

Survey of the level of awareness of Skills Checks in Ireland

Introduction to the CITO Project and the survey

Introduction to CITO Project

This survey is part of the Check-In, Take-Off (CITO) Erasmus+ project. The project is funded by the European Commission. The CITO project wants to develop what is called a 'skills checker tool'.

This tool will:

- help adults highlight their skills,
- help adults highlight areas they need to work on,
- suggest courses which may be of use to them.

When the skills checker tool is developed, it will be tried out with adults in Malta, Ireland and Norway.

This survey is part of the first phase of the CITO Project, which aims to see how aware adults are of skills checkers (also known as Skills Check). This will be done by asking people such as yourself, to take this short survey.

If you are unsure about anything you are being asked to do, please ask someone in your organisation, workplace or centre.

Further information about the project is on the CITO project website www.citoproject.eu.

Introduction to the survey

A skill is the ability to do something well.

A Skills Check is a questionnaire that you answer to:

- highlight what skills you have,
- highlight what skills you do not have,
- highlight skills areas you might like to improve in.

Some skills checks also give you information on places where you can go if you want to improve your skills in certain areas.

The reasons you are being asked to take this survey are:

- 1) to find out if you already know about skills checks,
- 2) what would help you in the future to take a skills check, and
- 3) what you would want to get from taking a future skills check.

It takes about 10 minutes to complete this survey.

Confidentiality and Data protection:

- **Your name and your contact details are NOT asked for, so no-one will know which answers are yours.**
- **Your information will be anonymous.**
- **Your survey cannot be traced back to your computer or phone.**

This survey is being carried out by Waterford Institute of Technology in Ireland and the findings will be presented to the project partners and available on the project website.

There are no right or wrong answers. Just answer as honestly as you can.

The survey will remain open until 9th December, 2019 but we encourage you to complete it before this time.

Please email Maeve O'Grady (mogradey@wit.ie) if you have any questions about this survey.

We greatly appreciate your participation.

*** 1. Consent:**

Please make sure that you have read through the information above before agreeing to participate in this survey.

- I understand how to ask for more information on the project.
- I have looked through and understood the information above.

- I understand that my participation in the project is voluntary.
- I understand that I can stop taking the survey at any time.
- I understand that I do not have to give a reason to stop taking the survey.

- I understand that my answers are anonymous.
- I understand that all answers from all the people surveyed will be put together and will be reported upon as one big group.

- I give permission for my answers to this survey to be stored by the research team.
- I give permission for my answers to this survey to be used by the research team for reports and publications, so long as the research has been approved by a Research Ethics Committee.

Please click on one of the following circles to continue:

- I wish to complete this survey
- I do not wish to complete this survey

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* 2. How are you completing this survey?

- On my own
- On my own but with someone nearby who I can ask for help
- I am in a group and there is someone I can ask for help
- 1-to-1 with a support person
- I am showing others how to fill out this survey. I understand that my answers will not be included in the research.

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* 3. This question is to be completed by the person who is providing support to you in completing the survey. Please select one of the following:

- I agree to keep all answers confidential
- I am unable to agree to keep all answers confidential

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* 4. Have you ever used a Skills Check that shows where you are at with your reading, writing, numbers or computer skills?

- Yes
- No
- I don't know

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5. The reason I used one was:

- My employer asked me to do one in work
- My jobs coach asked me to do one
- A course provider did one with me to help me identify what course to do
- A friend told me about it
- Other reasons

6. Did you find it:

- helpful
- not helpful

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7. Why did you find the Skills Check helpful? (You may select more than one option).

- I found out that I had good skills
- It gave me options to think about
- I went on to do a course
- It gave me a record of the assessment
- Other

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8. Why might you do a Skills Check in the future? (You may choose more than one option)

- To improve my employment prospects
- To show me what qualifications I could go for
- To show me where my strong skills are
- To show me where my weak skills are
- To highlight areas I do not have skills in and how I can change that
- To show me skills I already do have and how I could improve them
- To show me if I have skills that might be valued in the workplace
- To find out how my reading skills are
- To find out how my writing skills are
- To find out how my skills with numbers are
- To find out how my computer skills are
- To get a record of my Skills Check
- Other

* 9. What would help you to use a Skills Check? (Select one or more options)

- It should be short
- Online support
- Face to face support
- Privacy and confidentiality are guaranteed
- Easy to use
- Other

10. Which aspect of a Skills Check would be most important to you: (select one option)

- Assessing my reading skills
- Assessing my writing skills
- Assessing my skills with numbers
- Assessing my computer skills
- Assessing all 4 - my reading and writing, numbers and computer skills

Demographic information

11. Please select one of the following to show which age group you belong to:

- 24 or under 45-55
 25-35 56+
 36-45 I do not want to answer

12. Please select one of the following:

- Male
 Female
 Other
 I do not want to answer

13. I was made aware of this survey:

- Through a public employment service
 Through a further education and training service
 Through my work place
 Other

14. Please select one of the following to show the highest level of education you have completed:

- Primary school (Completed at around age 12)
 Group / Intermediate / Junior certificate (Completed at around age 15)
 Leaving certificate (Completed at around age 18)
 FETAC / QQI / NFQ Level 1
 FETAC / QQI / NFQ Level 2
 FETAC / QQI / NFQ Level 3
 FETAC / QQI / NFQ Level 4
 Higher than all the above
 None of the above

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