Training effectiveness and quality-assurance plan

training-effectiveness-qa-plan · Revision 0 · Initial release

Use of this blank record

Use this original working plan to connect the initial need to proportionate evidence and action. It is not an authority form. Check current sources, organisational procedures, privacy controls and decision responsibilities before use.

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Saved, copied or printed copies are uncontrolled. Record the version, owner, date, source basis, and review trigger before operational use.

Record control and context

Stable evaluation-plan reference

Use a controlled identifier linking measures, samples, findings and revisions.

_____

Record status

Show whether the plan is being designed, implemented, reviewed or replaced.

_____

Organisational owner or function

Identify the function accountable for coordinating the evaluation and preserving its limitations.

_____

Jurisdiction and approval context

State the system in which decisions will be made and the limits of cross-domain guidance.

_____

Applicable procedure and source basis

Cite the training, quality, data and decision procedures plus guidance used in this plan.

_____

Source checked date

Enter when cited authority guides and organisational sources were verified.

_____

Need, objectives and stakeholder decisions

Original need and non-training controls

Restate the required performance, evidence of the gap, affected population and other controls in the solution.

_____

Observable objectives and evidence chain

Link learning, workplace and organisational measures to the precise objectives and boundaries.

_____

Stakeholder decisions and intended use

Name who will decide what from the evidence and when the decision is needed.

_____

Data ownership, access and retention

When personal or operational data is used, identify data owners, lawful access, retention and restrictions.

_____

Conclusion, limitations and review control

Evidence-based conclusion

Distinguish learning, transfer and results, and state association or causation only as evidence permits.

_____

Limitations, missing evidence and confounders

Record sample, timing, measurement, opportunity, concurrent-change and privacy limitations beside the conclusion.

_____

Review trigger

List dates, source changes, risks, findings or performance signals that require a new review.

_____

Annual trend and source-change review

As optional depth, summarise cross-period patterns and identify affected courses, roles, assessments, forms and measures.

_____

Change history

As optional depth, preserve revision dates, reasons, evidence and decision functions without overwriting earlier conclusions.

_____

Effectiveness measure plan

Use one row per evaluation question and keep satisfaction separate from competence and transfer evidence.

Question and evidence level

State the stakeholder question and classify learning, workplace transfer, organisational result or service feedback.

_____

Measure and baseline

Define the indicator, calculation or observation and the comparable starting evidence.

_____

Data source and owner

Identify the controlled source and function responsible for definition, access and quality.

_____

Timing and sample

State collection interval, eligible population, selection, size and opportunity to perform.

_____

Limitations and confounders

List missing data, instability, bias, concurrent changes and boundaries on interpretation.

_____

Result and stakeholder decision

Record the evidence, conclusion strength and decision actually made.

_____

Risk-based internal quality assurance sampling

Plan and reconcile coverage across people, activity, locations and evidence rather than relying on one unexplained percentage.

Sampling dimension

Choose the kind of diversity or control included in the sample.

_____

Population and risk basis

Describe the available population, consequence, change, prior findings and other risk factors.

_____

Planned sample and rationale

State the proposed coverage and why it addresses the identified risk.

_____

Actual coverage and gaps

Record what was sampled, substitutions, missing areas and carried-forward needs.

_____

Independent owner and timing

Identify the sampling function, conflict safeguard, date or trigger.

_____

Finding, action and effectiveness-check record

Finding and evidence

State expected and observed conditions, source, scope and significance.

_____

Root cause and contributing conditions

Record proportionate analysis without defaulting automatically to retraining.

_____

Immediate correction

Describe containment or repair of the detected instance and its completion evidence.

_____

Corrective action

Describe the system change intended to address recurrence of the analysed cause.

_____

Owner

Identify the organisational function accountable for delivering and reporting the action.

_____

Due date

Enter the controlled target date; record an exposure-based trigger separately when calendar timing is insufficient.

_____

Completion evidence

Identify controlled evidence that the correction or corrective action was implemented.

_____

Effectiveness check and result

Define and later record independent evidence that the action achieved its intended change.

_____

Status

Show the action state without treating implementation as proof of effectiveness.

_____