

GUIDE ON ESTABLISHMENT SKILLS SURVEY

*Teresa Corbella - Ferran Mane, Universitat
Rovira i Virgili*

AGENDA

- MAIN CONCEPTS TO DEVELOP IN THE GUIDE
- OUTLINE OF THE GUIDE
- DETAILS ON CHAPTERS



MAIN CONCEPTS TO DEVELOP IN THE GUIDE

The guide should complement already existing documents and materials.

It is not an statistics manual, but it has to enable a non-expert in this area to understand (therefore control) the process and the main decisions that have to be taken

MAIN CONCEPTS TO DEVELOP IN THE GUIDE

Take on a "road map" approach: explicitly organize the guide in a way that users can follow a very precise chain of actions.

Conceptually, it is not just a somehow vague "step-by-step" manual usually centered on stages of the project, but a throughout list of decisions that, in an ordered way, have to be made in developing a survey.

MAIN CONCEPTS TO DEVELOP IN THE GUIDE

An establishment skills survey should be part of a broader strategy addressed to deal with real and perceived problems related to a the country, region or sector workforce skills development.



MAIN CONCEPTS TO DEVELOP IN THE GUIDE

If done correctly, this type of survey is complex and expensive. The concept of evaluation of public projects has to be explicitly included in the guide as an integral part of such a project.

The use of the data and knowledge derived from the survey is a key component of the project as it will enable us to extract the maximum value added of the resources invested in it.



MAIN CONCEPTS TO DEVELOP IN THE GUIDE

The guide should take a “general approach” but it must also reflect on the particular situations that characterize developing countries.

OUTLINE OF THE GUIDE

GETTING READY FOR AN EMPLOYER SKILL SURVEY

What is and what is not an employer skill survey?

- Definition, usefulness and limitations: is it what we need to do?
- What can be done with the data generated in an employer skill survey?
- Implementing an Employer Skill Survey: what to be aware off?

OUTLINE OF THE GUIDE

DEVELOPING AN EMPLOYER SKILL SURVEY

Phase I: Formulation of aims, objectives and research questions

- Setting the aims of the project
- Defining the time scope of the survey
- Determining the final users of the survey results

OUTLINE OF THE GUIDE

Phase II: Data preparation and management

- Identifying the research population
- Determining the sample and sampling methodology
- Data collection methodology
- Designing the questionnaire
- Piloting the questionnaire
- Preparing the field work

OUTLINE OF THE GUIDE


Phase III: Data handling and analysis

- Data handling
- Data analysis

Phase IV: Evaluation, Reporting and Dissemination of results


- Internal report
- Reporting results
- Dissemination

Questionnaire




Details on chapters: What is and what is not an employer skill survey?

- Focus on some definitions
- Discuss what to do with the data
- Stress problems and hurdles



Details on chapters: Phase I: Formulation of aims, objectives and research questions

- How to measure skill: best approach to enquire about skills
- Information on drivers of skills needs
- Monitoring policies and forecasting future needs



Details on chapters: Phase I: Formulation of aims, objectives and research questions

- Discuss when to repeat the survey
- Selecting final users of the data (analysis) and designing outputs that may be useful to them



Details on chapters: Phase II: Data preparation and management

- Discuss the importance of the sample frame and what to do when it is not possible to have one well constructed
- How to maximize response rates



Details on chapters: Phase II: Data preparation and management

- Designing the questionnaire: occupational clustering and selection of skills
- Types of questions and structure of the questionnaire



Details on chapters: Phase II: Data preparation and management

- Basic information and workforce occupational structure and characteristics
- Recruitment
- Skills used by the current workforce
- Workforce development
- Business strategy and structure




Details on chapters: Phase II: Data preparation and management

- **Piloting the questionnaire**
- **Fieldwork monitoring**

Details on chapters: Phase III: Data handling and analysis

- How to enter data and quality of the data
- Basic instruments to analyze data
- Forecast



Details on chapters: Phase IV: Evaluation, Reporting and Dissemination of results

- Importance of evaluation: internal report
- Difference between reporting and analyzing: reporting as a continuous process
- Typologies of reports and tailoring reports to end-users
- Dissemination