Narrowing the gap
between education and work

**Company questionnaire**

**1. Introduction**

The QSE VET project is meant to find new ways to adept education to the (evolving) requirements of the labour market. We describe 3 occupational profiles on 3 consecutive levels in one profession to creating detailed transparency in the craftsmanship as a touch stone for vocational education programs. The description (Job profiles in Excel) includes

1. a characterisation of the jobs;
2. the tasks to perform;
3. the abilities to possess at the relevant level;
4. the corresponding vocational education.

We compare relevant vocational education programs with the standards set by the companies (in 2 and 3).

We ask the companies to check these profiles to assess actual task performance and level of abilities using these occupational profiles for experienced employees as well as fresh graduates.

We also ask trainees/apprentices to assess their own performance and abilities, applying the same occupational profiles. We also ask for some additional information to put the jobs in context.

We hope the company’s representative also will be prepared to participate in a workshop to discuss the results with VET representatives.

**2. Company context**

Name of the company : ……………………………………………………………………………………………………………………

Name of interviewee : Mr/Mrs ………………………………………………………………………………………………………

Position of interviewee :……………………………………………………………………………………………………………………

Number of employees : …………………………………………………………………………………………………………………..

Number of trainees/work placements (per year): …………………………………………………………………………….

Numbers of workers and trainees in jobs concerned

Current trends and developments (in market, labour market, organisation, jobs, VET offer)

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General opinion on VET programs/schools

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**3. Check on profiles and assessments of tasks and capabilities**(using Excel job profiles sheet 1 and 4)

***a. Check on job titles, characteristics and corresponding VET***

* What are the titles used in the company for these three jobs?
- Kitchen Porter ………………………………………………………………………………………….……..
- Cook / Chef de partie ………………………………………………………………………………………………...
- Head Chef ………………………………………………………………………………………………...
* Additions/corrections in the characteristics?
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* Additions/corrections in corresponding educational programs?
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***Check and assessments of tasks and abilities (Excel sheets)***

* **Tasks** to perform
This sheet asks 3 questions for the tasks to perform in the three jobs concerned
	+ Are these the tasks in these jobs in your company?
	+ How do experienced workers perform in these tasks? (average)
	+ How do fresh graduates perform in these tasks? (average)
* **Abilities** to possess
This sheet asks three similar questions on the abilities and their levels.
	+ Are these the abilities to possess at the level described?
	+ Do experienced workers possess these abilities at the level required? (average)
	+ De fresh graduates possess these abilities at the level required? (average)
* **Changing importance?**Can you point out on both sheets what tasks/abilities are gaining (+) or losing (-) weight in the near future?

Last question: Are you prepared to participate in a meeting to discuss the results of this survey?
Yes / No

Thank you very much for your cooperation!