****

**Training Needs Analysis (TNA) based on the Researcher Development Framework (RDF)**

This Training Needs Analysis (TNA) is designed as a tool to support you as a postgraduate researcher in identifying and planning for your personal and professional training needs. It is based on the [Vitae Researcher Development Framework (RDF).](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) The RDF is a nationally recognised framework for researchers for all levels. It is made up of four main domains:

**Domain A:** Knowledge and Intellectual Abilities

**Domain B:** Personal Effectiveness

**Domain C:** Research Governance and Organisation

**Domain D:** Engagement, Influence and Impact

These domains are then further categorised into 12 sub-domains.

**How to use this form**

If you are completing your first TNA, please complete this form by referring to the RDF. It is advisable to download the [full framework](https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view), which contains all the descriptors. You should also refer to other sources of information such as School webpages, and the [IAD brochure](https://indd.adobe.com/view/2a7deeb0-afeb-49bf-af3f-29d68027b5fe) (in which all workshops are mapped to the RDF). You may also want to refer to the [IAD online TNA](https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral). You should then discuss your responses with your supervisor.

Tip: Do not stress if any areas are unclear to you at this stage, discuss and clarify with your supervisor.

You should then repeat this process, completing a new TNA form, on an annual basis. You should arrange a meeting with your supervisor to discuss this and bring along the completed form from the previous year so that you can summarise how you addressed the training needs you identified. You should then discuss and note down if any additional training needs have emerged and set your priorities for the coming year.

**Personal Development Plan: Training Needs Analysis (TNA)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name | |  | | School/Institute | |  | |
| Start Year |  | Current academic Year |  | Full Time/Part Time |  | Supervisor Name (s) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RDF Sub-domains** | **Experience/ training already undertaken** | **Areas for development** | **Action – how will this be addressed?** | **Priority level (high, intermediate or low)** | **Review date** |
| **Domain A: Knowledge and Intellectual Abilities** | | | | | |
| A1 Knowledge Base |  |  |  |  |  |
| A2 Cognitive Abilities |  |  |  |  |  |
| A3 Creativity |  |  |  |  |  |
| **Domain B: Personal Effectiveness** | | | | | |
| B1 Personal Qualities |  |  |  |  |  |
| B2 Self-Management |  |  |  |  |  |
| B3 Professional and Career Development |  |  |  |  |  |
| **RDF Sub-domains** | **Experience/ training already undertaken** | **Areas for development** | **Action – how will this be addressed?** | **Priority level (high, intermediate or low)** | **Review date** |
| **Domain C: Research Governance and Organisation** | | | | | |
| C1 Professional Conduct |  |  |  |  |  |
| C2 Research Management |  |  |  |  |  |
| C3 Finance, Funding and Resources |  |  |  |  |  |
| **Domain D: Engagement, Influence and Impact** | | | | | |
| D1 Working with others |  |  |  |  |  |
| D2 Communication and Dissemination |  |  |  |  |  |
| D3 Engagement and Impact |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Any other Comments | Student signature | Supervisor signature | Date |