



ONLINE

SKILLS DEVELOPMENT

# ESTABLISHMENT SKILLS SURVEYS

11 SEPTEMBER – 1 OCTOBER 2023

 3 WEEKS, 15 HOURS

*Information Note*



International  
Labour  
Organization



**ITC**   
International Training Centre

# INTRODUCTION TO THE COURSE

The **ITCILO** and **ILO's Employment Department, Skills and Employability Branch** join forces to organize a set of micro-courses on the skills anticipation and matching methods. The “Establishment Skills Surveys” course represents a collaborative effort, drawing on the combined expertise and resources of the **Employment Policy and Analysis Programme (EPAP)** and the **Employers' Activity Programme (ACTEMP)** of the ITCILO.

**Establishment Skills Surveys (ESS)** is a process of collecting information on employer/ establishment skills needs and workforce development strategies.

Therefore, it is a **mechanism** that helps to define the **type, level and composition** of skills that individuals need to perform the work demanded by enterprises. The ESS plays a central role in empowering key skills development actors, such as relevant Ministries, training providers and employers' organizations by providing them with the tools to identify current and future skills needs and enhance workforce capabilities and drive positive institutional transformations.

It helps anticipating and delivering the skills that will be needed in the future, gathering intelligence on current and future skill needs for better matching of trainings and jobs, which is of paramount importance for every country in the world, in current context of dynamic and complex labour markets.

ESSs are not just a mechanism to generate high-quality data, but also an **instrument** of institutional transformation, helping workers and enterprises adjust to change and to empower policy makers to design much better training and labour market policies.

## THE COURSE AT A GLANCE

### THE WHY?

Upon completion of the course, participants will have a good grip on designing and conducting an establishment skills survey, generate & analyze data, and make results available to concerned users. By fostering data-driven decision-making and strategic planning, this course enables participants, and in particular employers, to navigate the evolving labor market landscape with confidence and stay ahead of the competition. Ultimately, the course serves as a catalyst for growth and adaptability, ensuring economies remain resilient and thrive in today's ever-changing business environment.

## THE WHAT?

This course will help to comprehend and practice critical design steps, methodological procedures, develop questionnaires, techniques and approaches to conduct establishment skills survey; it will support participants to opt appropriate data collection and analysis strategies and methods, design reports for different users and execute dissemination activities.

## THE WHO?

Skills development policy makers and experts, representatives and staff of Employers' and Business Membership Organizations (EBMOs), companies' HRMs and other key staff, experts involved in skills survey design and implementation, should consider taking part in this training.

## THE HOW?

Through a learner-centred and practice-oriented approach, participants journey a three-weeks learning process where each track is intended to feed required skill-set through innovative yet user-friendly e-activities.

# WHO ATTENDS THIS COURSE?

This course is intended for a **wide range of stakeholders** who are interested in learning about ESS, or are currently involved in designing, implementing or monitoring ESS, including:

- Policy makers, research commissioners and experts who design labour market policies and participate in decision making process of approving skill training projects/programs
- Representatives and staff of Employers' and Business Membership Organizations (EBMOs), interested in designing and implementing sectorial skills-related surveys
- Representative from enterprises (HR, training and staff development experts) to develop modern human resource management strategies
- Those who oversee implementation of surveys (in ministries, human resource development agencies and other relevant bodies)
- Representatives from institutions running an ESS to consider what is necessary in each phase of its development.
- Consulting firms, national agencies, universities or similar institutions, mandated to monitor the ESS implementation)
- Experts and technical staff working in the field of TVET planning and skills development
- Experts and technical staff who directly get involved in survey design and implementation, such as survey managers, data collectors and analysts.

# OBJECTIVES

The main objective of this course is to help participants preparing to run an establishment/employer skills survey in their respective professional environment with a practical, output-oriented, quality assured approach.

Upon completion of the course, participants will have:

- objective mapping, plan and design an Establishment Skills Survey;
- develop survey questionnaire and roll out the data collection phase;
- analyse data, interpret and present results.

Particularly, EBMOs will gain empowerment to champion and monitor ESS initiatives, fostering strategic decision-making for themselves and their members in skills anticipation and matching. In fact, through the insights derived from ESS, enterprises can effectively adapt to market dynamic changes, ensuring their continued relevance and competitiveness in the market

Participants will leave this course connected to a **global network of experts and practitioners** involved in establishment skills surveys throughout the world, which will offer them the opportunity to exchange regularly on this topic even after its conclusion.

# MODULES

This micro-course will consist of the following three learning units:

## **UNIT 1** Preparing for an Establishment Skills Survey

- Key concepts, terminologies/definitions
- Context and need analysis
- ESS process, the holistic view
- Formulation of survey objectives

## **UNIT 2** Design and Implementation of an Establishment Skills Survey

- Questionnaire modules for an ESS
- Questionnaire development
- Sampling in an ESS
- Data collection methods

## **UNIT 3** Using the Data in an ESS: Analysis and Policy Determination

- Data analysis – steps, recommended techniques and approaches
- Evaluating, reporting and disseminating results

## **INDIVIDUAL ASSIGNMENT** Develop your Establishment Skills Survey Project

## FORMAT AND METHODOLOGY

This innovative micro-course has been designed according to a **learner-centred** and **practice-oriented** approach in order to better involve participants and keep them motivated. It is highly interactive and engaging, using different methods throughout the three weeks of the course to genuinely provide practice opportunities, make the content interesting, relevant and entertaining.

**Each unit is made up of** interactive and practice-oriented activities, which take the participant through a systematic learning journey from practice of simpler to complex concepts, and a proficient know-how on how-to design, and conduct establishment skills survey in a specific context. The course features interactive practice activities through easy-to-reference infographics, how-to exercises, methodological templates, group work, **webinars with experts from academia and business**, self-reflection questions and interactive quizzes.

Through **coffee-room** discussions and peer-to-peer projects, participants also have the opportunity to learn from international experts and engage in knowledge exchange and co-creation with fellow participants.

The **resource gallery** provides compendium of different complementary learning resources, case studies and success stories from across the globe.

Participants are expected to allocate 5 hours/week to the course in order to be able to complete all activities and tasks.

**A certificate of participation** will be issued for participants who complete the required criteria set through participation frequency, activity completion and the individual assignment.

## LANGUAGE

Participants will be required to have a good knowledge of **English and French**, as training materials will be available on the e-platform in these languages.

## APPLICATION

If you wish to participate in this course, please fill in the online application, by **1 September 2023** available here: <https://oarf2.itcilo.org/DST/A9716015/en>

## TUITION FEES

€410

## WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

## INFO

### FOR FURTHER INFORMATION PLEASE CONTACT

#### **International Training Centre of the ILO**

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**COURSE CODE: A9716015**