

Test the task before buying training

Use comparable tasks and the same quality standard. Include failed attempts and rework.

Task / role: _____

Employer-approved tool and permitted input data: _____

Quality standard and person checking the result: _____

Baseline dates: _____ Assisted dates: _____

Task size / difficulty / output format kept comparable: _____

Date / task	Manual min*	AI work min	Check/rework min	Quality pass?

*Manual baseline includes its usual quality checks. Record comparable examples.

Weekly net minutes = repetitions x (manual - assisted work - checking/rework)

Weekly repetitions: _____ Net minutes per task: _____ Net minutes/week: _____

Setup and learning time (separate): _____ Unacceptable outputs / failures: _____

Example only: 5 x (20 - 8 - 7) = 25 minutes/week; 40 weeks = 16.7 hours.

A faster result counts only if it meets the required quality standard.

Do not upload confidential work, client records or other people's personal data.

Match training to a proven gap

Compare written course details. This worksheet does not endorse a provider or credential.

Skill gap and evidence

Task problem found in the audit: _____

Skill to practise (scoping, checking, data handling, workflow): _____

Evidence that improvement is useful to your employer / target role: _____

Course comparison

Provider / course / date checked: _____

Specific module that addresses the gap: _____

Practical assignment and individual feedback: _____

Tuition + tax + software + compulsory extras (CAD): _____

Study hours, timetable, refund terms and ongoing access: _____

Employer recognition / reimbursement confirmed by: _____

Newcomer and career-change checks

Language, accessibility and prerequisite support: _____

Canadian workplace examples relevant to your role: _____

Any regulated occupation requirements to verify separately: _____

Decision

☐ Use existing support ☐ Trial first ☐ Buy targeted training ☐ Postpone

Why? _____

Remaining question / who will confirm it / deadline: _____

Recheck quality, costs and time savings on: _____

Method: see the article and downloadable data. Survey results are separate from this audit.