Learning Needs Analysis
Information Sheet

Overview
The Trainee develops a learning plan online at the start of the new training period. This allows the Trainee to engage with their Supervisor on learning priorities and plan their progression. At the conclusion of the training period, the Trainee completes a self-evaluation – allowing them to reflect on what worked well and what could be improved next time.

Purpose
A Learning Needs Analysis (LNA) helps the Trainee:

- Identify their learning needs
- Plan what they want to learn during the training period
- Reflect on their progress

A Learning Needs Analysis is designed to:

- Put the trainee in control of their own learning
- Promote discussion on learning outcomes between Trainee and Supervisor
- Help the Trainee reflect on their learning strengths and plan for future development

Steps

Preparing for a Learning Needs Analysis
To plan the learning objectives for each training period, the Trainee should discuss the learning opportunities and resources available with their Supervisor.

1. The Trainee and the Supervisor meet to discuss:
   - Career goals
   - Personal strengths and weaknesses
   - Strengths and constraints of the training site/rotation, including the expertise of the medical staff and the resources available
   - Requirements established in the curriculum, the Professional Practice Framework and Professional Standards

Creating a Learning Needs Analysis (LNA Part 1)
Trainee commences the online LNA process by creating LNA Part 1.

2. Trainee logs into the online training portal to begin the Learning Needs Analysis and creates a new LNA.
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* New trainees who do not currently have access to the Basic Training portal can complete the Learning Plan form. You do not need to submit this to your supervisor. When you have access to the portal, fill in your learning plan online.

3. **Trainee** will be prompted to include the following information:
   - Learning goals for the training period
   - Self-evaluation on current competency for the goals identified
   - (optional) Learning objectives from the curricula that map to their goals
   - Strategies and resources that will assist their learning
   - (optional) Contact details of additional supervisors

4. **Trainee** submits the LNA Part 1 online

5a. **Trainee and Supervisor** may meet to review and improve the learning plan

5b. **(AFOEM) Supervisor** approves the learning plan

6. **Trainee** implements the plan over the training period

**Completing a Learning Needs Analysis (LNA Part 2)**
At the end of the training period, the Trainee completes a self-evaluation of their learning plan.

7. **The Trainee** logs into the online portal and clicks on the link to evaluate the learning plan.

8. **The Trainee** completes the following information:
   - Competency in the areas specified in the learning plan
   - Evidence of learning
   - Reflection on training period

9. **Trainee** submits LNA Part 2 online, completing the LNA

10. **Supervisor** can access the completed LNA

**Supervisor Responsibilities**
- Advise the Trainee of available learning opportunities and resources
- Ensure the Trainee has set appropriate goals and identified achievable learning objectives
- Review the completed Learning Needs Analysis and provide feedback to the Trainee
- **(AFOEM)** Provide revision suggestions (if needed) and approve the learning plan