

Retrain

Answering the questions in this checklist will help you assess your skills program and ensure you offer an age-balanced skills program to all workers. If you answer no to any of the questions or are unsure, you may need to take further action.

Strategies/Tactics	Yes	No	Unsure
Do we provide access to skills development opportunities for mature-age workers?			
Do we offer continued workplace learning opportunities to promote the value of mature-age workers?			
Do we monitor training participation rates of mature-age workers?			
Do we commit to a minimum percentage of our training budget for mature-age workers?			
Do we ensure the culture of our organisation supports the ongoing training/retraining of mature-age workers?			
Do we offer retraining to existing mature-age workers rather than seeking new recruits?			
Do we assess training requirements individually for workers – one size does not fit all?			
Do we ensure trainers have a flexible and appropriate approach to training mature-age workers who may not have undertaken any training for some years?			
Do we recognise the value of prior experience?			
Do we promote the value of mature-age workers in our organisation by offering continued learning?			
Do we retrain older workers to fill skills gaps in our organisation?			
Do we use older workers in mentoring roles?			
Do we involve the learner in decisions about the time, place and format of training?			
Do we ensure that we have an up-to-date workforce plan to manage labour supply shortfalls?			