

Guidance and explanatory notes for completing the 2015 Training Needs Assessment

The Education and Employment Directorate is conducting the 2015 Training Needs Assessment to assist in the formulation of the training plan for the forthcoming year as well as looking ahead to 2016/17.

The Directorate is interested in understanding the future training needs that organisations will require. It is envisaged that this will assist the Directorate in the identification of further training opportunities look at any possible development of training provision for your organisation and the island as a whole. While the Directorate has some information on the training needs of individuals, there is an absence of information around the training needs identified on an organisational level.

The Training Needs Assessment Survey is divided into four sections:

Section 1: Organisational Information

Section 2: Training Needs Information for September 2015 – August 2016

Section 3: Training Needs Information for Future Years

Section 4: Other Training Information and Apprenticeships

Throughout the survey you will be asked to provide **estimated Training Needs Information** for your organisation. While we would wish for you to provide information as accurate as possible we can appreciate that there will be a need to provide estimates.

Section 1: Organisational Information

This information will be used by the Directorate to identify the training needs of different business sectors and groups. This will help us to better choose the training opportunities we offer to meet the needs of the island. Information on the skills gaps within your organisation lets us build a better picture of the overall needs of the island and gives us more information about how to use our resources most effectively. This lets us target the training we offer to best support career development and progression for people on island and also helps us to focus on the most urgently needed training across all sectors.

Section 2: Training Needs Information for September 2015 – August 2016

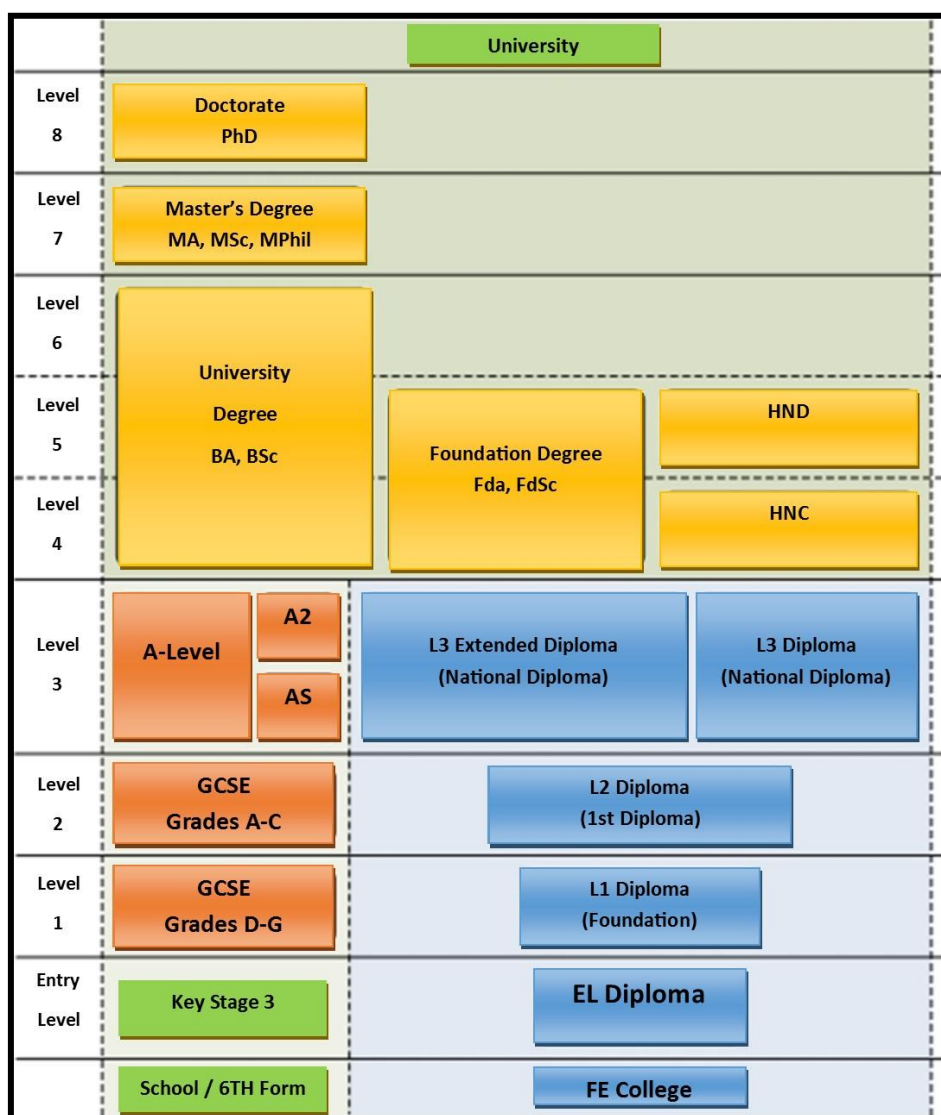
In section 2 for each of the subjects listed please select, from the drop down lists, the estimated number of employees requiring training over the forthcoming academic year (September 2015 – August 2016), the preferred venue and timing for the training to be accessed. The more information we can collect, the better we can meet the needs of the island. An example is given below:

GCSE Maths	3 people	Jamestown	4.00pm to 6.00pm
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Section 3: Training Needs Information for Future Years

The Directorate provides access to a number of internationally accredited courses'. These are all linked to the UK and St Helena National Qualifications Frameworks at various levels as shown in the diagram below. The levels are used in education and work to compare different qualifications - they also show how one qualification can lead to another.. This can be used to assist you when completing sections 2 and 3.

National Qualifications Framework



In section 3 please list any training that your organisation is likely to require from September 2016 to August 2018. For this section you should include the subject area and the estimated number of employees requiring the training. Please include the course title if you have already identified a course that is suitable for your needs.

We would also like to find out if there are other courses which may not be essential to the core job roles within the organisation but may be necessary to support the future development of the organisation as the island develops. For example, Marketing might be an area in which you foresee future needs.

Section 4: Other Training Information and Apprenticeships

The Directorate is interested in any studies your employees may be undertaking independent of our Lifelong Learning Services. We are particularly interested in the links that have been established with distance learning providers. This Information sharing will prove useful when receiving enquiries from individuals and/or organisations regarding specific training needs that match these courses and could help to facilitate the development of study groups for the benefit of the students.

Questions 13 and 14 in section 4 are aimed at gathering information from your organisation to assist the Directorate in developing the training services provided to the island and to your employees.

The Directorate is looking to develop its Lifelong Learning Service and is keen to find out whether there are any individuals within your organisation who would be willing and able to provide their services as a tutor or mentor. If you have interested people in your organisation please provide their contact information along with the subject(s) they can support and the qualifications they hold.

Finally, the Directorate is keen to further develop its apprenticeship programme and would be interested to hear of any work placement opportunities your organisation is able to offer to apprentices. Please include information on which business area(s) your organisation could offer a placement in and the timeframe when this could be offered. A copy of the current Apprenticeship Policy is available; please email development@education.gov.sh to request a copy.

Please complete your training needs form by 25th September 2015 and submit to the Education and Employment Directorate either via Survey Monkey or by hard copy to:

Mrs Kerry Yon
Assistant Director, Lifelong Learning
Education & Employment Directorate, Jamestown.

If you require any further information or assistance, please contact Mrs Kerry Yon on telephone: 22607 or email: kerry.yon@education.gov.sh .

Thank you in advance for your support with this exercise. We look forward to working further with you to enhance the provision available to your organisation and your employees.