

## Why complete the survey?

Your answers will help the training sector to better understand employers' satisfaction with the training available. In turn, this will inform and improve education and training policy to better meet industry needs.

All information you provide will remain confidential and only summary responses will be reported.

The information you will provide will not be used for any other purpose. NCVER operates in accordance with the Australian Privacy Principles.

## Who is responsible for the survey?



**Australian Government**  
**Department of Employment and Workplace Relations**

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



The company that will contact you to collect information about your skill needs and training in your workplace.



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

## What is the survey about?

The survey collects data on how your organisation employs and trains staff, and how effective training is at meeting the skills needs of your workforce.

We ask questions about whether:

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

## Who should complete?

We want to hear from all employers, even if you haven't used any training.

The best person to fill out this survey would be the person who manages employment and training for your organisation. It will take about **10 minutes** to complete **online** or over the **phone**.

## Need more information?



[www.ncver.edu.au/employerviews/faq.html](http://www.ncver.edu.au/employerviews/faq.html)



Call Wallis Social Research on **1800 113 444** toll free from a landline (standard charges apply for mobile phones)



Visit [www.ncver.edu.au/employerviews](http://www.ncver.edu.au/employerviews) to view results from the previous survey.

## How do you meet your skill needs?



Tell us about your training experiences in the last 12 months

The Survey of Employer Use and Views of the VET System



# Definitions used in the survey

## Formal vocational qualifications as a job requirement

These are qualifications that are nationally recognised and **were required** by the employee for their job.

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

### Includes:

- traditional qualifications such as electrician, welder or hairdresser
- advanced diploma, diplomas, certificates I, II, III and IV.

### Examples:

- Diploma of Information Technology
- Certificate IV in Ageing Support
- Certificate III in Hospitality
- Certificate III in Beauty Services
- Certificate II in Building and Construction.

### Excludes:

- senior secondary certificates of education (Year 12)
- higher education qualifications such as bachelor or higher degrees
- current apprentices and trainees - these are covered 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 type of training leads to vocational qualifications and credentials that are recognised across Australia. All nationally recognised training is listed on the National Training Register ([training.gov.au](http://training.gov.au)). Only registered training organisations (RTOs) can deliver this type of training and issue nationally recognised qualifications or statements of attainment.

### Includes:

- accredited qualifications and courses
- training package qualifications and skill sets
- units of competency (subjects) and accredited modules
- training used for employees to meet regulatory or licencing requirements, examples include first aid training, responsible service of alcohol training, infection control training and white card training.

### Excludes:

- apprenticeships and traineeships as these are covered 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 is **structured but is not** nationally recognised training.

The training activity **must have a specified content or predetermined plan** designed to develop employment-related skills and competencies.

### Examples:

- product- or service-specific courses (such as AWS certification, advanced Excel)
- workshops or specific organisation related courses, e.g. project management courses, how to deal with customer complaints; management and leadership training
- industry-specific or technical training not recognised nationally.

### Excludes:

- formal vocational qualifications and nationally recognised training, including apprenticeships and traineeships
- higher education qualifications such as bachelor or higher degrees.

## Informal or ad-hoc training

This is training that is **unstructured and does not lead to any form of qualification**. It has no set plan and tends to occur on-the-job.

This can include self-directed study using manuals or software, mentoring or learning from a colleague.