

WHAT DO WE WANT TO KNOW?

This 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 training is at meeting your needs.

We will ask questions about whether:

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

WHO'S WHO

Funded by



Australian Government

Department of Education and Training

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 company that manages the research, analysis and reporting of the survey. They provide information to governments, the training sector, industry and the community.

ABOUT THE SURVEY



How long will the survey take?

The survey will take an average of 10 minutes to complete over the phone.

Who should complete the survey?

The survey should be completed by the person responsible for employing and arranging training for staff in your organisation. 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.

For more information

About the survey:

www.ncver.edu.au/employerviews/faq.html

Results from previous survey:

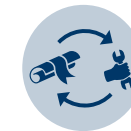
www.ncver.edu.au/employerviews



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?



For more information freecall

1800 113 444

(standard charges apply for mobile phones)



DEFINITIONS USED IN THE SURVEY

Formal vocational qualifications



These are qualifications that are nationally recognised.

They are delivered by registered training organisations such as TAFE institutes, private providers and vocational divisions of universities.

Includes:

- traditional qualifications such as electrician or welder
- advanced diploma, diplomas, certificates I, II, III and 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 - these are reported separately.

Apprenticeships and traineeships



These are 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



This is a course or qualification developed under the Australian Qualifications Framework (AQF) and is delivered by a registered training organisation (RTO).

This means the courses meet the standards required by industry and the qualifications gained are recognised across Australia and by all other RTOs. 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 as these are reported separately
- training and certifications that may be recognised by your industry, but are not part of the Australian vocational education and training sector - for example Microsoft and Cisco, which are typically product-specific certifications
- higher education qualifications, such as bachelor or higher degrees.

Unaccredited training



This is 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 (such as PRINCE2)
- 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.