

Transport & Logistics Industry Skills Council

WORKFORCE SKILL ANALYSIS

This document should be used to capture information from your enterprise that will be used by the Skills Council to develop a Workforce Development plan. Complete as much of the document as possible and follow the instructions provided after the last question.

Company Profile

First Name: _____

Last Name: _____

Email: _____

Position: _____

Address: _____

Phone: _____

Industry: _____

Company Name: _____

No of employees: _____

Do you employ Contractors? Yes ☐ No ☐

Do you employ Part Timers? Yes ☐ No ☐

Do you employ Casuals? Yes ☐ No ☐

Which state do you operate in?

SA: ☐ VIC: ☐

NSW: ☐ ACT: ☐

QLD: ☐ NT: ☐

WA: ☐ TAS: ☐

Are you an RTO? Yes ☐ No ☐

Company Profile

Which of the following sectors are you involved in?
(if more than 1 please estimate the percentage of your business in each sector).

Aviation	%	Logistics Management	%
Maritime & Stevedoring	%	Rail	%
Road Transport & Warehousing	%		

If you operate in more than 1 state, what percentage of your business is generated in each of the following states?

New South Wales	%	Victoria	%
Queensland	%	ACT	%
South Australia	%	Western Australia	%
Tasmania	%	Northern Territory	%

Does your organisation have a presence in any of the following? (choose all that apply).

Metropolitan ☐

Regional Centre ☐

Rural ☐

International ☒

Occupations that exist in your workforce

For the job roles that exist in your organisation, enter the title of the occupation and the number of employees in that position in the area provided

Manager:

[illegible]

Supervisory:

[illegible]

Operator:

[illegible]

Indicate whether you believe that a Skills Gap exists in any of your job roles.

What percentage of your employees are Males / Females?

Male

Female

Do you believe that the percentage of females will increase in the next 12 months?

Yes

No

Critical Job Roles

From the list of occupations, which of these do you consider are the most CRITICAL job roles to your current and future business objectives?

Have you had difficulty attracting people into these CRITICAL job roles? If Yes, outline the difficulties experienced.

Indicate whether you believe that a Skills Gap exists in any of your job roles.

Loss of productivity	<input type="radio"/>
Job/service redesign	<input type="radio"/>
Close service	<input type="radio"/>
Injuries and associated costs	<input type="radio"/>
Quality control	<input type="radio"/>
Environmental damage	<input type="radio"/>
Waste	<input type="radio"/>
Resignations (not retirement related)	<input type="radio"/>
Loss of budget	<input type="radio"/>
Other	<input type="radio"/>

Indicate if any of the following issues are **LIKELY TO BE OF CONCERN** to your business in the next 18 months.

	High	Medium	Low
Global financial crisis / Globalisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining profitability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technological change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal / Regulatory issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental sustainability / Climate Change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demographic factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immigration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Political change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insufficient infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

WHAT IMPACT will these issues have on your business in the next 18 months?

	High	Medium	Low
Global financial crisis / Globalisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining profitability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technological change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Environmental sustainability / Climate Change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demographic factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immigration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Political change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicate if any of the following labour issues ARE LIKELY TO BE OF CONCERN to your business in the next 18 months.

	High	Medium	Low
Attracting people with the right mix and level of skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retaining staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieving productivity improvements with current staff level and skills base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing an ageing workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexible work practices (job sharing, casualisation, part time employment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise bargaining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

WHAT IMPACT will these issues have on your business in the next 18 months?

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Flexible work practices (job sharing, casualisation, part time employment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise bargaining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rate the level of impact of the following issues on your organisation.

	Moderate	Significant
Image of sector	<input type="radio"/>	<input type="radio"/>
Image of any particular job role	<input type="radio"/>	<input type="radio"/>
Salary competition	<input type="radio"/>	<input type="radio"/>
Low local unemployment rate	<input type="radio"/>	<input type="radio"/>
Ageing workforce	<input type="radio"/>	<input type="radio"/>
Training funding	<input type="radio"/>	<input type="radio"/>
Awareness of training opportunities	<input type="radio"/>	<input type="radio"/>
New technology	<input type="radio"/>	<input type="radio"/>
New products or services	<input type="radio"/>	<input type="radio"/>
Working arrangements	<input type="radio"/>	<input type="radio"/>
New staff not work ready	<input type="radio"/>	<input type="radio"/>

List 5 areas within your organisation that are impacting productivity.

Do you believe that communication or numeracy deficiencies affect the productivity of your organisation?

Yes ☐ No ☐

Training Requirements

Do you believe that you will be able to access the right training for your business over the next 18 months?

Yes ☐ No ☐

How many of your existing staff will you need to upskill over the next 18 months?

Management Operator Supervisor

What is your preferred method of training delivery for each of the following groups?

	On the job	Off the job	Blend of both
Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Licensing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate if your organisation will seek the following outcomes for its staff (choose all that apply)

- Nationally recognised training in whole qualifications ☐
- Nationally agreed skill sets ☐
- Formal training related to licensing or other regulatory requirement ☐
- Informal training outside the VET or Higher Education systems ☐

Are you considering training in any of the following areas?

- Management training ☐
- Project Management training ☐
- OH&S training ☐
- Customer Service training ☐
- Report writing ☐
- Technology training ☐
- Literacy & Numeracy training ☐
- First Aid ☐

Do you intend to seek government funding to support your workforce development needs of your [choose all that apply]

- New workers ☐
- Existing staff ☐

Please indicate if any occupation is planning to commence a National Qualification in the next 12 months.

Describe the type of Non-Accredited training that each group requires.. If known, indicate the level of training required. Basic / Intermediate / Advanced.

Would you consider traineeships as part of your workforce development solution?

- Yes ☐
- No ☐

Does your organisation support any of the following?

- Induction training ☐
- Paid study leave ☐
- Financial support for training ☐
- Reward and recognition systems ☐
- Workplace mentoring ☐

What potential risks are associated with not offering training?

- Inability to perform function ☐
- Inability to meet project outcomes ☐
- Overload on certain staff ☐
- Staff operating above skill level ☐
- Low staff morale ☐

Workforce Planning Initiatives

Please provide a description of your organisation's core business or mission.

Have you conducted a formal workforce development analysis in the last 12 months?

Yes ☐ No ☐

Have you ever undertaken any of the following workforce planning strategies?

- Projected workforce demand
- ☐
- Workforce turnover analysis
- ☐
- Supply gap calculations
- ☐
- Risk assessment (workforce supply vs service demands)
- ☐
- Succession planning
- ☐

Do you have a set strategy for the following:

	Yes	No
Recruitment of Staff	<input type="radio"/>	<input type="radio"/>
Retention of Staff	<input type="radio"/>	<input type="radio"/>

Please fax this document to 03 9606 0066 and one of our Workforce Development staff will contact your organisation within 48 hours to review this questionnaire. From this conversation a plan will be agreed to for the free services provided by the Skills Council and a timeline for each activity.