



# Draft SHORT Business West Skills and Training Survey 2018

Do you have the right skills in your business for the year ahead? What do you need to succeed in 2018?

We'd love to hear about your recruitment, apprenticeship and training needs in more detail. Our Business Skills and Training Survey 2018 will not only help us to ensure that training provision is relevant to business needs, but you'll also feed into the overall West of England skills strategy.

In return for your help we'll make a copy of the full report available to you online (all results will be anonymised).

The survey should take less than 5 minutes to complete, so grab a coffee and take our short survey now!

## 1. Have you recruited any new staff in the past 6 months?

- ☐ Yes
- ☐ No [Go to Q6](#)
- ☐ Unsure [Go to Q6](#)

## 2. Did you use any new recruitment methods?

- ☐ Yes
- ☐ No [Go to Q4](#)
- ☐ Unsure [Go to Q4](#)

## 3. Which new methods did you use?

- ☐ Social media
- ☐ Recruitment websites
- ☐ Print
- ☐ Your Website
- ☐ Word of mouth
- ☐ Recruitment agencies
- ☐ Open days/job fairs
- ☐ Graduate recruitment
- ☐ Apprenticeship recruitment
- ☐ Universities, colleges, schools
- ☐ Department for Work and Pensions (DWP)
- ☐ Other (please specify):

**4. Have you found recruiting people with the right skills:**

- ☐ Easier
- ☐ Harder
- ☐ Same
- ☐ Don't know

**5. Have you recruited any of the following individuals in the past 6 months? (Please tick as many as apply).**

- ☐ Apprentices
- ☐ University interns/placements
- ☐ Recent graduates
- ☐ Experienced/skilled workers
- ☐ School/college leavers - 18 years plus
- ☐ 16 -18 year olds not in training
- ☐ Women returners
- ☐ Paid seasonal contract staff
- ☐ No
- ☐ Other

### **3. Apprenticeships**

As apprenticeships are currently undergoing huge reforms in the UK, we'd like to understand if and how you use them.

**6. Have you used apprenticeships in your business to:**

- ☐ Recruit new staff (of all ages)
- ☐ Upskill existing staff
- ☐ Neither Go to Q8
- ☐ Don't know Go to Q8

**7. Which roles do apprentices occupy in your business? (Please tick all that apply)**

- ☐ Semi/unskilled
- ☐ Clerical/administration
- ☐ Sales/customer service
- ☐ Skilled manual/technical
- ☐ Professional/managerial
- ☐ Unsure
- ☐ Other (please specify):

**8. Has your knowledge of the following aspects of apprenticeships improved over the past 6 months?**

	Improved	Stayed the same
Apprenticeship levy	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship standards	<input type="checkbox"/>	<input type="checkbox"/>
Grants and funding to support apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>
Using apprenticeships to upskill existing staff	<input type="checkbox"/>	<input type="checkbox"/>
Changes in apprenticeship age restrictions	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Skills & Training

We'd like to find out about your skills and training needs.

**9. Have you found that your skills needs have changed in the past 6 months?**

- ☐ Yes
- ☐ No Go to Q11

☐ Unsure [Go to Q11](#)

**10. What new skills are now needed within your business?**

- ☐ Communication (oral and written)
- ☐ Problem solving
- ☐ Numeracy and analytical
- ☐ Team working
- ☐ Customer service
- ☐ Project Management
- ☐ Presentation skills
- ☐ Facilitation skills
- ☐ Sales
- ☐ Leadership and management
- ☐ People management
- ☐ Foreign languages
- ☐ Basic computer literacy
- ☐ Digital skills-marketing/social media
- ☐ Financial management/budget control
- ☐ ICT (Technical, infrastructure, new software, security)
- ☐ Other (please specify):

**11. Have any of your staff undergone any form of training during the last 6 months?**

- ☐ Yes
- ☐ No [Go to Q14](#)
- ☐ Don't know [Go to Q14](#)
- ☐ NA [Go to Q14](#)

**12. Did you use any new training methods?**

- ☐ Yes
- ☐ No [Go to Q14](#)
- ☐ Unsure [Go to Q14](#)

### 13. What different training methods did you use?

- ☐ In-house (staff/trainers)
- ☐ Commercial training companies
- ☐ Independent training providers (e.g. for apprenticeships/traineeships, please tell us which providers you have used below)
- ☐ Colleges
- ☐ Universities
- ☐ Free online courses
- ☐ Paid for online courses
- ☐ Trade bodies, business networks, professional services
- ☐ Department for Work and Pensions (DWP)
- ☐ Other (please specify):

## 5. Supporting the future workforce

We'd like to understand how you work with schools and education and training providers.

### 14. Have you undertaken any of the following in the last 6 months? (Please tick all that apply)

- ☐ Work placements - 1-4 weeks
- ☐ Work placements - extended 1-3 months
- ☐ Traineeships
- ☐ Paid internships
- ☐ Workplace visits/virtual workplace tours or lectures
- ☐ Careers fairs and advice/talks
- ☐ Industry briefs/ projects to students
- ☐ Mock interviews/offering CV or job application advice
- ☐ Being a school/college governor
- ☐ Mentoring educational staff or students
- ☐ Contribution to curriculum development and co-design of qualifications/training

### 15. Do you have any further comments on any of the issues covered in our survey?

**16. We can arrange for a member of our skills team to contact you to discuss your skills needs, if this would be of interest to you please tick the box below:**

☐ I'd like to be contacted by a skills adviser

**17. For admin purposes: form completion method**

☐ Online (self-completed)

☐ Phone

☐ Face-to-face meeting