

SETA INTERVIEWS WITH EMPLOYERS INTERVIEW GUIDE

Version 31 May 2021

GENERAL INFORMATION			
<i>(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)</i>			
Interviewee Name		Job Title	
Company Name			
Company Size <i>Please Cross (X)</i>	Small (1 to 50 employees)	Medium (51 to 150 employees)	Large (150+ employees)
Province			
SETA		Sub-sector	
Name of Interviewer			

1. IMPACT OF COVID-19 ON YOUR ORGANISATION TO DATE			
1.1 Staff have been retrenched			
(1.1A) Less than 10% of staff		(1.1B) Between 11% and 20% of staff	
(1.1C) Between 21 and 30% of staff		(1.1D) Between 31% and 40% of staff	
(1.1E) Between 41% and 50% of staff		(1.1F) Over 50% of staff	
1.2 Staff are working from home			
(1.2A) Less than 50%		(1.2B) More than 50%	
1.3 Staff have new roles and responsibilities			
(1.3A) Less than 50% of staff		(1.3B) More than 50%	
1.4 To what extent will Skills Development be a priority for your organisation over the next 12 months?			
(1.4A) High priority		(1.4B) Medium priority	
(1.4C) Low priority			
(1.4D) Please give a reason for the above answer:			

2. HARD-TO-FILL VACANCIES (H-T-F-Vs)	
(2A) Did your organisation have occupations that were Hard-To-Fill¹ over the past 12 months?	
If response is Yes , ask: (2B) Which occupations were H-T-F-Vs?	
(2C) If applicable, what are the possible reasons for these H-T-F-Vs?	

3. SKILLS GAPS (TOP-UP SKILLS)	
What are the 3 most common skills gaps in your organisation for the three occupational categories identified below?	
(3A) High-level (managers and professionals)	
(3B) Mid-Level (technicians, associates, artisans and clerical)	
(3C) Lower-Level (plant operators and elementary)	
4. CHANGE DRIVERS	
4.1 Identify 3 major change drivers in your company/organisation.	
A.	
B.	
C.	
4.2 What are the implications of the above three change drivers for skills development in your company/organisation?	
4.2.1 Factor 1: Explain implications	
4.2.2 Factor 2: Explain implications	
4.2.3 Factor 3: Explain implications	

¹ A HTFV is a vacancy that had had to be re-advertised or took longer than 6 months to fill because an appropriate candidate could not be found

5. FUTURE SKILLS
5(A) How has COVID-19 and other drivers affected the kinds of skills your organisation will need in the future?
(5B) What are new and emerging <u>occupations</u> in your company/organisation?
(5C) What are new and emerging <u>top-up skills</u> needed in your company/organisation?

6. PRIORITY EDUCATION AND TRAINING INTERVENTIONS	
What are the top 3 priority education and training interventions that you think are necessary in order for your company/organisation to respond to skills needs?	
6A. intervention 1	
6B. intervention 2	
6C. intervention 3	

Thank You