Adult and Community Learning Workforce Survey

This survey seeks to collect data about staff directly employed by your Local Authority working within the service unit responsible for community learning and skills and who were on the payroll between 1 August 2014 and 31 July 2015 (the 2014/15 teaching year). We are NOT seeking data on agency staff, visiting lecturers who were paid a one-off fee or those working unpaid in a volunteer capacity. Similarly, we are NOT seeking information from you on the staff engaged by sub-contractors or other partner organisations you work with to secure community learning and skills provision.

The survey should be completed by someone who has information about all staff in the organisation in terms of their demographic characteristics and qualifications (e.g. HR or staff development). The survey may require collecting information from more than one part of your organisation. If you do not have this information, please forward the survey to a more appropriate person in the organisation.

Assuming all the relevant information is at hand, this survey should take approximately 15 minutes to complete. You can also save your answers and use the link then generated to return to the survey. If you would like a PDF copy of the survey, please email sirenquiries@etfoundation.co.uk.

The survey is being undertaken by the Education and Training Foundation and is entirely confidential. All results will be shown in aggregated data and will not be reported in such a way as to identify you, individual members of your workforce or your organisation.

Please make every effort to complete this survey: the larger the response rate, the more reliable will be the reporting of findings, which should in turn be useful to you in acting as a baseline for your own workforce planning and development.

The survey closes on Friday 18 December 2015.
Section 1: About your organisation

This information will provide us with data that we can analyse to offer you more appropriate benchmarking information.

Q1 Which of the following would you categorise your organisation as? (Please select only one option)
- Local Authority adult and community learning provider with primarily direct delivery of learning programmes
- Local Authority adult and community learning provider primarily securing provision via subcontracting / partnership arrangements
- Third sector/independent adult and community learning provider with primarily direct delivery of learning programmes
- Third sector/independent adult and community learning provider primarily securing provision via subcontracting/partnership arrangements

Q2 Which of the following funding streams did your organisation secure in 2014/15? (Please select all relevant options)
- SFA Community Learning (previously called Adult Safeguarded Learning) budget
- SFA Adult Skills budget
- EFA funding for those aged 16-18
- ESF funded programmes
- Other

Please specify:

Q3 What was your overall budget in the 2014/15 year? (Please include all budget streams, excluding fee income, applicable to your organisation. Please select only one option)
- Overall budget of £5m +
- Overall budget of £1m - £5m
- Overall budget of under £1m

Q4 In which region is your organisation based / headquartered? (Please select only one option)
- East of England
- London
- East Midlands
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire and The Humber
Total number of staff

Q5 How many staff are on your organisation's payroll in 2014/15?

Total number of staff

Important: Please ensure that the figure above is accurate before proceeding. Subsequent questions will be checked against this total to ensure we collect data on your organisation's full workforce. If you need to change this number later in the questionnaire, please click the Back button to return to this page.

Q6 In comparison to last year, do you have the same number, more or fewer staff? (Please select only one option)

- The same number of staff
- More staff
- Fewer staff
- Don't know

Q7 Please provide approximate numbers of staff who left for the following reasons:

- End of contract
- Resigned
- Voluntary redundancy
- Compulsory redundancy
- Other

If 'Other' please specify
Section 2: About your organisation's workforce

We would like to ask you about your workforce employed by the service unit responsible for delivery of community learning and skills in the 2014/15 teaching year.

Q8 Of all staff, how many work:

- Full-time
- Part-time
- Total (should equal {Q5a})

Q9 Please tell us the number of staff that are primarily engaged in the following occupational categories.
(Please note that this question categorises staff into recognised occupational categories)

- Managers - includes senior and other managers
- Professionals - includes teachers, tutors, trainers, assessors and examiners
- Support staff - includes learning support staff (e.g. teaching assistants), learner support staff (e.g. childcare workers) and business development staff (e.g. employer liaison officers)
- Administrators / clerical staff
- Ancillary staff (e.g. canteen workers, caretaking staff)
- Other staff
- Total (should equal {Q5a})

Q10 Please tell us about the gender profile of all staff. How many staff are in the following categories?

- Male
- Female
- Transgender
- Prefer not to say / Unknown
- Total (should equal {Q5a})
Q11 Please tell us about the age profile of all staff. How many staff are in the following categories?

24 years and under
25-34 years
35-44 years
45-54 years
55-64 years
65 years and over
Prefer not to say / Unknown
Total (should equal Q5a)

Q12 Please tell us about the ethnic profile of all staff. How many staff are in the following categories?

Asian / Asian British
Black / African / Caribbean / Black British
Mixed / multiple ethnic groups
White
Any other ethnic group
Prefer not to say / Unknown
Total (should equal Q5a)

Q13 Please tell us about the disability profile of all staff. How many staff are in the following categories?

Physical impairment
Learning difficulty
Mental health
Other
No disability
Prefer not to say / Unknown
Total (should equal Q5a)

Q14 Please tell us about the sexual orientation of all staff. How many staff are in the following categories?

Heterosexual
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gay</td>
<td></td>
</tr>
<tr>
<td>Lesbian</td>
<td></td>
</tr>
<tr>
<td>Bisexual</td>
<td></td>
</tr>
<tr>
<td>Prefer not to say / Unknown</td>
<td></td>
</tr>
<tr>
<td>Total (should equal Q5a)</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: About your teaching and training staff

This section has two parts. The first part relates to the make up of your teaching / training staff (for the 2014/15 teaching year).

Total number of teaching / training staff

Q15 What is the total number of teaching / training staff employed by your organisation in 2014/15? (This figure should include assessors.)

Total (should be less than or equal to Q5a)

Important: As before, please ensure that the figure above is accurate before proceeding. Subsequent questions will be checked against this total to ensure we collect data on your organisation’s full workforce. If you need to change this number later in the questionnaire, please click the Back button to return to this page.
Q16 Of all your teaching / training staff employed by your organisation, how many work:

- Full-time
- Part-time
- Total (should equal \{Q15a\})

Note: Please complete both boxes, even if the number is zero.
Of those that work part-time, how many are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessionally paid (i.e. paid on the basis of hours spent teaching)</td>
<td></td>
</tr>
<tr>
<td>Engaged on a fractional contract (i.e. paid as a percentage of a full-time equivalent)</td>
<td></td>
</tr>
<tr>
<td>Work on a case-loading basis (e.g. allocated a number of learners, mentees etc rather than programmed to teach for a given number of hours)</td>
<td></td>
</tr>
<tr>
<td>Retained on &quot;zero hour&quot; contracts</td>
<td></td>
</tr>
<tr>
<td>Engaged on other part-time basis</td>
<td></td>
</tr>
<tr>
<td>Total (should equal {Q16b})</td>
<td></td>
</tr>
</tbody>
</table>
This part relates to the teaching qualifications held by your teaching / training staff (for the 2014/15 teaching year).

Q18 Of your 2014/15 teaching / training staff, how many have or are working towards the teacher / training qualifications in the list below?

Total (should be less than or equal to (Q15a))

Most common qualifications
Certificates in Education (Cert.Ed.), Post Graduate Certificates in Education (PGCE) or equivalent from HEIs in England, Northern Ireland, Scotland and Wales including the Scottish Teaching Qualification in Further Education (TQFE)
Level 5 (QCF) Diploma in Education and Training (DET) (including Maths, English, ESOL and SEND DETs)/Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or older equivalents (e.g. City & Guilds 7407 – these are old NQF Level 4 teaching qualifications)
Level 4 (QCF) Certificate in Education and Training (CET)/Certificate in Teaching in the Lifelong Learning Sector (CTLLS) or older equivalents
Level 3 (QCF) Award in Education and Training/Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)
B.Ed/B.A/B.Sc with concurrent qualified teacher status (schools)

Subject specific qualifications
Lip-reading Teachers’ Training Course taken with C&G 7407
British Wheel of Yoga Diploma in Teaching Yoga
Trinity College LCTL Diploma TESOL 2001 or TESOL 2005
Cambridge ESOL Diploma in Teaching English to Speakers of Other Languages (DELTA) 2001
Cambridge ESOL Certificate in Teaching English to Speakers of Other Languages (CELTA) 2004
Trinity Certificate in Teaching English to Speakers of Other Languages (Cert TESOL) 2000 or (Cert TESOL) 2004
JEB Teacher Trainer Diploma in IT Skills
EDI Level 3 in Driving Instruction 2004 Onwards
EDI Level 3 Certificate in Educational Practice: ICT Skills 2005
1st4Sport Level 3 Certificate in Tutoring in Sport
RSA Teachers’ Certificate in Office Studies
UKCC Coaching Certificate Level 3

Others
NVQ Level 4 Co-ordination of Learning & Development Provision
NVQ Level 3 or Level 4 in Learning and Development/Training and Development
NVQ Level 3 Direct Training and Support
Certificate in Training and Presenting in the Workplace
BTEC Professional Certificate in Instructional Techniques - Level 4
Level 4 FE Teaching Qualification - Stage 2 (old NQF)
SVUK endorsed Stage 1 Awards from HEIs in England and Wales
SVUK endorsed Stage 2 Awards from English HEIs
Advanced Diploma Teaching in Further Education - 2006
City & Guilds 7302 Certificate in Delivering Learning: An Introduction
City & Guilds 7306 Further and Adult Education Teachers Certificate
City & Guilds 7307 Certificate in Teaching Adult Learners
City & Guilds 7331 Certificate in Training Techniques
EDI Level 3 Certificate in Educational Principles and Practice
Teaching support qualification at NQF level 3, 4 or above
ABC Level 3 Certificate in Facilitating Learning

For any queries about the type of qualification, please contact the FE Advice Line on 0300 303 1877.
Regardless of those that have been counted above, what was the total number of all your staff in the assessor role?

Total (should be less than or equal to (Q15a))
Q20 Of the staff in an assessor role, how many hold an assessor qualification as listed below?

Total (should be less than or equal to Q19a) [ ]

Level 3 Award in Assessing Candidates' Performance Using a Range of Methods ('A1')
Level 3 Award in Assessing Candidates' Performance through Observation ('A2')
Level 3 Award: Assess candidate performance (D32)
Level 3 Award: Assess the candidate using differing sources of evidence (D33)
Level 3 Award in Understanding the Principles and Practices of Assessment
Level 3 Award in Assessing Competence in the Work Environment
Level 3 Award in Assessing Vocationally Related Achievement
Level 3 Certificate in Assessing Vocational Achievement
Section 4: About your teaching and training staff - highest academic qualifications held and subject areas in which currently, you find it difficult to recruit teaching staff.

Highest academic qualifications of your 2014/15 teaching / training staff

Please do not include agency staff, self employed staff, visiting lecturers who are paid a one off fee or unpaid volunteer workers. Finally, while we are aware that several services sub-contract delivery, we are not seeking information from you on the staff engaged by sub-contractors.

Q21 How many of your teaching / training staff have the following as their highest academic qualification?

- Level 8 (e.g. Doctorate)
- Level 7 (e.g. Masters Degree, PG Dip, PG Cert, PGCE)
- Level 6 (e.g. Bachelors Degree, Graduate Certificate, Graduate Diploma, Professional Certificate in Education)
- Level 5 (e.g. Foundation Degree, HND, Dip HE, Dip FE)
- Level 4 (e.g. Certificate of Higher Education)
- Level 3 (e.g. 2 A levels, 4 AS levels)
- Level 2 (e.g. 5+ GCSEs at grades A-C)
- Level 1 (e.g. GCSEs at grades D-G)
- Entry level (e.g. Entry level Certificate, Foundation Diploma, BTEC Level 1 Certificate)
- No formal qualifications
- Unknown
- Other

(Please specify what non-levelled qualifications these staff hold below)

Total (should equal {Q15a})

Subject areas in which currently, you find it difficult to recruit teaching staff.
Q22 Please tell us if there are any subject areas in which currently (Autumn 2015), you find it
difficult to recruit teaching staff.

For each of the subject areas listed below please indicate if it is *quite difficult* or *very difficult*
to recruit teaching staff or if you have no current recruitment difficulties in this subject area.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Quite difficult</th>
<th>Very difficult</th>
<th>No current recruitment difficulties</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESOL</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>ICT</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Science</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Technology</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Engineering</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>English / Literacy</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Mathematics / Numeracy</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Arts and crafts / Creative</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Foreign languages</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Health and social care</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Sports / Other physical activities</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Family learning</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Community development</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Other subjects</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

If 'Other' please specify


Section 5: Name of organisation and contact details

Please enter the name of your organisation and your contact details below.

Q23   Organisation name:

Q24   Your name:

Q25   Job role:

Q26   Email address:

Q27   Telephone number:

Please click the Submit button below to complete the survey.