

# Completing a TNA (part 1)

## Organisation TNA



# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.

Dear

Your name is linked to the Organisation's name and we invite you to be the person to complete the Organisational Training Needs Analysis (TNA) in relation to the Restraint Reduction Network (RRN) Training Standards (2019).

The Standards state that the commissioning organisation is required to complete a TNA to assist with the development of an appropriate training outline.

Please log in to the Organisation Account for Cornelian Homes and click on Organisation and then Training Needs Analysis on the left hand menu. If you do not have your login details for your Organisation Account, please give us a call.

If you have any questions regarding this process please contact NAPPI uk on 01723 353353 or email [helen@nappiuk.com](mailto:helen@nappiuk.com)

Thank you.

Helen Tait

Director of Quality  
Telephone: 01723 353353

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.

A screenshot of a web browser showing the "Organisation Details" page for a NAPPI uk Organisation Account. The browser's address bar shows the URL "https://www.nappiuk.com/organisations/details.php". The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of menu items: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area is white and contains a form with the following fields: Organisation Name (Cornelian Homes), Contact Name (Garry Hill), Job Title (Registered Manager), Email (garry@nappiuk.com (to change this, please contact NAPPI uk)), and Logo (with a "Browse..." button). A "Save Details" button is located below the form. At the bottom of the page, there is a copyright notice: "© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd". The Windows taskbar is visible at the bottom of the screen, showing the Start button, a search bar, and several application icons. The system clock in the bottom right corner indicates the time is 15:03 on 18/06/2020.

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.

A screenshot of a web browser displaying the NAPPI uk Organisation Account interface. The browser's address bar shows the URL "https://www.nappiuk.com/organisations/details.php". The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of menu items. The "Training Needs Analysis" item is highlighted with a yellow oval. The main content area is titled "Organisation Details" and contains several form fields: "Organisation Name" (Cornelian Homes), "Contact Name" (Garry Hill), "Job Title" (Registered Manager), "Email" (garry@nappiuk.com), and "Logo" (with a "Browse..." button). A "Save Details" button is at the bottom of the form. The footer of the page reads "© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd". The Windows taskbar is visible at the bottom of the screen.

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.
4. Click on the **Outstanding TNA**.

A screenshot of a web browser displaying the NAPPI uk Organisation Training Needs Analysis interface. The browser's address bar shows the URL 'https://www.nappiuk.com/organisations/training-needs-analysis.php'. The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of navigation links: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area is titled 'Organisation Training Needs Analysis' and 'Outstanding TNAs'. It contains a table with two rows: one for 'Date Setup' (10-06-2020) with 'View' and 'PDF' links, and another for 'Completed TNAs' with 'View' and 'PDF' links. The 'View' link in the first row is circled in yellow. At the bottom of the page, there is a copyright notice: '© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd'. The Windows taskbar is visible at the bottom of the screen, showing the date and time as 15:20 on 18/06/2020.

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.
4. Click on the **Outstanding TNA**.
5. Complete all relevant details.

The screenshot shows a web browser window with two tabs: "NAPPIuk Organisation /" and "NAPPI uk - Home". The address bar shows the URL: <https://www.nappiuk.com/organisations/training-needs-analysis.php?tnakey=44b365tuuouhewx>. The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of menu items: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area is titled "Organisation Training Needs Analysis" and "Details". It contains a form with the following fields: Date (10-06-2020), Organisation Name (Cornelian Homes), Enquirer's Name (Garry Hill), Enquirer's Job Role (Registered Manager), Email (garry@nappiuk.com), and Telephone (01723 353353). Below the form is a section titled "Named Person" with a question: "For example, the Business owner, CEO or other person who has corporate responsibility for Restraint Reduction. Are you this person?". There are two radio buttons: "Yes" (selected) and "No". Below this is a text input field for the name of the person, which contains "Garry Hill". The Windows taskbar is visible at the bottom, showing the Start button, Search bar, and several application icons. The system clock in the bottom right corner shows 15:24 on 18/06/2020.

Details	
Date	10-06-2020
Organisation Name	Cornelian Homes
Enquirer's Name	Garry Hill
Enquirer's Job Role	Registered Manager
Email	garry@nappiuk.com
Telephone	01723 353353

**Named Person**

For example, the Business owner, CEO or other person who has corporate responsibility for Restraint Reduction. Are you this person?

☒ Yes  
☐ No

If No, please give the name of the person that you believe has corporate responsibility.

Name: Garry Hill

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.
4. Click on the **Outstanding TNA**.
5. Complete all relevant details.
6. Add any new Services, TNA requirement, Delegated person and their contact email

A screenshot of a web browser showing the NAPPI uk Training Needs Analysis (TNA) form. The browser's address bar shows the URL: https://www.nappiuk.com/organisations/training-needs-analysis.php?tnakey=44b365tuuouhewx. The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of menu items: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area is titled "Please add/confirm each of your services below". It contains two tables. The first table, "Current services", has columns for Service Name, TNA Required?, Delegated Person, and Delegated Person's Email. It lists "Station View" (TNA Required? unchecked) and "Tait House" (TNA Required? checked, Delegated Person: Garry Hill, Delegated Person's Email: garry@nappiuk.com). The second table, "Add New Services", has the same columns. The first row, "The Mews", is highlighted with a yellow oval and has TNA Required? checked, Delegated Person: Garry Hill, and Delegated Person's Email: garry@nappiuk.com. Below the tables, there is a message: "To add more services, please save the page. The above services will then be saved and you can add more." and two buttons: "Save Progress" and "Submit". The footer of the page says "© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd". The Windows taskbar at the bottom shows the date and time as 15:27 on 18/06/2020.

# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.
4. Click on the **Outstanding TNA**.
5. Complete all relevant details.
6. Add any new Services, TNA requirement, Delegated person and their contact email.
7. Click **Submit**.

A screenshot of a web browser showing the NAPPI uk Training Needs Analysis (TNA) form. The browser's address bar shows the URL: https://www.nappiuk.com/organisations/training-needs-analysis.php?tnakey=44b365tuuouhewx. The page has a dark blue sidebar on the left with the NAPPI uk logo and a list of menu items: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area is white and contains two tables. The first table, titled "Current services", has columns for Service Name, TNA Required?, Delegated Person, and Delegated Person's Email. It lists two services: "Station View" (TNA Required? is unchecked) and "Tait House" (TNA Required? is checked, with "Garry Hill" as the delegated person and "garry@nappiuk.com" as the email). The second table, titled "Add New Services", has the same columns and contains one service: "The Mews" (TNA Required? is checked, with "Garry Hill" as the delegated person and "garry@nappiuk.com" as the email). Below the tables, there is a message: "To add more services, please save the page. The above services will then be saved and you can add more." At the bottom of the form, there are two buttons: "Save Progress" and "Submit". The "Submit" button is highlighted with a yellow circle. The footer of the page says "© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd". The Windows taskbar is visible at the bottom of the screen, showing the time as 15:27 on 18/06/2020.



# To complete an Organisation TNA



1. You will receive an email from NAPPI uk.
2. Log into your Organisation Account.
3. Click on **Training Needs Analysis**.
4. Click on the **Outstanding TNA**.
5. Complete all relevant details.
6. Add any new Services, TNA requirement, Delegated person and their contact email.
7. Click **Submit**.
8. This will now show as completed in the Training Needs Analysis section.

The screenshot shows a web browser window with the URL <https://www.nappiuk.com/organisations/training-needs-analysis.php>. The page is titled "Organisation Training Needs Analysis" and "Outstanding TNAs". On the left, there is a sidebar menu with the NAPPI uk logo and the text "NAPPI ORGANISATION ACCOUNT". The menu items are: Organisation, NAPPI Courses, Staff Records, Services/Departments, Service User Records, Risk Assessments, Case Study, Centre of Excellence, and Log off. The main content area shows a table with two sections: "Outstanding TNAs" and "Completed TNAs". The "Completed TNAs" table has a header row with "Date Submitted", "View", and "PDF". Below the header, there is a row with the date "18-06-2020", a "View" link, and a "PDF" link. The date "18-06-2020" is circled in yellow. At the bottom of the page, there is a copyright notice: "© Copyright 2017 NAPPI uk LTD | Powered by High Quality Technology Ltd". The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several application icons.

Date Setup	View	PDF
Completed TNAs		
Date Submitted	View	PDF
18-06-2020	<a href="#">View</a>	<a href="#">PDF</a>

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