This guide is a part of the ETF, ILO and Cedefop series of guides on skills anticipation and matching. All the guides follow a common structure, although they vary in level of detail, technical content and case studies. The ETF, Cedefop and the ILO worked closely together to develop the guides, usually with one agency/organisation taking the lead and the others providing inputs, case studies, comments and reviews. All guides have undergone extensive validation and peer review; they were also discussed in detail in international expert seminars in which academic representatives, anticipation and matching experts, and potential end users from across the world provided comments and feedback on content and usability. Experts and staff of the three organisations also peer reviewed the guides before their publication.
This volume covers the development and carrying out of establishment skills surveys. Such surveys are designed to generate data on employers’ skills needs and their human capital development strategies. If done regularly, the surveys help to analyse the trend in skills needs and identify potential skills bottlenecks. Survey results can be used in designing and improving training provision, career guidance, skills development policy evaluation, and reshaping business strategies for human resource management and development. The audience for this guide is mainly those who make decisions about undertaking surveys and oversee their implementation (in ministries, human resource development agencies and other relevant bodies) and those directly involved in survey design and implementation, such as survey managers, data collectors and analysts.