Training and Competency Plan
QA Teams

1. Plan Overview

Department	
Prepared by	
Date	
Review Cycle	

2. Objectives

-
-
-

3. Team Members

Name	Position	Competency Level

4. Training Needs Identification

Competency Area	Required Level	Current Level	Gap	Training Required

5. Training Plan

Training Topic	Target Group	Trainer	Method	Date/Period	Status

6. Evaluation & Review

- Assessment Methods:
- Success Criteria:
- Review Schedule:

Note: This plan should be updated regularly to reflect ongoing training and competency needs for QA team members.