

**Annex A**

**Factsheet on the National Workplace Learning Framework**



**Overview of the Six Components**

- **Strategy**  
The organisation is aware of the competencies it needs in order to achieve its goals and be successful. The essential competencies for the organisation are identified and validated and measures are defined.
- **Leadership**  
The organisation establishes policies and practices that foster a learning-friendly culture. Leaders consistently communicate that learning is essential for the organisation's growth and success in the medium and long term. Promoting continuous learning at work is recognised as an essential leadership task.
- **Planning**  
The organisation organises workplace learning activities systematically and purposefully. It supports the growth and development of its employees, trainers and leaders. The quality of workplace learning is continuously improved to suit current and future business needs.
- **Training Needs Analysis**  
The organisation regularly conducts its own workplace training needs analysis. It has a good grasp of its overall manpower skills requirements and the job specific training and workplace learning solutions needed.
- **Environment**  
The organisation supports learning at work and creates opportunities for learning at work to happen for a diversity of employee profiles. A positive environment for workplace learning is evident and suitable approaches for workplace learning are used for diverse employees' needs and profiles.
- **Implementation & Processes**  
The organisation implements workplace learning activities, in a systematic and deliberate manner, based on employees learning profile and skills needs. Appropriate learning delivery solutions are selected, and suitable instructional methods and job aids are used.