee:										
Name of evaluator:										
Name of assessor:										

RECORD OF HOURS ACHIEVED UP TO THE DATE OF THIS REVIEW

(to be completed by the trainee)

Note:

Record only hours of work attendance and core experience. Exclude hours of absence on all types of leave of absence.

	Period A			Period B			Period C			TOTALS
From date:	D	M	Y	D	M	Y	D	M	Y	
To date:	D	M	Y	D	M	Y	D	M	Y	
Hours of work attendance										
Hours of core experience										

SECTION 2

THE EVALUATOR SHOULD REVIEW EACH SECTION, AND PROVIDE INPUT WHERE NECESSARY

1 Major assignments for the next six months

Document major assignments that you have been scheduled to undertake during the next six-month period. Provide details of expected tasks and responsibilities on these assignments.

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Note: The **evaluator** should take care to ensure that repetition of previously demonstrated competencies is avoided as far as possible and that progressive responsibility is achieved. This point should be discussed with the trainee in the context of his level in the training period and in the context of work assignments previously completed (and the degree to which competency has been demonstrated therein).

2 Academic record

If relevant, document the state of your academic progress during this six-month period. This should include details such as test results to date (where applicable), weekly time spent on studies and the status of your studies (are you on track to pass or not?). In the case of aspects of this record that point to unsatisfactory progress (poor test scores, insufficient time spent on studies or reduced chances of success in exams), you should describe in detail how you plan to address those problem areas.

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Note: The **evaluator** should review the status of the trainee's studies and discuss any required action to ensure exam success. Where appropriate, required action should be transferred to Section 3 (the developmental plan) of this document. The training officer should insist on receiving all test dates at the beginning of each academic year and should ensure that results are obtained from the trainee for every assigned test or examination.

SECTION 3

THE TRAINEE MUST SUMMARISE ALL COURSES (BOTH INTERNAL AND EXTERNAL) ATTENDED DURING THE PRECEDING SIX-MONTH PERIOD. THEY SHOULD DOCUMENT THE LEARNING OBJECTIVES SET FOR EACH COURSE AND THEN DEMONSTRATE SPECIFICALLY HOW THEY APPLIED THIS LEARNING IN THE WORKPLACE. WHERE THE TRAINEE HAS NOT BEEN ABLE TO TRANSFER ELEMENTS OF LEARNING INTO THE WORKPLACE WITH SUCCESS, THEY SHOULD DOCUMENT PLANS TO ACHIEVE THIS. THIS MAY NEED TO BE DISCUSSED WITH THE EVALUATOR PRIOR TO FINALISATION OF THE DEVELOPMENTAL PLAN.

TRAINING COURSE	LEARNING OBJECTIVES	EXAMPLES OF TRANSFER	RESULT

Note: The **evaluator** should review this document, specifically to ensure that learning is being transferred into the workplace. Where learning has not been transferred into the workplace, this should be discussed with the trainee and a plan of action decided on to transfer the learning. the plan should be transferred to section 4.

ACTION DECIDED ON TO TRANSFER THE LEARNING. THE PLAN SHOULD BE TRANSFERRED TO SECTION 4.

Where learning has not yet been transferred into the workplace, indicate below the steps that will be taken to ensure that the trainee has the opportunity to apply the learning in the workplace:

SECTION 4

THIS PART SHOULD BE COMPLETED BY THE EVALUATOR WITH THE INPUT OF THE TRAINEE ACCOUNTANT

1. Comment on the effectiveness of the previous period's developmental plan

Here the evaluator should review the effectiveness of the developmental plan decided on during the previous appraisal and comment on the extent to which it has been successful in addressing the identified developmental needs

Effectiveness of technical skills developmental plan

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Effectiveness of professional skills developmental plan

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2. Development plan

Here the evaluator should document developmental needs areas (shortfalls in demonstrated competence) from the technical and professional skill evaluations conducted in Section 1. The nature and timing of the intervention required to address the developmental need should be described in detail

	Developmental need (Shortfall in demonstrated competence)	Planned intervention to address the shortfall during the next 6 months	Latest date by when the planned intervention should take place
1			
2			
3			
4			
5			
6			

Once the developmental plans have been documented and discussed with the trainee, both the trainee and the evaluator should sign off the document on the following page to indicate that they are both in agreement with the content of this review.

SIGN OFF – TRAINEE AND EVALUATOR

This sign off indicates that both the trainee and the evaluator agree with the contents of this document.

Trainee: _____

Evaluator: _____

Date: _____

Date: _____

The trainee should keep a copy of the completed document for their own records and for reference during the upcoming 6 month period, if necessary.

SIGN OFF – ASSESSOR

This sign off indicates that the assessor reviewed (and is in agreement with) this Assessment Needs Analysis in respect of:

- the integrity of the carry-forward ratings from the previous ANA
- the overall ratings of the trainee’s competence as reflected in Section 1 of the ANA, based on the accumulated evidence presented to date through the relevant technical and professional skills reviews
- the adequacy of the developmental needs plan in addressing identified shortfalls in the trainee’s demonstrated competence to date.
- the credibility of the assessment process

Assessor _____

Date: _____