

Individual TNA code/.....

Section 1 General information

Company Name	
Contact Name & Position	
Telephone Number/Mobile Number	
Email Address	
CITB Registration Number	
How many workers in your company are:	As of November 2016
Labourers	
Apprentices	
Craft Operatives	
Supervisors	
Managers	
Professionals	
Number of workers in each age range:	As of November 2016
16 -24	
25 - 30	
31 - 35	
36- 40	
41 - 45	
46 -50	
51 years and above	
Nationality of Workers PAYE & LOSC	As of November 2016
UK	
Albanian	
Polish	
Romanian	
Bulgarian	
Estonian	
Latvian	
Lithianian	
Other EU	
African Continent	
Others - please advise	
Workforce Immigration Status Documentation	As of November 2016 - How many holders
UK Passport	
EU Identity Card or Passport	
Student Visa (Non EU)	
Right to Work Visa (Non EU)	
Unable to Answer - Please specify	

Skills Needs

Apprenticeship Training

Have you employed apprentices within the last year	Yes	No
If yes, how many and in what trades/occupation		
Are you considering employing apprentices within the next 12 months	Yes	No
If yes, how many and in what trades/occupations		

Operatives Skills Training

Please indicate which courses you will undertake in 2017 as a company to ensure the skills of your operatives

Operatives Skills Training	Y/N	Estimated Candidate Requirement Value
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Dry Lining Finishing		
Dry Lining Fixing		
Taping and Jointing		
MF/Casoline Ceilings		
Suspended Ceiling fixing		
Access Floors		
Demountable Partition		
Solid Plastering		
Interior Systems		
Fibrous Plastering		
Steel Frame Systems		
Tiling		
Screeding		

Please note any other training you intend to undertake

Management Skills Training
Please indicate which courses you will undertake in 2017 as a company to ensure the skills of your managers

Management Skills Training	Y/N	Estimated Candidate Requirement Value
NEBOSH General/Construction cert		
Directing Safely		
CILM Certificate		
CILM Award		
IT Skills		
Work/Defect Inspections		
SEATS		
CDM Regulations		
Commercial Awareness		
Managing Teams		
Customer Service		
Employment Law		
Conflict Resolution		
Motivating Others		
BIM Process Training		
NVQ 3 Occupational Work Supervision		
Project Management Skills		
NVQ Level 6		

Please note any other training you intend to undertake

Skills Cards
Please indicate which skills cards your workforce currently hold to prove competence.

Green Labourers Card	
Red Provisional Card	
Red Apprentice Card	
Red Technical, Supervisor or Manager Card	
Red Experienced Worker Card	
Red Trainee Card	
Blue Skilled Worker Card	
Gold Advanced Craft Card	
Gold Supervisory Card	
Black Manager Card	
White Professionally Qualified Person	
White Construction Related Occupations	
Yellow Construction Site Visitor	
Other older cards still in circulation	

Current Work Force Status
What percentage of your workforce currently hold skills cards?

Please tick accordingly

Less than 50%		
50-60%		
60-70%		
70-80%		
80-90%		
90 -100%		

Future Business Needs

Over the next 12 months do you feel that your workload will;

Do you feel that your capacity to take on more contractual work will be hindered by a lack of skilled operatives?

Please tick accordingly

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please tick accordingly

If yes in which areas?	<input type="checkbox"/>
Trade	<input type="checkbox"/>
Supervisory	<input type="checkbox"/>
Management	<input type="checkbox"/>
Professional	<input type="checkbox"/>

Future Sector Funding

Where do you feel future funding should be concentrated to provide you with the skilled workforce you require?

Please tick as appropriate

Apprenticeships	<input type="checkbox"/>
Upskilling Adults from outside of the industry	<input type="checkbox"/>
Upskilling Operatives within the industry	<input type="checkbox"/>
Technical Skills Training	<input type="checkbox"/>
NVQ Qualifications	<input type="checkbox"/>
Supervisory Skills Training	<input type="checkbox"/>
Management Skills Training	<input type="checkbox"/>
Business Skills Training	<input type="checkbox"/>

Section 4 - Review of Sector Based Skills, Qualifications & Training Undertaken in 2016

Grant Levy Funding

In 2016 did you claim a grant for training that was completed?

Please tick as appropriate

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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THANK YOU FOR PARTICIPATING IN THE FIS 2017 TRAINING NEEDS ANALYSIS

Your FIS representative will discuss our data protection policies and all matters of confidentiality

FIS Representative working with FIS members must confirm the following:

- * I agree to allow Finishes and Interiors Sector to share the data from this business review document with FIS partners and business support agencies to facilitate referrals, monitor and evaluate training and to support business growth.
- * Any information supplied or gathered from you will be made anonymous should it be used externally.
- * At no time will your information be passed to organisations for any commercial purpose.