

Guidance for completing your NAS Training Needs Analysis 2022



Welcome to the NAS 2022 digital and sector wide training needs analysis (TNA22). Your input will form part of the VITAL collateral evidence required to fully understand the current sector specific training demand needs of the membership nationwide.

- Ideally the TNA22 should be completed by the **accountable person** for skills and training within your business.
- The TNA22 will take around **15-30 mins** to complete dependent on your business size.
- If your company is a large SME, you may wish to **consult** with your People Manager when preparing to complete.
- The TNA22 is **accessible** across all devices.
- Please read the guidance on the survey questions structure related to your specific membership type in advance, it will help you prepare for the questions relevant to you.
- **Final submission** date is Tuesday, 31 May 2022 at 5pm.
- If you need any **assistance** to complete the National Association of Shopfitters and Interior Contractors Training Manager, **Amanda Scott**, will be available to aid you.
Email - amanda.scott@shopfitters.org or call the NAS team on: 01882 624961.
- The information supplied will be held in confidence by the NAS. It will also be reported back in a way that guarantees **no individual or company could be identified.**

NAVIGATING THE TNA22

- You are free to move **forward and backward** throughout the TNA22 prior to responding.
- You **do not** have to complete every section if you are unable. Every piece of evidence gathered is valuable.
- You can use **approximations** where actual numbers cannot be provided.
- Question **format** types are illustrated at the bottom of this guidance.
- The TNA22 is host to distinct focus sections. **Some sections may require preparation time in advance of completion dependent on the type of your membership.**

An outline is provided below.

SECTION OUTLINES	NAS MEMBERSHIP TYPE	NO's OF QU'S	QUESTION TYPE
SECTION 1. YOUR COMPANY DETAILS You will be asked to input your company name. You will be asked to input your name & job title. You will be asked to indicate your NAS membership type.	ALL	3	2 text box entries & 1 multiple choice
SECTION 2. ATTRACTING THE NEW GENERATION How many: apprentices/nonskilled labourers/trainees/T Level & Undergraduates do you employ?	ALL	4	4 text box entries – numerical value.
SECTION 3. SECTOR SPECIFIC APPRENTICESHIPS Focus here is the provision and access of apprenticeship that represent core sector specific needs within your business.	ALL	8	7 questions requiring a yes or no response. If applicable – 1 question asking you to highlight from the list provided – reasons

This section will focus on your companies experience and undertakings.			why your apprenticeship ambitions may have been impeded.
<p>SECTION 4. THE CITB LEVY & ALTERNATIVE FUNDING SOURCES First you will be asked if you have secured training funds OUTSIDE of the CITB. A sequence of questions will follow for CITB Levy Payer respondents only.</p> <ul style="list-style-type: none"> • How much levy you paid in the previous year? • % Of CITB training grants awarded against your levy. • You will be asked if you used the grants for SPECIALIST SECTOR SPECIFIC training or mandatory only. • You will be asked if you require NAS assistance to maximise your grant return. <p>You will be asked if you are a member of any other CITB local or regional training group.</p>	CONTRACTOR MEMBERS.	6	<p>CITB Levy Payers Insert numerical value to levy paid – you may round up to down if necessary. Grant awards back – provide a % figure. Sector Specific training v’s mandatory is a yes or no option response. NAS assistance for Grant Return Maximisation is a yes or no option response. CITB Training group membership to local or regional - drop down menu response.</p>
<p>SECTION 5. YOUR QUALIFIED LABOUR SUPPLY FOR 2022 – 2023 This section focuses on your future works and the labour demand need against the ability to deliver contracts. It also measures your CSCS/SICCS Skills card holders over unskilled Green card holders.</p>	ALL	5	<p>3 questions will require yes or no responses to statements. Skills card holders measured by a % drop down option. Green card holders also measured by a % drop down option.</p>
<p>SECTION 6. SECTOR SPECIFIC TRAINING PRIORITIES - From the list of roles presented you will be asked to priority index the training need against the roles that feature in your company.</p>	ALL	1	<p>Insert your priority rating against the roles applicable to your company. Simply highlight by clicking the presented circles.</p>
<p>SECTION 7. YOUR PLANNED ACTIVITY FOR 2022 – 2023 If you do have a training plan, you will be asked what qualification and attainment levels your skills development will capture. You will also be asked</p> <ul style="list-style-type: none"> • if you have a training plan. • if you require assistance to create a training plan. <p>Finally, you will be asked if you would like to become a member of the NAS Skills Council.</p>	ALL	4	<p>Skills development attainment is a multiple-choice option, with ability to check box all that apply. Remaining 3 questions require Yes or No responses.</p>
<p>SECTION 8. YOUR EMPLOYMENT PROFILE - How many individuals do you employ directly and indirectly? How many on a PAYE basis? How many on a CIS basis?</p>	ALL	2	2 text box entries – numerical value
<p>SECTION 9. YOUR WORKFORCE DEMOGRAPHICS – AGE How many aged: 16-24, 25- 30, 31-40, 41-50 & 50+ individuals do you employ?</p>	ALL	5	5 text box entries – numerical value
<p>SECTION 10. YOUR WORKFORCE DEMOGRAPHICS – GENDER How many: women, men and transgender/nonbinary individuals do you employ?</p>	ALL	3	3 text box entries – numerical value

SECTION 11. YOUR PEOPLE – QUALIFIED TRADES AND CRAFT OPERATIVES. You will be presented with 12 roles and asked how many you employ.	CONTRACTOR MEMBERS	12	Insert the number of individuals you employ in the text box in numerical value. Mark as zero if non applicable to you.
SECTION 12. YOUR PEOPLE – TECHNICAL AND PROFESSIONAL PERSONNEL. You will be presented with 5 roles and asked how many you employ.	CONTRACTOR MEMBERS	5	Insert the number of individuals you employ in the text box in numerical value. Mark as zero if non applicable to you.
SECTION 13. YOUR PEOPLE – TRAINING PERSONNEL. You will be presented with 3 roles and asked how many you employ.	ALL	3	Insert the number of individuals you employ in the text box in numerical value. Mark as zero if non applicable to you.
SECTION 14. YOUR PEOPLE – SUPERVISORY, MANAGEMENT AND LEADERSHIP PERSONNEL. You will be presented with 8 roles and asked how many you employ.	ALL	8	Insert the number of individuals you employ in the text box in numerical value. Mark as zero if non applicable to you.

QUESTION FORMAT EXAMPLES.

1. Levelled Response questions.

Example:

TECHNICAL & PROFESSIONAL PERSONNEL	Priority Level 0	Priority Level 1	Priority Level 2	Priority Level 3	Priority Level 4
Setter Out Draftspersons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Estimators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantity Surveyors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAD Technicians	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interior Designers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You will be asked to pick the priority level from 0 - 4. (4 being your highest priority level)

Simply check the circle against the applicable job role to present your response.

2. Multiple Choice questions.

Example:

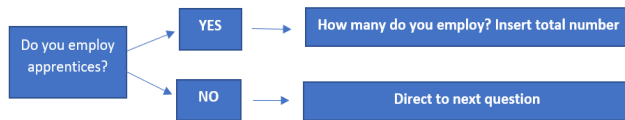
Please indicate the format of your planned activity from the list below. Please check all options that apply.
<input type="checkbox"/> Short duration course (Meaning courses ranging from 0.5 day to 29 days)
<input type="checkbox"/> Longer term qualification from Level 4 - Level 6
<input type="checkbox"/> S/NVQ's Level 2 and Level 3
<input type="checkbox"/> Attainment of Company Quality Standards
<input type="checkbox"/> Mandatory construction wide training
<input type="checkbox"/> Emerging skills courses such as Green and Digital Skills Training

This is an example of a multiple-choice question.

Simply tick those that apply to your company.

3. Closed and Conditional Questions.

Example:



Close questions require a yes or no response. Dependent on how you answer it may release one further question.

No closed question holds more than 1 conditional attached question.

4. Open Text format Questions.

They do not feature often but allow the compiler to respond in a free narrative manner in the text boxes provided.

END OF GUIDANCE