

Yorwoods		2011	
Benchmarking and Training Needs Assessment Questionnaire and Statement of Eligibility LandSkills Yorkshire & Humber			
Name:			
Company/Organisation:			
Address:			
Postcode:			
	Tick as appropriate		
What kind of business are you engaged in:	Forestry and tree work		
	Landscaping and tree work		
	Forest products		
	Woodfuel		
	Other		
Are you:	Self Employed		
	Employed		
For how long:	< 1 year		
	1-2 years		
	> 2 years		
	> 5 years		
	> 10 years		
Where do you operate from:	Home		
	Office		
	Yard		
	Wood		
	Farm		
	Workshop		
Who carries out the paperwork for your business:	You		
	Partner		
	Employee		
	Other		
How many people do you regularly work with:	Number:		
Are they:	Employed		
	Sub-contracted		
	Both		

How did you recruit your co-workers:	Job-centre		
	Word of mouth		
	Advertise		
	Other		
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Over the last 5 years has your workforce:	Increased		
	Decreased		
	No change		
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Over the next 5 years do you expect your workforce to:	Increase		
	Decrease		
	Not change		

Do you HAVE or NEED any of the following training:	TYPE	HAVE	NEED
	Forest nursery skills		
	Forest management skills		
	Other practical forestry skills		
	Woodfuel related training		
	Arboriculture		
	Health & Safety		
	Mechanical Engineering & Maintenance		
	Ranger/Leisure/Recreation		
	Establishment management skills		
	Harvesting management		
	Green wood-working skills		
	Forestry technical and machine operation skills <i>e.g. CS and FMO units – please specify</i>	Please list units here:	Please list units here:
	Environmental best practice		
	Civil engineering		
	Timber haulage skills		
	Roundwood sawmilling		
	Training for trainers		
	Word processing		

	Information technology		
	Business management skills		
	People skills		
	Marketing, sales, promotion		
	Managing & supervising people		
	Woodland certification		
	Other - please stipulate		
Has the training been only to the statutory minimum:	Yes		
	No		
Who supplied your previous training?			

What has been the driving force behind you getting your training:	Desire to gain new skills		
	Diversify your business		
	Increase efficiency / productivity		
	Made to get training by employer/contract holder		
	Health & Safety requirements		
	Other		
When would you prefer to do your training:	Morning		
	Afternoon		
	Weekdays		
	Weekends		
How would you like to learn:	Short courses		
	Practical workshops		
	Online/computer learning		
What is the best method of receiving training:	On the job training		
	Day release		
	Attending seminars		
	Full-time / sandwich courses		
	Job-shadowing		
	Self-study		
What are the barriers to taking more training:	Cost		

	Time		
	Necessity		
	Poor quality of training staff		
	Times of day when courses held		
	Location of trainers		
	Concerns over trained staff leaving		

Statement of Eligibility – please provide a brief description of your business enterprise, including why you believe you are eligible for LandSkills funding, and include a statement of your activities in relation to woodland management and the production of woodland products.

In order to be eligible, trainees must be engaged in a business, organisation or social enterprise which is dependent upon woodland or utilises any woodland or forestry products – please see Eligibility Criteria

Signature <i>(this should be the principal person within your organisation)</i>			
Print name			
Date			

For Office Use Only	
Assessed By:	
Date of Assessment:	