



NEEDS ANALYSIS

Conducted by

**The Hardcat Training
Team** (Transversal Systems Support
Services)



DEPARTMENT NAME : _____

SYSTEM CONTROLLER : _____

CONTACT NUMBER : _____

E-MAIL ADDRESS : _____

Objective

The objective of this Needs Analysis is to identify all Hardcat users (SYSCONS) in need of training, be it on a Beginners/Advance level or for the purpose of refreshing existing skills. The results of this analysis will be used to draft the training schedule in order to empower Hardcat users, to become more productive and efficient in their working environment.

Procedure

1. The System Controller will receive a hard copy of the Needs Analysis every beginning of the quarter. It will also be distributed to all Departments during the Syscon forums and also be published on the Treasury's website.
2. The System Controller is required to complete the Needs Analysis according to the current information at their disposal.
3. The completed analysis should be faxed through to the Transversal Systems Support Servicest – (033) 8974455, no later than 5 working days of receipt of the needs analysis.
4. **Please take note:** If your analysis is not received by the due date, your training needs will not be incorporated into the Training Schedule for that particular period.

Contact Persons

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SECTION 1: Determining the current competency level of Hardcat users.

Please complete table below, according to your specific Department, by using the current information available.

THE FOLLOWING DEFINITIONS WILL ASSIST YOU IN COMPLETING THE TABLE:

- a. **ON THE JOB TRAINING:**
The user received training from the System Controller, Support Person, Experienced and Trained Peer / Supervisor.
- b. **CLASSROOM TRAINING:**
The user attended formal training at Provincial Treasury.
- c. **OTHER:**
The user received other forms of training e.g. Self-study using the available Learner Guides or manuals.

FUNCTIONAL AREA	TOTAL NO OF USERS PER FUNCTIONAL AREA	NUMBER OF TRAINED HARDCAT USERS			COMMENTS
		On the Job Training	Classroom Training	Other (Specify)	
Introduction to Asset Management and Hardcat Overview					
Data Capturing					

FUNCTIONAL AREA	TOTAL NO OF USERS PER FUNCTIONAL AREA	NUMBER OF TRAINED HARDCAT USERS			COMMENTS
		On the Job Training	Classroom Training	Other (Specify)	
Barcoding (Asset Verification)					
Purchasing and Invoicing					
Reporting					
Syscon Training					

FUNCTIONAL AREA	TOTAL NO OF USERS PER FUNCTIONAL AREA	NUMBER OF TRAINED HARDCAT USERS			COMMENTS
		On the Job Training	Classroom Training	Other (Specify)	

List the problems most frequently experienced by your Department.

SECTION 2: Determining the expected competency level of HARDCAT users.

Please choose the option that describes the situation in your department the best. Place a “✓” next to the preferred option and **motivate** your answer.

1. According to your experience, what type of Training Method proves to be most effective? Motivate your answer.

<input type="checkbox"/>	A	Self-study, by using Learner Guides
<input type="checkbox"/>	B	Class room training
<input type="checkbox"/>	C	Practical, knowledge transfer sessions
<input type="checkbox"/>	D	Other suggestions

2. How often are “refresher” training sessions required in your department? Motivate your answer.

<input type="checkbox"/>	A	Once a year
<input type="checkbox"/>	B	Twice a year
<input type="checkbox"/>	C	Not necessary
<input type="checkbox"/>	D	Other suggestions:

3. Which Functional Area in your Department calls for training? If you choose more than one option, please rank the training need according to importance and urgency.

		FUNCTIONAL AREA	COMMENT / SUGGESTION
	A	Introduction to Asset Management And Hardcat Overview	
	B	Data Capturing	
	C	Barcoding (Asset Verification)	
	D	Purchasing and Invoicing	
	E	Syscon Training	
	F	Reporting	
	G		
	H		
	I		
	J		

4. What are the expectations for you as a System Controller regarding training? Explain how the Training Team can meet these expectations.

5. What are the expectations of HARDCAT users regarding training?
Explain how the Training Team can meet these expectations.

6. Which Training Resources do your department use most often, when training a new HARDCAT user?

	A	On-line learner guides
	B	Knowledge transfer sessions
	C	Presentations
	D	Other:
	E	

7. What is the standard of the various Training Resources?

		Below Standard	Average	Acceptable
A	On-line learner guides			
B	Knowledge transfer sessions			
C	Presentations			
D	Other:			
E				

Comments regarding the Training Resources Below Standard:

[illegible]

Page 10 of 10