



<b>Doc. No:</b>	<b>UTS/HCD/P11</b>
<b>Revision No:</b>	<b>00</b>
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azrina binti  
30/09/2023

Position: Officer, Human Capital and  
Administration Department

by: 

Position: Manager, Human Capital and Administration Department

No.	Date	Remarks	Revision No.	Approved by
1	19/07/24	Establishment	00	Manager, HCAD

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## 1.0 OBJECTIVE

The objective of this SOP is to ensure the training needs analysis is facilitated smoothly and in systematic manner.

## 2.0 SCOPE

This scope of this SOP applies to HCD for UTS staff development.

## 3.0 REFERENCES

UTS Staff Training & Development Policy

## 4.0 DEFINITIONS / ABBREVIATIONS

HCAD	:	Human Capital and Administration Department
UTS	:	University of Technology Sarawak
HOD	:	Head of Department
HOP	:	Head of Programme
SOP	:	Standard Operating Procedure
TNA	:	Training Needs Analysis
TP	:	Training Provider

## 5.0 RESPONSIBILITY

- 5.1 HCAD HOD is responsible to this SOP is adhered to.
- 5.2 HCAD is responsible to ensure that all staff follow and adhere to this SOP
- 5.3 Head of Programme is responsible to follow and adhere to this SOP.
- 5.4 Head of Department is responsible to follow and adhere to this SOP.

## 6.0 PROCEDURE

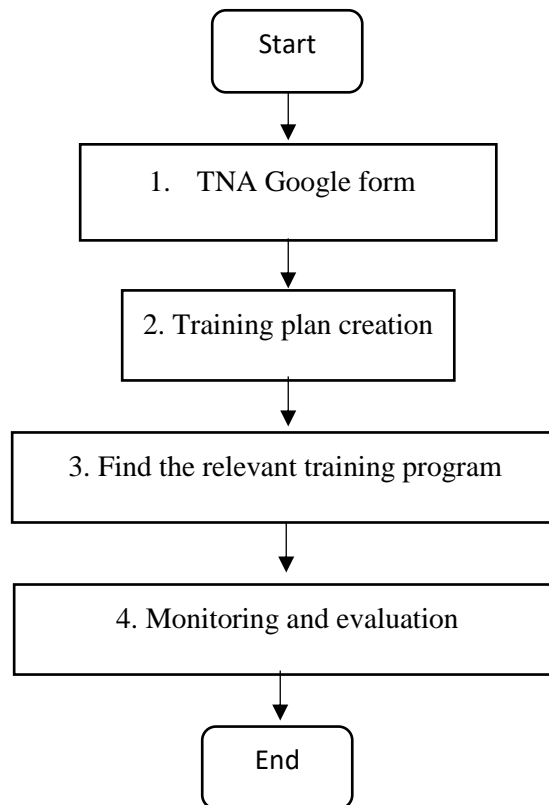
- 6.1 Refer to the process flow chart




**UTS**

## Training Needs Analysis


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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>TNA Google form</p> <p>1.1 HCAD will email the TNA Google form to all staff annually.</p> <p>1.2 Staff are required to fill out the TNA Google form and submit it to HCAD within the specified timeframe.</p> <p>1.3 HCAD will collect and compile the feedback received from the staff through the submitted form.</p>	HCAD  Staff	TNA Google form
2	<p>Training plan creation</p> <p>2.1 HCAD will analyse the data collected from the TNA forms to identify common training needs, skill gaps, and areas for development.</p> <p>2.2 HCAD will create a training plan tailored to the identified need based on the analysis.</p>	HCAD	TNA Google form
3	<p>Find the relevant training program</p> <p>3.1 HCAD will find the relevant training program aligned with the training plan and address the specific needs during the TNA process.</p> <p>3.2 HCAD will propose the identified training program to the relevant staff.</p> <p>3.3 HCAD will email the details to the HOD/Dean to nominate suitable participants, contingent on budget availability.</p> <p>3.4 HCAD will coordinate the implementation of the training programs.</p>	HCAD  HOD  Dean  TP	Brochure

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4	Monitoring and evaluation 4.0 HCAD will monitor the effectiveness of the programs through the training and evaluation conducted in eTraining.	HCAD Staff HOD Dean Supervisor	UTS MyHR  <a href="https://uts.mypayroll.com.my/">https://uts.mypayroll.com.my/</a>
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## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	TNA Google Form	HCAD	5 years
2	UTS MyHR	<a href="https://uts.mypayroll.com.my/">https://uts.mypayroll.com.my/</a>	Permanent