



**Marine Society and Sea Cadets
Westminster / Information Technology
Training and Learning Needs Analysis (TLNA)
*User Questionnaire***

This short questionnaire has been designed to determine the training needs of the Organisation in the use of the Westminster system and IT equipment in general. We would like you to answer some questions about your use of computers.

It is entirely confidential and it will not be possible to identify you from your reply.

Your responses are very important to us; we can only offer the right training if we know what people need.

The questionnaire should not take too long to complete. Either –

- complete the form on-line at www.scheadquarters.com/Westminster and email the form to mcartwright@ms-sc.org or
- print and complete manually, returning it to
Mike Cartwright, Training Officer
The Marine Society and Sea Cadets
202 Lambeth Rd
London SE1 7JW

I would be very grateful if you would reply promptly and no later than TWO WEEKS from receipt.

Thank you very much for your time. Please do not hesitate to contact me if you have questions concerning this questionnaire.

Kind regards
Mike Cartwright
MSSC Training Department

Section 1: Computers in General

1. How often do you use a computer at work? (please tick one)

Never Daily Occasionally Other (please specify)

2. How often do you use a computer at home? (please tick one)

Never Daily Occasionally Other (please specify)

3. If you use a computer, do you: (please tick as many as apply)

Have exclusive use of a computer?

Share a computer with others?

Have access to computers in your Unit?

Have a Private email account?

Have no access to a computer?

4. If you use a computer, what are your most common activities, other than email and web browsing? Please rank a maximum of three, from 1 for most common to 3 for least common.

Word Processing Producing Spreadsheets Producing Presentations

Desktop Publishing Website Development Statistical Analysis

Database Creation Other (please specify)

Section 2: Westminster

1. How often do you use Westminster? (please tick one)

Never Daily Weekly Occasionally Other (please specify)

2. Do you feel comfortable and confident using the system? (please tick one)

Very much so I consider myself to be a confident user

I do not use it often enough I have not been sufficiently trained

Other (please specify)

3. Do you consider the online learning guides, manuals and 'How Tos' provided by the MSSC to be sufficient for you to carry out your role? Please tick as many as apply

	Agree	Disagree
They are sufficient for my needs	<input type="checkbox"/>	<input type="checkbox"/>
I have never used them	<input type="checkbox"/>	<input type="checkbox"/>
I do not feel that this learning method is suited to me	<input type="checkbox"/>	<input type="checkbox"/>
I prefer to use an e-learning method	<input type="checkbox"/>	<input type="checkbox"/>
I prefer participating in face-to-face training	<input type="checkbox"/>	<input type="checkbox"/>
I prefer the e-learning method because I can choose when to learn	<input type="checkbox"/>	<input type="checkbox"/>
I would prefer to learn with others who carry out my role	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Learning Needs

This section is to gather information on your present skills in using computers and what you need to learn about.

1. Please tick "Do Know" column for those topics you know how to carry out, tick "Don't Know" column for those topics that you don't know about or would like to learn and, for Westminster, and tick "Not Relevant" if you don't ever use that topic.

	Do Know	Don't Know	
General Computer Use			
Use computer software	<input type="checkbox"/>	<input type="checkbox"/>	
Switch between application windows	<input type="checkbox"/>	<input type="checkbox"/>	
Create a new folder	<input type="checkbox"/>	<input type="checkbox"/>	
Rename a file/folder	<input type="checkbox"/>	<input type="checkbox"/>	
Copy a file/folder	<input type="checkbox"/>	<input type="checkbox"/>	
Search for a file	<input type="checkbox"/>	<input type="checkbox"/>	
Back-up files and folders	<input type="checkbox"/>	<input type="checkbox"/>	
Print a file or document	<input type="checkbox"/>	<input type="checkbox"/>	
	Do Know	Don't Know	Not Relevant
Westminster			
Log on and navigate through the system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move around the personnel module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a Cadet or Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search for a person/course/event etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and save an interactive report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strike a person off strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book a course and the associated admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a course or event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage boats and vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert photos of people/boats/vehicles/assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export data to evaluate later	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Message Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Which of the following would you most like to learn about? (maximum of 3)

- Basic aspects of Westminster
- More advanced aspects of Westminster
- Finding the data that I need
- Aspects of Interactive Reporting
- Other (please specify)

Section 4: About You

1. Which category best describes your role within the organisation (please tick):

- I hold an Area or SMT Post
- I hold a District/Troop Post
- I am an OIC or CO
- First Lieutenant
- Detachment Commander
- Training Officer
- Administration Officer
- Junior Section Leader
- Instructor in general
- UMC Chair or Committee Member
- Other (please specify)

2. How long have you been a member of the Organisation?

- Under 1 yr 1-5 yrs 5-10 yrs
- 10-15 yrs 15-20 yrs Over 20 yrs

3. Do you think there are any obstacles to your learning about using computers? If so, please select a maximum of three from the following list:

- Lack of time
- Current Area-led course times prevent my attending
- Current Area-led courses are not relevant to my role
- I am not confident when using a computer
- I am not aware of local courses currently offered
- Lack of suitable computer equipment
- Lack of support from CO/DO/SMT
- Other (please specify)

4. Which methods of learning do you feel suit your learning style?

Please rank from 1 for most liked to 6 for least liked.

- Face-to-face training sessions delivered by a tutor (e.g. at SCTCs)
- One-to-one training from a colleague
- Support and advice via telephone and/or email
- Paper workbooks to work through alone, with access to tutor if needed
- Electronic workbooks to work through alone, with access to tutor if needed
- Other (please specify)

5. What sort of accreditation of your computing skills would you be interested in?

- European Computer Driving License
- None
- A certificate of attendance at courses
- Other (please specify)

6. What aspect of Westminster do you feel needs improving?

7. Please give details of any other IT training that would help you in your role:

8. Please add any other comments you wish to make. Continue on another page if necessary:

Thank you for taking the time to complete this questionnaire