

### Study on the Need for Training—Questions to be Addressed

The purpose of the study on the need for training is essentially to provide information and recommendations on the need to develop a program of study leading to an Skills Training Certificate. This information must show the need for training as related to the trade or job that is the subject of the study. The results of the study will be forwarded mainly:

- to school board administrators so that they can render a decision on the need to conduct the study
- to the regional Emploi-Québec office so that it can issue a formal opinion
- to the different partners directly involved in the study (sector-based committees, companies, etc.)
- to the Ministère, for the purposes of program funding or program accreditation
- to the person at the school board in charge of developing the program

The focus of the study on the need for training is more qualitative than quantitative and the study must provide answers to a host of questions dealing with the following main aspects:

- the trade concerned and its definition
- the job related to this trade
- the actual training that prepares people for the trade
- the correspondences between available types of training and the trade concerned
- alternative solutions, the need for training and the probable impact on how this training is organized

#### 1. Occupation

- What is the occupation (principal trade, related trade or function of a principal trade) associated with the training proposal that is the subject of the study?
- What are the links with the National Classification of Occupations (NCO)?
- How is the given occupation or trade defined?
- How does it relate to the principal or related occupation?
- What are some of the job titles in this field of work?

#### 2. Employment

In the case of a training proposal that can be developed by a single school board to meet regional needs, the information collected can be limited to one region, as applicable. The size of the job pool and the labour pool should nonetheless justify the relevance of the program.

- What activity sectors is this occupation found in?
- What are the companies or categories of companies targeted?
- What is the number of workers for the targeted occupation (regionally and provincially) as well as for the main or related occupation?
- What is the current supply of and demand for labour?
- What are the foreseeable trends in this regard?
- Are there major mobility requirements?
- What are the main responsibilities and duties associated with the targeted occupation?
- What are the general conditions under which the trade is practised?
- How are these responsibilities and tasks different from those associated with the main or related occupation?
- What are the hiring conditions and the required competencies (general and job-related)?
- Are there any legal and regulatory requirements with respect to health and safety?
- Is it governed by a professional body or association or other government department or agency? What is their involvement?

*Note that Emploi-Québec and other labour-market partners can generally provide valuable information on these questions.*

### **3. Training**

What is the current situation with respect to training for the occupation in question?

- What are the characteristics of the students enrolled in the existing programs?
- What are the training deficiencies identified by employers?
- What are the requirements (i.e. academic, work experience, etc.) set by employers?
- What are the characteristics of the student population targeted by the proposed training program?

### **4. Programs and Occupations**

- What programs currently meet training needs related to the targeted occupation and to the main or related occupation?
- Do existing programs overlap with respect to the targeted occupation? What distinguishes these programs?

## **5. Relevance, Impact and Conclusions**

- What are the most appropriate ways of meeting the needs identified? What are some alternatives?
- What would be the organizational impact (equipment, human resources, educational organization, etc.) on the education system of meeting these needs?
- When would it be most appropriate to meet these needs?
- If it is decided that a program will be developed, what will be the objective of the training provided?
- How will the trade associated with this training be defined?

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