**Training and Development of Skilled Labour/Human Resource**

Exploring Current Practices and Future Needs

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| **Name of the Organization** |  | **Nature/ Type of Business** |  |
| **Size of the Organization**  **(total employees)** |  | **Membership of association / chamber (any)** |  |
| **Percentage of female workers** |  | **Major locations from skilled workers come** |  |

1. How many skilled workers have required annually in the organization (unskilled, semi-skilled or skilled)?

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1. What are the major departments which require skilled workers?

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1. What are the prominent sources to hire the skilled workers?

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1. How many certified skilled workers are employed currently (% of workers)?

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1. What is the expected technical qualification of a skilled worker (DAE, vocational certificate, etc.)?
2. What are the practices and average time to provide work/ process orientation to the skilled worker?

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1. How newly hired skilled workers are prepared/ trained (On-the-job training, orientation, in-house training facility, etc.)?
2. What are the practices and duration of in-house training and orientation of unskilled, semi-skilled or skilled worker (Theory, practical, life skills, months, etc.)?

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1. Which skill-set, competence or technical department has the most turnover ratio and why (unskilled, semi-skilled or skilled)?

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1. What skill-set or competence is difficult to hire and why (unskilled, semi-skilled or skilled)?

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1. What skill-set or competence is difficult to train and why (unskilled, semi-skilled or skilled)?

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1. Is there cooperation with any training provider/ institution for getting unskilled, semi-skilled or skilled workers? If yes, what is the nature of cooperation?
2. What is the involvement in training planning and implementation (preparation, trainees’ selection, training delivery, assessment etc.)?
3. What contributions are made to get these services from training providers (financial and/or technical)?
4. Does any employer representative (chamber or association) provide skilled workers? If no, would it work if such service is offered from your sector association?
5. What is the possible cooperation for receiving skilled workers from sector association? What support is available (training venue, on-the-job training, in company instructor, raw material and/or equipment for training, allowance/stipends to trainees etc.)?
6. What is the average annual expense of in house training, orientation and recruitment of skilled workers? (based on approximation)
7. What is the initial salary of unskilled, semi-skilled or skilled worker?

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1. Considering the internal workforce demand, what are occupations which should be offered as vocational training courses? Please mention few important trades, occupations or courses?

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1. What issues are faced generally vis-à-vis the performance and work of skilled workers?
2. What is the most challenging aspect of human resource management in your organization? What are the counter strategies?
3. Which occupations are most required at the organization (Current NVQs)?

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| **Occupation** | **Trades** | | | |
| **Mechanical Technology** | Heat Ventilation & Air Conditioning (HVAC) | Welding | Machinist | Welder & Fabricator |
| Mechanical Technology (Machinist/Machinist Green Skills) | Mechanical Manufacturing with CNC | Mechatronics Technician |  |
| **Automotive Technology** | Auto Electrician | Automobile Mechanics | Automotive Technician |  |
| **Construction Technology** | General Electrician |  |  |  |
| **Electronic and Electrical Technology** | Home and General Appliances Technician | Building Electricity | Electrical Equipment Installation and Repair | Industrial Electricity |
| Electro Mechanical Technology | Electrical-Electronic Assembly | Electrical Technician (including Green skills) | Electronics Technician |
| **Business Administration** | Logistics & Supply Chain Assistant | Customer Service & Sales Assistant |  |  |
| **General** | Plumbing cum Solar Water Heating Technology | Micro Hydro Power Plant Technology | Energy Efficiency Advisor | Footwear Manufacturing Technology (Shoe Laster) |
| Knitting Machine Operator | CAD/CAM Operator | Pattern Drafting & Grading |  |

1. **Which occupations are most required at the organization (Future)?**

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| **Occupation** | **Trades** | | | |
| **Mechanical Technology** |  |  |  |  |
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| **Automotive Technology** |  |  |  |  |
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| **CNC & Robotics** |  |  |  |  |
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| **Industrial Engineering** |  |  |  |  |
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| **Electronic and Electrical Technology** |  |  |  |  |
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| **Quality Control and Management** |  |  |  |  |
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| **Transportation, Distribution, Logistics and Supply Chain** |  |  |  |  |
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| **Production and Manufacturing** |  |  |  |  |
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| **Services and Support Functions** |  |  |  |  |
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| **Hospitality and Tourism** |  |  |  |  |
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| **Food Processing** |  |  |  |  |
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| **Architecture and Construction** |  |  |  |  |
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| **Fine and Communication Arts, Audio/Video Technology** |  |  |  |  |
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| **Information and Communication Technologies** |  |  |  |  |
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| **Business/sector Specific (Textile, Automotive, Printing etc.)** |  |  |  |  |
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| **General** |  |  |  |  |
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Name:

Designation:

Contact #:

Email ID: