



Cessnock City Skills Audit - Economic Development 2018

Cessnock City Skills Audit

Advance Cessnock City are conducting a Skills Audit of all the businesses within the Cessnock local government area to understand our region's workforce needs, skills shortages and training needs and to support job and training opportunities for locals, whether youths, indigenous, disabled or the general unemployed. Once we have undertaken the data collection, this information will be analysed and in partnership with training and education providers, Chambers of Commerce and businesses, we will:

1. Provide local businesses with support and information and seamless, instant access to their workforce needs as and when required; *and*
2. Put in place a program to link training and jobs for local unemployed whether youths, indigenous, disabled or general unemployed.

The results of the skills audit will be crucial in the planning and development of a regional jobs and training hub. We appreciate your taking part in the survey for the betterment of our local economic development.

We estimate the survey should take around 5-10 minutes to complete.

Incomplete surveys or non- participating businesses may be followed up by phone.

Confidentiality:

All information collected in this survey will remain confidential and only be stored and processed by the Council for lawful purposes directly relating to the functions and activities of the Council.

Further Information:

Should you have any further questions, please contact: Jane Holdsworth on (02) 4993 4257 or Rhiannon Stevens on (02) 4993 4185.

Close and return of survey:

PLEASE RETURN YOUR COMPLETED SURVEY BY FRIDAY 9 MARCH 2018 TO:

Post: Cessnock City Council, PO Box 152, Cessnock NSW 2325

In person: Cessnock City Council, 62-78 Vincent Street, Cessnock or Hunter Valley Visitor Information Centre, Wine Country Drive, Pokolbin

Email: jane.holdsworth@cessnock.nsw.gov.au

Fax: 02 4993 2503

Yours Faithfully,

Jane Holdsworth, Economic Development Manager



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Skills Survey

The Skills Audit asks businesses questions in order to better plan for our region's workforce needs, skills shortages and training needs. Your participation will support job and training opportunities for local people including youths, indigenous, disabled or the general unemployed.

*** 1. Please provide some information in order to identify your business.**

Full Name of
Business

Postal Address

Street Address

Website

Contact Person
(name)

Position

Phone

Mobile

Email

*** 2. What are the main products or services you provide?**

3. How many people are employed in your business? (including yourself)

Full Time

Part Time

Casual

4. Is your business currently experiencing a skills shortage?

No Shortage	Some Shortages	Moderate Shortages	High Shortages	Severe Shortages
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Rate each of the issues below in terms of the impact they have on skills shortages within your business.

	None	Little	Some	High	Very High
Difficulty in attracting skilled workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Difficulty in retaining skilled workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Too hard to find any workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

6. How beneficial would up-skilling your existing employees be in improving skills shortages?

Not beneficial (1)	(2)	Somewhat Beneficial (3)	(4)	Very Beneficial (5)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Does your business offer existing employees training and development?

- Yes
- Some
- No

8. How many vacancies does the organisation currently have in each of the categories below?

Full Time	<input type="text"/>
Part Time	<input type="text"/>
Casual	<input type="text"/>

9. How long has the organisation had these vacancies?

	Less than 6 months	Between 6 to 12 months	More than 12 months (please also specify)
Full Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Casual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If longer than 12 months please specify

10. How does your business currently recruit staff?

- Job Provider Network
- Specialist Recruitment Agency
- Online Websites (e.g. Seek)
- Local Newspaper
- Other (please specify)

11. How much difficulty does your business have in recruiting new staff?

Great difficulty	Much difficulty	Moderate difficulty	Some difficulty	No difficulty
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. How strong is your expectation that your business will experience a skills shortage over the next 12 to 24 months?

Very High	High	Moderate	Low	Very Low
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. How strongly do the factors below impact the difficulty of recruiting?

	Little/None	Low	Some	High	Very High
No applicants, or too few to choose from	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicants lack required skill sets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicants lack relevant work experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicants lack appropriate qualifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicants lack a cultural fit with the business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of local skilled workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

14. How likely is your business to utilise a one-stop web portal that could provide your business with instant answers on employee questions and information on traineeships, apprenticeships and available government employment grants?

Very Likely	Likely	Somewhat Likely	Unlikely	Very Unlikely
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. In relation to Question 14 above, how likely is your business to use a one-stop web portal to seek local people looking for employment?

Very Likely	Likely	Somewhat Likely	Unlikely	Very Unlikely
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Please list all positions you are struggling to fill now. (by occupation e.g. baker).

17. Please list all positions will you need to fill in the next 2 years. (by occupation e.g. bookkeeper).

18. Please use the following space for any other comments, or to provide additional information.

Thank you, your survey is now complete. We sincerely thank you for your time in participating in this most important survey. Please ensure you submit the survey.