WHAT DO WE WANT TO KNOW?

This biennial survey is designed to identify strategies that employers use to meet their skill needs. We want to know how your organisation employs and trains staff, and how effective this training is at meeting your needs.

We will ask questions about:
- whether your organisation employs people or has jobs that require formal vocational qualifications
- whether your organisation has apprentices or trainees
- whether your employees have undertaken any nationally recognised training, or unaccredited training
- whether you are satisfied with the relevance and quality of that training.

ABOUT THE SURVEY

How long will the survey take?
The survey will take an average of 10 minutes to complete over the telephone.

Who should complete the survey?
The survey should be completed by the person responsible for employing and arranging training for staff in your organisation. We need all organisations to participate in the survey. It is important that the results represent all organisations, not just those providing training.

Do you have to participate?
Participating in the survey is voluntary. However, to get a clear picture of the ways Australian employers meet their skill needs, we need as many organisations to respond as possible.

Confidentiality
All information you provide will remain confidential and only summary responses will be reported. The information you provide will not be used for any other purpose. NCVER operates in accordance with the Australian Privacy Principles.

WHO’S WHO

Department of Education and Training
The government department funding the survey. They will use the results to develop government policy to better help employers and industry.

Wallis Strategic Market and Social Research
The company that will contact you to collect information about your skill needs and training in your workplace.

National Centre for Vocational Education Research
The organisation that manages the research, analysis and reporting of the survey. They provide information to governments, the training sector, industry and the community.

This survey has been approved by the Australian Government Statistical Clearing House. The approval number is 02101-04. The survey is officially known as the Survey of Employer Use and Views of the VET System.

For more information
About the survey: www.ncver.edu.au/employerviews/faq.html
Results from previous survey: www.ncver.edu.au/statistic/21066.html

HOW DO YOU MEET YOUR SKILL NEEDS?

A survey of Australian employers

- Do you have problems recruiting employees?
- Do your employees have the skills you require?
- Do you use training to improve your employees’ skills?
- Are you satisfied with the training your employees receive?
DEFINITIONS USED IN THE SURVEY

**Formal vocational qualifications**
Qualifications that are nationally recognised (see the definition of Nationally recognised training). These qualifications are delivered by registered training organisations such as TAFE, private providers and vocational divisions of universities.

**Includes:**
- traditional qualifications such as electrician or welder
- advanced diplomas, diplomas, certificates I, II, III, IV.

**Examples include:**
- Diploma of Business Administration
- Certificate IV in Retail Management
- Certificate III in Hairdressing
- Certificate III in Plumbing
- Certificate II in Childcare.

**Excludes:**
- senior secondary certificates of education (Year 12)
- higher education qualifications, such as bachelor or higher degrees
- current apprentices and trainees as these are reported separately.

**Apprenticeships and traineeships**
People with a formal training contract with their employer. The training they undertake as part of their apprenticeship or traineeship is nationally recognised.

**Includes:**
- people hired in trade areas such as electrical, automotive and hairdressing
- people hired in non-trade areas such as tourism and hospitality, information technology, business administration, and health
- people still at school in a school-based apprenticeship
- existing workers undertaking an apprenticeship or traineeship in their current workplace.

**Excludes:**
- employees who have previously completed their apprenticeship or traineeship.

**Nationally recognised training**
Is a course or qualification developed under the Australian Qualifications Framework (AQF) and is delivered by a registered training organisation (RTO). This means that the courses meet the standards required by industry and the qualifications gained are recognised across Australia and by all other RTOs. Students can enrol, transfer or complete their training at any RTO nationwide. A training organisation that is not registered may offer training but cannot issue nationally recognised qualifications.

Nationally recognised training can apply to:
- a whole course (qualification)
- components of a course (units of competency and modules).

You can recognise it by this quality stamp.

**Excludes:**
- apprenticeships and traineeships
- formal vocational qualifications and nationally recognised training
- study towards higher education qualifications, such as bachelor or higher degrees.

**Unaccredited training**
Training that does not lead to a nationally recognised qualification. The training activity must have a specified content or predetermined plan designed to develop employment-related skills and competencies.

**Examples include:**
- product- or service-specific courses (such as Certified Novell Engineer, advanced Excel)
- project management courses
- workshops on how to deal with customer complaints
- industry-specific or technical training not recognised nationally.

**Excludes:**
- apprenticeships and traineeships
- formal vocational qualifications and nationally recognised training
- study towards higher education qualifications, such as bachelor or higher degrees.