## **Heritage & Place Programme (H&PP)**

## **Skills Audit Questionnaire (Template)**

**Guidance:**

Included below is a list of questions for local companies and individuals which must be used to inform your Traditional Skills Audit which will need to be produced during the Development Phase of your Heritage & Place scheme. For your survey, you should include those companies and individuals who undertake work to historic buildings/ structures and not just those where this is their specialism (i.e., joinery companies as well as sash and case window specialists). Ideally, as this audit is about identifying local skills gaps then you should contact companies and individuals within your local authority area. If there is a limited amount of these within your local authority area, then you may wish to consider approaching others in the neighbouring local authorities. However, you should check first to see if an audit is in process or has been completed for that area as this information may already be available.

An anonymised summary of the responses to these questions must be included in your audit. If there are any other questions that you think could be asked that would help to inform this work, then you can add these in.

As gaining a sufficient number of responses from those invited to participate in the audit can sometimes be challenging, we recommend that you speak to people either in person or by phone to explain the purpose of the audit and encourage participation.

The Traditional Skills Audit will be used to inform your Traditional Skills Training Plan with both documents to be submitted as part of your Delivery Phase application. More information and advice on carrying out this work can be found in the H&PP Guidance and the H&PP Traditional Skills Training and Materials Guidance which are available to download from our website.

**Please note that the anonymised findings of your Traditional Skills Audits will be shared with HES colleagues to support strategic planning and programme development and delivery. It is advised that you make participants aware of this.**

**Questionnaire:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Information** | | | | | | | | | | | | | | | | | | | |
| **1.** | What is the size of your business/ company based on number of employees? | | | | | | | | | | | | | | | | | | |
| Sole Trader |  | | Micro  (0-9) | | |  | Small  (10-49) | | | |  | Medium  (50-249) | | |  | | Large (250+) |  |
| Other (please specify) | | | | | |  | | | | | | | | | | | | |
| **2.** | Do you act as a lead or sub-contractor or both? | | | | | | | | | | | | | | | | | | |
| **Workforce & Skills** | | | | | | | | | | | | | | | | | | | |
| **3.** | What traditional trades or skills do you currently carry internally within your company (full time equivalent employees)? | | | | | | | | | | | | | | | | | | |
| Stonemason | |  | | | Roofer | |  | | Joiner/ Carpenter | | | |  | Plumber | | | |  |
| Leadworker | |  | | | Bricklayer | |  | | Other (please specify) | | | | |  | | | | |
| **4.** | What skilled trades are you finding most difficult to source and are you aware of any reasons for this? | | | | | | | | | | | | | | | | | | |
| **5.** | Do you have to sub-contract to companies/ contractors/ self-employed tradespeople from outside your local area to be able to undertake jobs? If yes, what traditional trades or skills do you have to sub-contract in? | | | | | | | | | | | | | | | | | | |
| Stonemason | |  | | | Roofer | |  | Joiner/ Carpenter | | | | |  | Plumber | | | |  |
| Leadworker | |  | | | Bricklayer | |  | Other (please specify) | | | | | |  | | | | |
| **6.** | What 3 skills do you think will be most in demand in your area over the coming years? | | | | | | | | | | | | | | | | | | |
| **7.** | What skills gaps do you need to address? | | | | | | | | | | | | | | | | | | |
| **8.** | What upskilling/training are you finding difficult to source and are you aware of any reasons for this? | | | | | | | | | | | | | | | | | | |
| **9.** | Roughly what percentage of your workforce do you expect will retire over the next 5 years? | | | | | | | | | | | | | | | | | | |
| **10.** | What percentage of your workforce are under the age of 30? | | | | | | | | | | | | | | | | | | |
| **11.** | Are you likely to recruit an apprentice over the next 2 years? | | | | | | | | | | | | | | | | | | |
| **12.** | Are you likely to recruit an apprentice if they undertook pre-apprenticeship training in school or college? | | | | | | | | | | | | | | | | | | |
| **13.** | If you have responded no to either (or both) questions 10 and 11 above, can you please tell us why this is? | | | | | | | | | | | | | | | | | | |
| **14** | If you have or have taken on apprentices in the past, where are you likely to source these from? | | | | | | | | | | | | | | | | | | |
| School/ Further Education | | | |  | Word of mouth | | | | |  | Advertising | | |  | | Social Media | |  |
| Other (please specify) | | | | | | | | | |  | | | | | | | | |
| **15.** | Do you have any further comments or suggestions around skills training or apprenticeships? | | | | | | | | | | | | | | | | | | |
| **Your Work & Contracts** | | | | | | | | | | | | | | | | | | | |
| **16.** | Roughly what percentage of your work involves working on historic buildings or historic structures? | | | | | | | | | | | | | | | | | | |
| **17.** | Over the past 3 years have you been involved with thermally upgrading or retrofitting an historic building or structure? | | | | | | | | | | | | | | | | | | |
| **18.** | How confident are you in the level of work available in your area over the next 2-3 years. Can you please provide reason/s for your views on this? | | | | | | | | | | | | | | | | | | |
| **19.** | Do you expect a change in the type of work you are currently undertaking over the next 5-10 years in relation to historic buildings and structures? If yes, can you please provide reason/s for your views on this? | | | | | | | | | | | | | | | | | | |