

2024 Skills Survey Guidance Notes

This skills survey aims to understand potential future skills shortages by role and by geography in Scotland and where necessary drive actions to close the gaps. To deliver this we need your best estimate for the changes in key skills in the next four years, by forecasting the likely skills losses through retirement, as well as the net additional skills required due to expansion through activity, diversification etc.

We have tried hard to keep the survey as short as possible whilst retaining the detail required to make its impact most useful. We appreciate your patience to complete the survey and have compiled these guidance notes to help do that.

Please note that only one return should be made by each company, so if you can coordinate internally to arrange that we would be very grateful. We will be able to correlate company name to check and correct for accidental multiple responses.

If despite the notes you are struggling to complete the survey, please contact carolynmcmahon@scottishengineering.org.uk and we will be in touch to help.

[Survey guidance/FAQ's](#)

Question	Guidance
State... the current number of headcounts for a given role	The total FTE's for that role; if the role title does not exactly match that used in your organisation please pick the closest match from the available list.
State or forecast ... the demand for additional AND replacement headcount for a given role in a given year	Example: if an organisation has 5 current welder FTEs and in 2024 will need 2 additional for business growth, plus one replacement for a planned retirement, then the total additional and replacement for that year is 3. Given that these requirements are for future requirements that may not firm, please give your best estimate rather than leave this blank – which will signal no requirement to train. Please note that modern and graduate apprentices taken on to meet additional or

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	replacement demand should be included in this number.
How many of these new additions or replacements required do you plan to train each year in-house?	For this and the next question we are looking to gauge the capacity that industry has to train, and in this case we ask you to think of it as the combination of your organisation as well as any third party training group or college as well. Example: for the electrical technician role an organisation has a requirement for 1, 2, 2, and 3 additional or replacements in the years 2024, 2025, 2026 and 2027 respectively. The company (and any relevant training partner) have capacity to meet this in each year so the answer they should give is 3. If their maximum capacity is 2 then that should be stated.
How many could you train in-house at peak in each given year?	This question follows on from the last and aims to understand if there is additional capacity which could be used to take a more collective approach to shortages. Using the same example as above, if the company (and any relevant training partner) had the capacity to train 5 additional or replacements each year, then this would be the number as response for this question. Further example: if an organisation had capacity to train only one additional apprentice assuming a four-year duration, then the capacity for each given year answer would be 0.25.
Should I include apprentices? What about other structured upskilling or reskilling programmes?	Apprentices, upskilling or reskilling should definitely be included where they will deliver future additional or replacement headcount for a given role.
What should I do about roles not listed or other relevant information not covered by the survey?	The last question in the survey is a free text box where any comments like these can be entered – please use this to leave additional comments that help clarify gaps. Please note that this question is not mandatory and can be left blank for those who do not have additional comments to make. There is also an ‘additional information’ free text box at the end of each job code for you to use but please note this is not mandatory.

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<p>Why are we only forecasting until 2027 - should this be further out?</p>	<p>This has been a key discussion point as the group have constructed the skills survey, and in the end we have chosen this timeline as best fit from a policy and impact point of view.</p>
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