

## **Guidance and explanatory notes for completing the 2017 Training Needs Assessment**

The Education and Employment Directorate is conducting the 2017 Training Needs Assessment to assist in the formulation of the St Helena Community College (SHCC) training plan for the forthcoming year (2017/18) as well as looking ahead to 2018/19.

The Directorate is interested in understanding the future training needs of organisations on St Helena. It is envisaged that this will assist SHCC in the identification and implementation of further training opportunities for your organisation and the island as a whole.

The Training Needs Assessment Survey is divided into six sections:

### **Section 1: Organisational Information**

### **Section 2: Training Needs Information - Community Education**

### **Section 3: Training Needs Information - Vocational Education**

### **Section 4: Training Needs Information - Professional Education**

### **Section 5: Training Needs Information - Higher Education**

### **Section 6: 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 help us to build a better picture of the overall needs of the island and gives us more information about how we can use our resources most effectively. It help us to target the training we offer to best support career development and progression for people on island and also assists us to focus on the most urgently needed training across all sectors.

### **Sections 2 to 5: Training Needs Information**

In **sections 2 to 4** for each of the subjects listed please select, from the drop down lists ( or the key below for the hard copy forms), the estimated number of employees requiring training over the forthcoming academic year (17/18 September 2017 – August 2018), 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 over page:

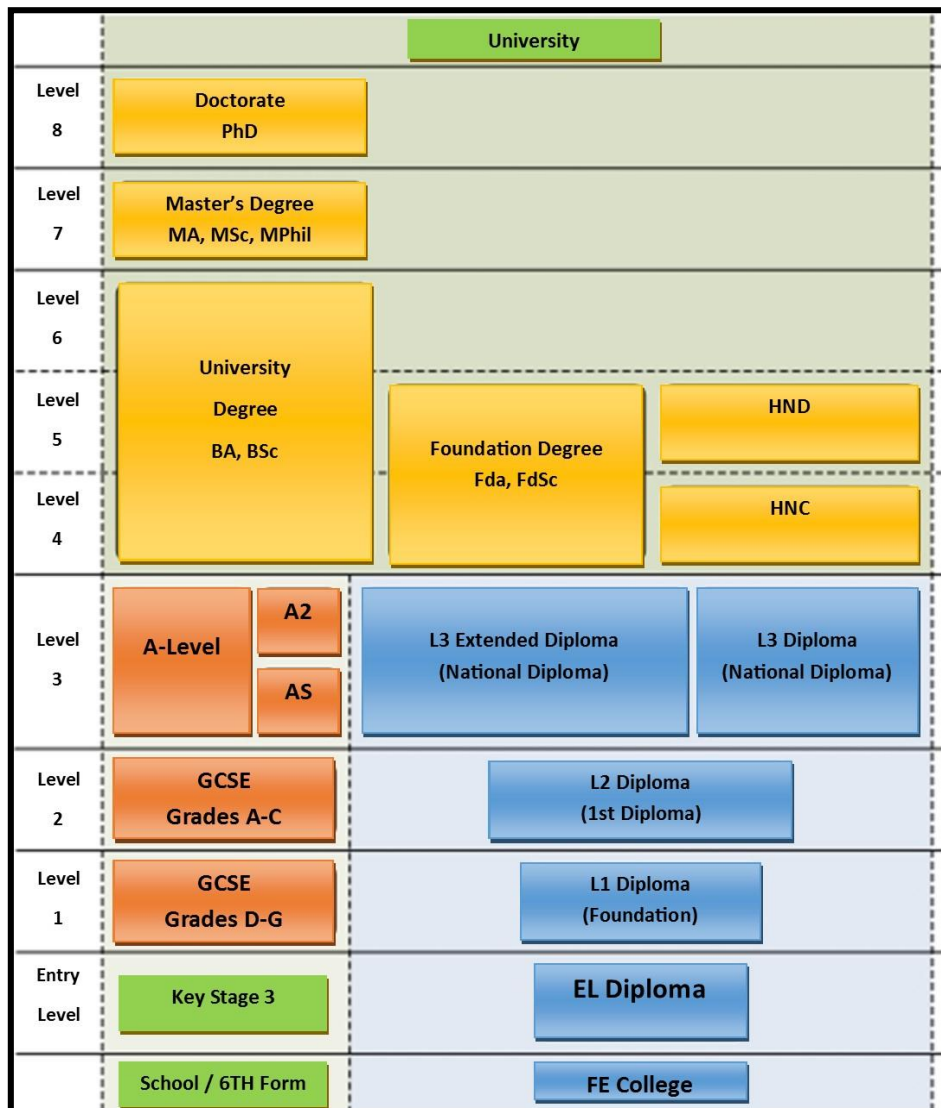
	Number of Employees	Venue	Timing
<b>GCSE Maths</b>	<b>1-4</b>	<b>Jamestown</b>	<b>4.00pm to 6.00pm</b>

**Key:**

Number of Employees	Venue	Timing
0	Jamestown	9 am-4 pm
1-4	Prince Andrew School	4 pm-6 pm
5-9		6 pm-8 pm
10-19		
20+		

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 - 5.

**National Qualifications Framework**



In **sections 2 to 5** please provide an estimation of any training that your organisation is likely to require in the future academic years (18/19 September 2018 – August 2019, 19/20 September 2019 – August 2020).

In the “Other” section please include the course title if you have already identified another course that is suitable for your organisations needs.

We would also like to find out if there are other courses which may not be currently essential to the core job roles within your 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.

In **section 5** only you are asked to give the level of study which has been identified for employees interested in Higher Education. Please select from the drop down list or use the key below if completing a hard copy form.

Key:

A Level

Access to Higher Education

Certificate of Higher Education

Higher National Diploma

Honours Degree

## **Section 6: Other Training Information and Apprenticeships**

The Directorate is interested in any studies your employees may be undertaking independently of SHCC. 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.

The Directorate is looking to develop the St Helena Community College 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 are able to 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 training and/ or work placement opportunities your organisation is able to offer to apprentices. Please include information on which business area(s) your organisation would like to offer a placement in and the timeframe when this could be offered. A copy of the current Apprenticeship Policy is available; please email [shcc@sainthelena.gov.sh](mailto:shcc@sainthelena.gov.sh) to request a copy.

Please complete your training needs form by 22<sup>nd</sup> May 2017 and submit to the Education and Employment Directorate either via Survey Monkey or by hard copy to:

St Helena Community College  
Education & Employment Directorate  
Jamestown.

If you require any further information or assistance, please contact Mrs Angela Benjamin on telephone: 22607 or email: [angela.benjamin@sainthelena.gov.sh](mailto:angela.benjamin@sainthelena.gov.sh) .

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