

# Training Needs Analysis for Building Controls

Employee Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

*This a self-evaluation tool. You can assess yourself against the topics in the column.  
Please read the list of topics below and tick ✓ the appropriate column:*

Skills/Knowledge	Not at all / very little	Average	Fully confident
<b>Legislation</b> <ul style="list-style-type: none"> <li>• Building Act and regulations</li> <li>• Local government</li> <li>• Other legislation</li> </ul>			
<b>Technical subjects</b> <ul style="list-style-type: none"> <li>• Access and facilities for people with disabilities</li> <li>• Airborne and impact sound</li> <li>• Durability</li> <li>• Energy Efficiency</li> <li>• Fire safety</li> <li>• Hazardous substances</li> <li>• Plumbing and drainage</li> <li>• Safety from falling</li> <li>• Structure</li> <li>• Ventilation</li> <li>• Weathertightness</li> </ul>			
<b>Building controls</b> <ul style="list-style-type: none"> <li>• Administrative and legal procedures</li> <li>• Field inspection</li> <li>• Plan processing</li> <li>• Record keeping</li> </ul>			
<b>General</b> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Computing skills / Database</li> <li>• Health and safety</li> <li>• In-house Office procedures</li> </ul>			
<b>Specialist areas</b> <ul style="list-style-type: none"> <li>• Civil defence</li> <li>• Compliance</li> <li>• Enforcement</li> </ul>			
<b>Other</b> <ul style="list-style-type: none"> <li>• BRANZ Updates</li> <li>• DBH Updates</li> <li>• Standards NZ Updates</li> </ul>			