
Pilot employer survey on skill needs in Europe – Pre-test

Module 2 – Occupation-specific tasks

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Module 3

1. In the next questions, typical task XXX are presented. Please tell me for each of the following tasks of XXX in your establishment whether they are staying about the same, currently increasing or currently decreasing in importance. If a task does not apply to the “assemblers” in your establishment, please tell me as well. (Q300)
2. Are the XXX in your establishment well prepared to perform the tasks that are currently increasing in importance? Please tell me for each of these tasks, whether or not the XXX are well prepared to fulfil the task. Question is asked only for those tasks which are currently increasing in importance. (Q301)
3. Question Q302 is asked only if at least one of the abovementioned items is answered “No”. You have told me that your XXX are not well prepared for some increasingly important tasks. How is your establishment addressing this problem? (Q302)
4. Are there any newly emerging tasks for the XXX? (Q303)
5. Which are the newly emerging tasks within the occupation group of “assemblers”? (Q304)
6. Are your employees well prepared to perform this new task (Q305)
7. This question is asked only if at least one of the abovementioned items is answered “No”. You have told me that your “assemblers” are not well prepared for one or some new tasks. How is your establishment addressing this problem? (Q306)

Task lists

Title	ISCO	Definition	Occupation-specific tasks
Assemblers	821	Assemblers assemble prefabricated parts or components to form subassemblies, products and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.	(1) Assembling components into various types of products and equipment according to strictly laid down procedures; (2) reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions; (3) recording production and operational data on specified forms; (4) inspecting and testing completed components and assemblies, wiring installations and circuits; (5) rejecting faulty assemblies and components.

Task lists

Title	ISCO	Definition	Occupation-specific tasks
Building frame and related trades workers	711	Building frame and related trades workers construct, maintain and repair buildings, erect and repair foundations, walls and structures of brick, stone and similar materials, shape and finish stone for building and other purposes and perform miscellaneous construction and building maintenance tasks.	(1) Constructing, maintaining and repairing buildings and other structures by using traditional and/or modern building techniques; (2) constructing and repairing foundations, walls and structures of brick, stone and similar materials; (4) breaking quarried stone into slabs or blocks; (5) cutting, shaping and finishing stone for building, ornamental, monumental and other purposes; (6) erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces; (7) cutting, shaping, assembling and maintaining wooden structures and fittings; (8) performing miscellaneous construction and building maintenance tasks. (9) Supervision of other workers.

Task lists

Title	ISCO	Definition	Occupation-specific tasks
Sales, marketing and public relations professionals	243	Sales, marketing and public relations professionals plan, develop, coordinate and implement programs of information dissemination to promote organizations, goods and services, and represent enterprises in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services.	(1) Commissioning and undertaking market research, analyzing the findings, and planning advertising marketing and public relations activities; (2) supporting business growth and development through the preparation and execution of marketing objectives, policies and programs; (3) planning and organizing publicity campaigns; (4) appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity; (5) acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions; (6) assessing customers' needs and explaining and demonstrating goods and services to them; (7) visiting regular and prospective client businesses to establish and act on marketing opportunities; (8) quoting and negotiating prices and credit terms, and completing contracts.

Task lists

Title	ISCO	Definition	Occupation-specific tasks
Software and applications developers and analysts	251	Software and applications developers and analysts conduct research, plan, design, write, test, provide advice on and improve information technology systems, such as hardware, software and other applications to meet specific requirements.	(1) Researching information technology use in business functions and identifying areas in which improvements could be made to maximise effectiveness and efficiency; (2) Conducting research into the theoretical aspects of and operational methods for the use of computers; (3) evaluating, planning and designing hardware or software configurations for specific applications; (4) designing, writing, testing and maintaining computer programs for specific requirements; (5) evaluating, planning and designing Internet, Intranet and multimedia systems.

Task lists

Title	ISC O	Definition	Occupation-specific tasks
Finance professionals	241	Finance professionals plan, develop, organize, administer, invest, manage and conduct quantitative analyses of either financial accounting systems or funds for individuals, establishments and public or private institutions.	(1) Preparing and organizing financial statements for an organization; (2) reviewing financial materials of an organization; (3) providing financial advice to individuals and organizations; (4) preparing analytic reports concerning segments of the economy and the economy as a whole.

Task lists

Title	ISCO	Definition	Occupation-specific tasks
General office clerks	411	General office clerks perform a range of clerical and administrative tasks according to established procedures.	(a) Recording, preparing, sorting, classifying and filing information; (b) sorting, opening and sending mail; (c) photocopying and faxing documents; (d) preparing reports and correspondence of a routine nature; (e) recording issue of equipment to staff; (f) responding to telephone or electronic enquiries or forwarding to appropriate person; (g) checking figures, preparing invoices and recording details of financial transactions made; (h) transcribing information onto computers, and proofreading and correcting copy.

Task lists

Title	ISCO	Definition	Occupation-specific tasks
Nursing and midwifery associate professionals	322	Nursing and midwifery associate professionals provide basic nursing and personal care for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing, midwifery and other health professionals.	(1) Providing nursing and personal care, treatment and advice to patients as per care plans as established by health professionals; (2) assisting professional nurses, midwives and medical doctors in administering medication and treatments; (3) cleaning wounds and applying surgical dressings; (4) providing advice to individuals, families and communities on topics related to health, contraception, pregnancy and childbirth; (5) assessing progress during pregnancy and childbirth, providing or assisting in delivery care, and recognizing signs and symptoms requiring referral to a health professional; (6) providing care and support to women and newborns following childbirth.

Module 2 – Occupation-specific tasks

Don't know/no answer

NACE	28,29,30 Manufacture of Machinery and Vehicles	41 Construction of buildings	47 Retail	62 Computer programming and consultancy	64 Financial services	84 Public administration and defense	86 Health
Tasks	Assemblers (n=23)	Building frame Workers (n=28)	Sales, marketing and PR professionals (n=17)	Software developers and analysts (n=29)	Finance professionals (n=28)	General office clerks (n=35)	Nursing professionals (n=33)
Don't know	0%	4% (n=1/28) Cutting, shaping and finishing stone 4% (n=1/28) Erecting concrete structures and finishing cement surfaces 4% (n=1/28) Cutting, assembling and maintaining wooden structures 4% (n=1/28) Performing misc. construction and building maintainance tasks 4% (n=1/28) Supervision of other workers	0%	3% (n=1/29) Conducting research into the theoretical aspects of and operational methods for the use of computers 3% (n=1/29) Evaluating, planning and designing internet, intranet & multimedia systems	0%	3% (n=1/35) Transcribing information onto computers and proofreading	3% (n=1/33) Cleaning wounds and applying surgical dressings 3% (n=1/33) Providing care and support to woman and newborns following childbirth
No answer	0%	4% (n=1/28) Supervision of other workers	0%	0%	0%	0%	0%

Module 3 – Does not apply

NACE	28,29,30 Manufacture of Machinery and Vehicles	41 Construction of buildings	47 Retail	62 Computer programming and consultancy	64 Financial services	84 Public administration and defense	86 Health
Tasks	Assemblers (n=23)	Building frame Workers (n=28)	Sales, marketing and PR professionals (n=17)	Software developers and analysts (n=29)	Finance professionals (n=28)	General office clerks (n=35)	Nursing professionals (n=33)
Does not apply	4% (n=1/23) Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly 9% (n=2/23) Recording production and operational data on specific forms 4% (n=1/23) Inspecting and testing completed components and assemblies, wiring installations and circuits	11% (n=3/28) Constructing, maintaining and repairing buildings 18% (n=5/28) Constructing and repairing foundations and walls 61% (n=17/28) Breaking quarried stone into slabs or blocks 25% (n=7/28) Erecting concrete structures and finishing cement surfaces 46% (n=13/28) Cutting, assembling and maintaining wooden structures 18% (n=5/28) Performing misc. construction and building maintenance tasks 11% (n=3/28) Supervision of other workers	12% (n=2/17) Market research, marketing and PR activities 12% (n=2/17) Preparation and execution of marketing objectives and programs 18% (n=1/17) Planning and organising publicity campaigns 18% (n=3/17) Selecting material submitted by writers, photographers and others 18% Acquiring knowledge of employers' and competitors' goods and services, and market conditions 18% (n=3/17) Assessing customers' needs and explaining goods and services to them 41% (n=7/17) Visiting client businesses 35% (n=6/17)	14% (n=4/29) Researching information technology use in order to maximise effectiveness and efficiency 31% (n=9/29) Conducting research into the theoretical aspects of and operational methods for the use of computers 7% (n=2/129) Evaluating, planning and designing hardware or software configuration 7% (n=2/29) Evaluating, planning and designing internet, intranet and multimedia systems	14% (n=4/28) Preparing financial statements for an organisation 14% (n=4/28) Reviewing financial materials of an organisation 7% (n=2/28) Providing financial advice to individuals and organisations 18% (n=5/28) Preparing analytic reports concerning segments of the economy and the economy as a whole	3% (n=1/35) Preparing reports and correspondence 17% (n=6/35) Recording issue of equipment to staff 3% (n=1/35) Responding to telephone or electric enquiries 29% (n=10/35) Checking figures and recording details of financial transactions 17% (n=6/35) Transcribing information onto computers and proofreading	9% (n=3/33) Providing nursing and personal care 9% (n=3/33) Assisting professional nurses and medical doctors 12% (n=4/33) Cleaning wounds and applying surgical dressings 27% (n=9/33) Providing advice on health, contraception, pregnancy and childbirth 58% (n=19/33) Assessing progress during pregnancy and childbirth, providing or assisting in delivery care 55% (n=18/33) Providing care and support to woman and newborns following childbirth

Q301_cog1: Task list too general, just right or too specific?

		First occupational group selected						
Are the tasks mentioned in the two previous sets of questions all in all...	Total (n=101)	Assemblers (n=13)	Building frame Workers (n=13)	Sales, marketing and PR professionals (n=9)	Software developers and analysts (n=17)	Finance professionals (n=12)	General office clerks (n=16)	Nursing professionals (n=21)
too general	30%	15%	38%	11%	29%	8%	44%	43%
Just right, providing a good description of the key tasks	44%	46%	23%	44%	41%	83%	44%	33%
Too specific, fitting only to a small part of this occupational group	25%	38%	38%	44%	29%	8%	6%	19%
Don't know	2%	0%	0%	0%	0%	0%	6%	5%

Q301_cog2: Difficulties concerning questions on changing importance of tasks

NACE	28,29,30 Manufacture of Machinery and Vehicles	41 Construction of buildings	47 Retail	62 Computer programming and consultancy	64 Financial services	84 Public administration and defense	86 Health
Tasks	Assemblers (n=13)	Building frame Workers (n=13)	Sales, marketing and PR professionals (n=9)	Software developers and analysts (n=17)	Finance professionals (n=12)	General office clerks (n=16)	Nursing professionals (n=21)
Difficulties: Yes	31% (n=4/13)	15% (n=2/13)	11% (n=1/9)	41% (n=7/17)	17% (n=2/12)	44% (n=7/16)	19% (n=4/21)

Q302: Strategies of addressing the problem of being not well prepared

Question Q302: You have told me that your employees in this occupational group are not well prepared for some increasingly important tasks. How is your establishment addressing this problem?

Basis: establishments where the selected occupational group is not well prepared for at least one task that is becoming more important

			First occupational group selected					
				Building frame and related trade workers	Sales, marketing and public relations professionals	Software and applications developers and analysts	Finance professionals	General office clerks
In %		Total	Assemblers					
Basis (unweighted)		19	6	2	5	3	1	2
Percentage of positive answers out of the following options	Training of existing staff	68	67	100	40	67	100	100
	Internal reorganisation	58	100	50	40	33	-	50
	Recruitment of new staff with required skills	42	83	-	20	33	-	50
	Recruitment of new staff to be trained	37	67	50	20	33	-	-
	Don't know	5	-	-	-	33	-	-
	No answer	11	-	-	40	-	-	-
Total (multipunch)		237	317	200	200	233	100	200

Tab.A.188

Q303: Emergence of newly emerging tasks

NACE	28,29,30 Manufacture of Machinery and Vehicles	41 Construction of buildings	47 Retail	62 Computer programming and consultancy	64 Financial services	84 Public administration and defense	86 Health
Tasks	Assemblers	Building frame Workers	Sales, marketing and PR professionals	Software developers and analysts	Finance professionals	General office clerks	Nursing professionals
Newly emerging tasks?: Yes	32% (n=13/41)	16% (n=5/32)	29% (n=10/35)	45% (n=14/31)	37% (n=11/30)	33% (n=13/39)	30% (n=14/46)

Q305: Preparedness of employees concerning newly emerging tasks

NACE	28,29,30 Manufacture of Machinery and Vehicles	41 Construction of buildings	47 Retail	62 Computer programming and consultancy	64 Financial services	84 Public administration and defense	86 Health
Tasks	Assemblers (n=13)	Building frame Workers (n=5)	Sales, marketing and PR professionals (n=10)	Software developers and analysts (n=14)	Finance professionals (n=11)	General office clerks (n=13)	Nursing professionals (n=14)
Newly emerging tasks - Well prepared?: Yes	69%	100%	80%	86%	91%	77%	79%

Summary

- Module 3 and task lists well understood by respondents
- Difficulties with certain occupational groups
- Module 3 able to depict differences between occupational groups in terms of „dynamics“ or „change“
 - Clusters of tasks possible? Trends within and across occupations?
- Newly emerging tasks: easy to answer, differentiated remarks, in-depth knowledge of respondents