

Council for Technical & Vocational Education and Training.



Labour Market Intelligence Survey

Prepared by:
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Director.

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Labour Market Intelligence Survey

The Council for TVET is collaborating with the Statistical Unit of the Ministry of Labour, Human Services and Social Security and the Inter American Development Bank (IDB) to conduct a Labour Market Intelligence Survey in the following sectors:

- Manufacturing;
- Commerce;
- Forestry;
- Hospitality; and
- Engineering and Construction.

The survey is intended to determine the gaps that exist, if any, between the supply of skills and the demand for such skills. It will also reveal whether there is a need for new occupations, their titles, and the extent of the need.

Private Sector Representation: The following persons were nominated by the head of their respective sectors to serve on a small committee during the execution of the survey:

- Ms. Nerissa Thornhill, the Manufacturing and Services Association of Guyana;
- Ms. Treina Butts, the Hospitality Association of Guyana; and
- Ms. Marissa Lowden, Energy Power and Skills Development.

Verification of Lists of Employers: A list of the employers of each sector will be sent by the Council for TVET to the sector representative to be verified. The verified lists will be used for the survey.

Authorization: The Director formally sought the permission of the Permanent Secretary, Ministry of Labour, Human Services and Social Security for its Statistical Unit to participate in the survey.

Meetings: Four meetings were held by the Director with Mr. Ivlaw Henry, Chief Statistical Officer and Mr. Javier León, Country Economist, IDB to agree on the methodology that will be employed to conduct the survey and its funding. They were all held in a cordial atmosphere. All the parties agreed to give maximum support for the successful execution of the survey.

Survey Instrument: The questionnaires that will be used to conduct the survey were prepared by Mr. Ivlaw Henry and his staff. Copies of the survey instruments that were used for the survey that was conducted in the Bahamas were sent to the Director by Mr. Javier León.

Funding: Mr. León said that the IDB has the financial resources to defray the cost of the survey. However, permission must be had from the Minister of Finance for the expenditure. He

requested that a budget be prepared and submitted to him. He also requested copies of the survey instruments.

Budget: The Activities and budget for the survey were prepared by Mr. Henry. Please see Appendix 1.

Conclusion: The availability of Labour Market Intelligence data is invaluable for forward planning in TVET. The Statistical Unit of the Ministry of Labour, Human Services and Social Security should be upgraded and empowered to conduct the survey on an ongoing basis. This unit must be commended for willingly agreeing to conduct the survey. Gratitude is also extended to the IDB for the interest it has shown in this activity and for undertaking to provide the necessary funding for it.

Skills Needs Survey

Manufacturing, Engineering and Construction, Forestry and Hospitality Sectors.

Survey 2013

Budget and Plan

No.	Activity	Responsible Person/ Area	Questionnaires	Rate	Amount
1.	Enumerators .	Regions 1-10	400	\$1200	480,000
2.	Travelling for Enumerators in the regions.	20 Enumerators	400	-	1,000,000
3.	questionnaires, Coding of Occupations as per returned questionnaires,	-	400	-	400,000
4.	Documentation -Inputting data -Typing Report.	Two Data Entry Clerks	-	-	500,000
4.	Training enumerators, Supervision, Travelling & Accommodation	Regions 1-10	Regions 1,5,6,7,8,9,10	-	\$720,000.
5.	Processing Equipment One(1) Lap Top Computer	-	-	-	200,000
6	Miscellaneous (Software Programme Design)	-	-	-	300,000.
	Total				\$3,600,000

Total budget amount to G\$3,600,000

Equivalent to US\$17,560.

Exchange rate US\$1 .00 =G\$205.

Survey Methodology

Basically the survey covers commercial, manufacturing, engineering and construction, forestry and the hospitality sectors. It will be one survey but conducted using a variation of one questionnaire (seen attached).

Coverage

This establishment survey will be conducted throughout the ten regions of the country and except for the commercial sector where a representative sample of two hundred establishments will be approached, all the establishments amongst the other sectors will be approached.

Activity and Time schedule

Activity	January	February	March	April	May
Extraction of establishments from general listing of the Ministry of Labour	-----	-----			
Field Work		-----	-----		
Coding and data entry				-----	---
Final Report					-----

Please note some of the activities of this survey have already commenced, since the survey instrument is already available and was tested in a previous survey on skills needs in the mining sector. There is also information already gathered within the Ministry of Labour on the establishments earmarked for survey, such as addresses and number of employees within the establishments..

Supply of Technical Persons

Technical and vocational educational institutions will be required to fill up a questionnaire which will give an indication of the number of persons who graduate from such institutions on an annual basis.

Ivelaw Henry,

Chief Statistical Officer.