



DE/11/LLP-LDV/TOI 147 420

Review of Current Learning Activities within the SME - Stage 2:

1. Your Name
2. Business Name
3. Date

	Yes	No	Don't Know
1. Do you have access to training opportunities in your current job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you encouraged to participate in training activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your employer fund training activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the training activities offered by your employer relevant to your job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the location where training takes place appropriate to learning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is staff training an integral part of the businesses strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all staff members entitled to participate in training activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do training activities take place in a workplace environment that makes learning enjoyable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are training activities compulsory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. How do you ensure that you acquire the relevant skills for your job?
11. Where do you do most of the learning that is required for your job?

<p>12. Whose time was the training undertaken in?</p> <p>Company time – during working hours []</p> <p>My time – outside working hours []</p> <p>Joint company time and my time []</p> <p>Other (please specify) []</p>
<p>13. If you have to work on something new, how do you learn the skills required to do this?</p>
<p>14. Do you talk with colleagues about work based learning?</p>
<p>15. Could you describe the formal and informal ways in which learning takes place?</p>
<p>16. If you encounter an issue that you are unsure about, how do you learn to deal with it?</p> <p>Consult with colleagues []</p> <p>Seek alternative sources of information outside the workplace..... []</p> <p>Manage as best I can..... []</p> <p>Ask someone else to do the job..... []</p>
<p>17. Does the workplace have an area where there trade magazines, books or other literature related to workplace skills are available?</p>
<p>18. Do employees have unrestricted access to computers and the internet to carry out work related research.</p>
<p>19. When a new employee starts, are there any procedures in place to ensure that they can have their questions answered</p>
<p>20. Are there any opportunities for employees to share information either formally or informally?</p>
<p>21. What does your manager do to support learning in the workplace? If the manager is not supportive, what changes would you like to see happen?</p>

22. Are there opportunities for socialising with other employees outside the workplace? If so, how often does this happen?

23. When did you last undertake any work related training?

How long ago _ _ _ _ years/months/weeks

Never (*move to question 26*) []

24. Can you describe this training?

- Induction to the job []
- Health and safety []
- Fire awareness []
- Customer care []
- Production []
- Technical []
- Manual handling..... []
- Forklift training []

Formal qualification (please state) _____

Other (*please specify*) _____

25. Was this training compulsory?

Yes []

No []

26. Are there any reasons that would make you unable to undertake work related training?

- It wouldn't lead to promotion []
- It wouldn't help change the type of work I do []
- It wouldn't lead to a rise in my earnings..... []
- I can already do my job well with the skills I have []
- If it needed to be undertaken outside normal working hours..... []
- There is not enough time in the working day to undertake training []
- There is not enough time outside the working day to undertake training..... []
- I do not feel confident enough to undertake training []
- Health problems/disability []
- Care-giving responsibilities []
- No training available []
- Fees of the training..... []
- My employer is not supportive []
- Other (*please specify*)

None..... []
<p>27. If relevant, can you identify the 3 most important reasons (in order of importance) why you do not have opportunities to learn on the job?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>28. To what extent do you agree or disagree that...</p> <p><i>“Employers seldom take notice of the learning, education or training you have done”</i></p> <p>1. Agree strongly []</p> <p>2. Agree slightly []</p> <p>3. Neither agree nor disagree []</p> <p>4. Disagree slightly []</p> <p>5. Disagree strongly []</p>
<p>29. To what extent do you agree or disagree that...</p> <p><i>“You are more likely to get a better job if you do some learning, training or education”</i></p> <p>1. Agree strongly []</p> <p>2. Agree slightly []</p> <p>3. Neither agree nor disagree []</p> <p>4. Disagree slightly []</p> <p>5. Disagree strongly []</p>

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