|  |
| --- |
| **SETA INTERVIEWS WITH EMPLOYERS**  **INTERVIEW GUIDE** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION**  *(Please complete this section for each interview conducted. In the case of a group interview, the general information section must be completed for each interviewee. Where applicable, please mark the appropriate response for each question.)* | | | | | | | | | | | | | | | | |
| **Interviewee Name** | |  | | | | | **Job Title** | | | |  | | | | | |
| **Company Name** | |  | | | | | | | | | | | | | | |
| **Company Size** | | Small  (1-50 employees) | | | | Medium  (51-149 employees) | | | | | | Large  (150+ employees) | | | | |
| **Province** | | WC | EC | | NC | FS | | KZ | | NW | | GP | | | MP | LP |
| **SETA** | |  | | | | | **Sub-sector of company** | | | |  | | | | | |
| **Name of Interviewer** | |  | | | | | | | | | | | | | | |
| **0.1 Does your organisation make use of the Sector Skills Plan when planning for skills development in your organisation?** | | | | | | | | | | **Yes** | | | | Y | | |
| **No** | | | | N | | |
| **0.2 What is your assessment of current business conditions in your industry?** | | | | | | | | | | | | | | | | |
| 1=Very Poor | 2 | | | 3 | | | | | 4 | | | | 5=Excellent | | | |
| **0.3 What is your expectation of business conditions in your industry in 12 months’ time?** | | | | | | | | | | | | | | | | |
| 1=Very Poor | 2 | | | 3 | | | | | 4 | | | | 5=Excellent | | | |

|  |  |
| --- | --- |
| **1. IMPACT OF COVID-19 ON YOUR ORGANISATION TO DATE** | |
| *Instruction: Please mark the appropriate response for each question.* | |
| **1.1. What proportion of staff have been retrenched due to COVID-19?** | |
| No staff retrenched (0%) | A |
| 1%-10% of staff | B |
| 11%-20% of staff | C |
| 21%-30% of staff | D |
| 31%-40% of staff | E |
| 41%-50% of staff | F |
| 51% of staff or more | G |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.2 Working from home** | | | | | | | |
| *Instruction: Please select the appropriate combination (only one cell).* | | | | | | | |
|  | | **1.2.2 What proportion of staff are currently working from home?** | | | | | |
| None (0%) | 1%-25% | | 26%-50% | 51%-75% | 76%-100% |
| **1.2.1 What proportion of staff worked from home pre-COVID-19 (i.e. Feb 2020)?** | None (0%) | A | B | | C | D | E |
| 1%-25% | F | G | | H | I | J |
| 26%-50% | K | L | | M | N | O |
| 51%-75% | P | Q | | R | S | T |
| 76%-100% | U | V | | W | X | Y |
| **1.3 What proportion of staff have new roles and responsibilities due to COVID-19?** | | | | | | | |
| None (0%) | | | | A | | | |
| 1%-25% | | | | B | | | |
| 26%-50% | | | | C | | | |
| 51%-75% | | | | D | | | |
| 76%-100% | | | | E | | | |
| **1.4A To what extent will skills development be a priority for your organisation over the next 12 months?** | | | | | | | |
| High priority | | | | A | | | |
| Medium priority | | | | B | | | |
| Low priority | | | | C | | | |
| **1.4B Please give a reason for the above answer** | | | | | | | |
|  | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. HARD-TO-FILL VACANCIES (HTFV)** | | | | |
| *Hard-to-fill vacancies are vacancies for which employers are unable to recruit or attract suitable talent for a period of more than six months.* | | | | |
| **2.1 Did your organisation have occupations that were hard-to-fill over the past 12 months?** | | | | |
| **Yes** | | Y | | Proceed to question 2.2 |
| **No** | | N | | Proceed to question 3. |
| **2.2 Which occupations had HTFVs?** | | | **2.3 What are the possible reasons for the HTFVs?** | |
| 1 |  | |  | |
| 2 |  | |  | |
| 3 |  | |  | |
|  | *<<< add rows as required >>>* | |  | |

|  |  |
| --- | --- |
| **3. SKILLS GAPS (TOP-UP SKILLS)** | |
| *A skills gap refers to a situation where a worker lacks one or more of the particular skills required to effectively perform their job.* | |
| **3.1 What are the three (3) most common skills gaps in your organisation for *high-level* occupations (managers and professionals)?** | |
| 3.1.1 |  |
| 3.1.2 |  |
| 3.1.3 |  |
| **3.2 What are the three (3) most common skills gaps in your organisation for *mid-level* occupations (technicians, associates, artisans and clerical)?** | |
| 3.2.1 |  |
| 3.2.2 |  |
| 3.2.3 |  |
| **3.3 What are the three (3) most common skills gaps in your organisation for *lower-level* occupations (plant operators and elementary)?** | |
| 3.3.1 |  |
| 3.3.2 |  |
| 3.3.3 |  |

|  |  |  |
| --- | --- | --- |
| **4. CHANGE DRIVERS** | | |
| **4.1 Please identify three (3) major change drivers in your organisation. What are the implications of these change drivers for skills development in your organisation?** | | |
|  | **Change Driver** | **Implications for Skills Development** |
| A |  |  |
| B |  |  |
| C |  |  |

|  |
| --- |
| **5. FUTURE SKILLS** |
| **5.1 How has COVID-19 affected the kinds of skills your organisation will need in the future?** |
|  |
| **5.2 How have other change drivers affected the kinds of skills your organisation will need in the future?** |
|  |
| **5.3 What are new and emerging *occupations* in your organisation?** |
|  |
| **5.4 What are new and emerging *skills gaps* in your organisation?** |
|  |

|  |  |
| --- | --- |
| **6. PRIORITY EDUCATION AND TRAINING INTERVENTIONS** | |
| **6.1 What are the top three (3) priority education and training interventions that you think are necessary in order for your organisation to respond to skills needs?** | |
| A |  |
| B |  |
| C |  |

Thank you