MAC Call for Evidence SOL Research - Individual Organisations

S   Landing Page

READ TO ALL

S1   **Thank you for your interest in taking this survey.**

We appreciate that the COVID-19 outbreak has placed businesses in an enormously difficult situation and that organisations that would normally respond to the Call for Evidence may not currently have capacity to do so.

However, in order to deliver our report in September 2020 as requested by the Government, we have decided to proceed with the Call for Evidence. If you are able to respond, please select option 1 below. If you do not have time to fill in any questions but would like to register that in different circumstances, you would have done please select option 2 below and if you can provide some limited evidence select option 3. Where possible we have made questions optional in the full Call for Evidence.

We <u>can respond</u> at present	1	CONTINUE
We <u>do not have the ability to respond</u> at present, but can provide details for future research	2	Route to Annex A (section I)
We have <u>limited ability to respond</u> at present, but can provide contact details and some evidence	3	Route to Annex B (section J)

ASK ALL WHO CAN ANSWER AT THE MOMENT (S1=1)

S2   **In March this year, the Government commissioned the Migration Advisory Committee (MAC) to compile a UK Shortage Occupation List (SOL). This is a list of occupations in the UK which are in shortage. The list will primarily focus on occupations at Recognised Qualification Framework (RQF) Level 3-5 (medium-skill). This Call for Evidence seeks to gather your views on this issue.**

We appreciate your contribution to the MAC Call for Evidence during these challenging times. In light of the COVID-19 outbreak, we ask that you answer with regard to business during a recent usual period, for example where you are not temporarily affected by large scale absence or a lack of customers.

What is the Shortage Occupation List (SOL)?

The Shortage Occupation List (SOL) is a government compiled list of occupations for which the evidence suggests there are not enough UK workers to fill vacancies. There is also a Scotland-only SOL, in addition to the UK-wide list. A previous Immigration White Paper asked us to consider additional lists for Wales and Northern Ireland. We previously recommended having the option of additional lists for all countries of the UK but most of the shortages we identified seem to be UK-wide. The government decides which occupations to put on the list, after receiving advice from the MAC.

What occupations are covered by the SOL?

At present the SOL only covers occupations where the skills required to do the job are RQF6 (approximately Bachelor's degree/ordinary degree or equivalent) and above. From January 2021 occupations where the skills required are RQF3 (approximately A-Level/Highers or equivalent) or above can be included on the SOL. Currently non-EEA migrant workers need to be paid at least £30,000 per year or the 'appropriate rate' for the job they are offered - whichever is higher.

This salary threshold will be lowered to £25,600 under the new immigration system. Migrants will still need to be paid the higher of the specific salary threshold for their occupation, known as the 'going rate', and the general salary threshold. However, under the new point-based system for skilled workers, certain applicants will face lower salary requirements (e.g. new entrants and those with jobs on the shortage occupation list).

The skill definitions are designed to reflect how much training and experience is required for someone to do a job. They are not a reflection of the value of the work being done.

To inform our work, we would like to hear from organisations who employ or plan to recruit medium skilled migrant workers (RQF level 3 to 5) to get a better understanding of the roles that are being filled, salaries paid and implications of potential changes. We do not intend to ask stakeholders to send in any evidence for RQF6+ occupations that are already included on the SOL: we intend these occupations will remain on the SOL at this stage. We would only ask that evidence be provided for RQF6+ occupations where stakeholders feel there is strong new evidence for their inclusion on the SOL.

You can find a list of occupations and their associated RQF levels in appendix J of the current immigration rules. Please be mindful that the RQF levels of the occupations listed here will be changed ahead of the implementation of the new migration system, these changes are not reflected in the current version of appendix J.

Will my responses be confidential?

All identifying and personal information will remain confidential, however, aggregated and anonymised information in the form of summary statistics will be published as part of our final report. For a full description of personal data policy please refer to the Call for Evidence document published on our website. At any point you may save your response to continue later before submitting.

This form will remain open until 24th June 2020. We understand this is a rather short deadline at a busy time, but we have to deliver our report in September 2020 and we really value your input. We would find it extremely helpful if you could respond as soon as convenient so that we can start considering your views and information.

We look forward to hearing from you,

Migration Advisory Committee

mac@homeoffice.gov.uk

When completing the survey, please only use the 'Next' button on the page rather than the 'Back' and 'Forward' buttons in your browser.

To begin, please select 'Next' below.

A About You

READ TO ALL

To start with, we'd like to get some details about you and the organisation on behalf of which you are responding.

ASK ALL

A1 **What is the name of your organisation?**

WRITE IN

ASK ALL

A2 **What is your email address?**

WRITE IN		
Prefer not to say	1	

ASK ALL

A3 **Which of the following options best describe your reason for completing this form?**
PLEASE SELECT ONE OPTION ONLY.

I am providing evidence of recruitment within my own organisation	1	CONTINUE
I am providing evidence of recruitment in the sector, on behalf of other organisations/members or as a recruitment business.	2	THIS SHOULD ONLY BE SELECTED IF YOU ARE A REPRESENTATIVE ORGANISATION COMPLETING THE CALL FOR EVIDENCE ON BEHALF OF THE BUSINESSES / ORGANISATIONS YOU REPRESENT

B About your organisation – Individual organisations

ASK ALL

B1   **Which of the below sectors best describes your organisation/business? If multiple sectors apply, please select the one that best describes the largest component of the business/organisation, in terms of employees.**

If you are unsure of the sector that best describes your organisation, please refer to the following link for more detailed descriptions of sectors and which sector group (A-U) they belong to: http://resources.companieshouse.gov.uk/sic/ *

PLEASE SELECT ONE OPTION ONLY.

Agriculture, Forestry and Fishing	1	
Mining and Quarrying	2	
Manufacturing	3	
Electricity, gas, steam and air conditioning supply	4	
Water supply, sewerage, waste management and remediation activities	5	
Construction	6	
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	7	
Transportation and Storage	8	
Accommodation and Food Service Activities	9	
Information and Communication	10	
Financial and Insurance Activities	11	
Real Estate Activities	12	
Professional, Scientific and Technical Activities	13	
Administrative and Support Service Activities	14	
Education	15	
Human Health and Social Work Activities	16	
Arts, Entertainment and Recreation	17	
Other Service Activities	18	
Activities of households as employers; undifferentiated goods	19	
Activities of extraterritorial organisations and bodies	20	
We operate across all sectors	21	
Don't know	22	

ASK ALL

B2   **Approximately how many people does your business employ in the UK?**

- Include full and part time employees
- Exclude temporaries/casuals or agency staff
- Exclude self-employed
- Exclude owners/partners, but other directors count as employees

PLEASE SELECT ONE OPTION ONLY.

0-9 employees	1	
10-49 employees	2	
50-249 employees	3	
250-499 employees	4	
500+	5	
Don't know	6	
Prefer not to say	7	

ASK ALL

B3   **In which region / country of the UK is the largest population of your employees located?**
      PLEASE SELECT ONE OPTION ONLY.

North East	1	
North West	2	
Yorkshire and the Humber	3	
East Midlands	4	
West Midlands	5	
East of England	6	
London	7	
South East	8	
South West	9	
Scotland	10	

Wales	11	
Northern Ireland	12	
England – we operate across regions equally	13	
UK-wide – we operate across the UK equally	14	
Don't know	15	
Prefer not to say	16	

ASK ALL

B4　**Is your organisation…**
PLEASE SELECT ONE OPTION ONLY.

Based at a single site	1	
Based at more than one site (within the UK)	2	
Based at more than one site (within and outside the UK)	3	
Prefer not to say	4	

C Section C blank

D How you recruit

READ TO ALL

We appreciate that COVID-19 has been extremely challenging for businesses. If you would normally have responded in full to this Call for Evidence, but do not currently have the capacity to do so, please skip where appropriate. If you are able to complete the entire Call for Evidence, we ask that you answer with regard to business during a <u>recent usual period</u> where you are not temporarily affected by large scale absence or a lack of customers.

These next questions ask about the ways in which your organisation recruits, and what is important to your organisation when recruiting to fill job vacancies.

ASK ALL

D1 **In general, how would you describe your organisation's approach to recruitment?**

Please choose the option that best fits your approach from the options below.

PLEASE SELECT ONE OPTION ONLY.

It is more important to fill the role quickly, even if they don't have the right skills to do the job	1	
We are willing to compromise on some of the skills needed in order to fill a vacancy sooner	2	
We prefer to wait for someone who has most of the skills we need, even if that means leaving a position unfilled for a while.	3	
We only recruit someone who is a very good fit, even if that means leaving a position open indefinitely	4	
Don't know	5	
Prefer not to say	6	

ASK ALL

D2 **When you (or others on your behalf) recruit staff, where do you advertise or look for them?**

Please consider informal recruitment practices such as word of mouth.

PLEASE SELECT ALL THAT APPLY.

Through a recruitment agency	1	
Local newspaper	2	
National newspaper	3	
Jobcentre	4	
Other government programmes and schemes	5	
Trade press/ Professional publications	6	
Recruitment agencies	7	
School/college/university job fairs or career services	8	
Internal notices/ filled it internally	9	
Shop windows/ notice boards	10	
Speculative enquiries	11	
Specialist recruitment website (e.g. Indeed)	12	
Social media/networks (e.g. LinkedIn, Facebook)	13	
Company website	14	
Word of mouth (including, for example, referrals from colleagues, family and friends)	15	
Other (please specify)	16	
Don't know	17	

ASK ALL

D3   **Over the previous 3 years has your organisation recruited any…?**

PLEASE SELECT ALL THAT APPLY.

UK and/or Irish workers	1	
Workers from EEA countries outside of the UK and/or Ireland *The EEA includes European Union (EU) countries plus Iceland, Liechtenstein, Norway and Switzerland*	2	
Workers from non-EEA countries	3	
Don't know	4	

ASK ALL

D4   **Over the next 12 months are you likely to recruit any…?**

PLEASE SELECT ALL THAT APPLY.

UK and/or Irish workers	1	
Workers from EEA countries outside of the UK and/or Ireland *The EEA includes European Union (EU) countries plus Iceland, Liechtenstein, Norway and Switzerland*	2	
Workers from non-EEA countries	3	
Don't know	4	

ASK ALL

D5   **Are you currently registered as a Tier 2 (general) sponsor?**

PLEASE SELECT ONE OPTION ONLY.

Yes	1	
No	2	
Don't know	3	

ASK ALL

D6 **Within the last 12 months has your organisation experienced any difficulties recruiting staff? This can include not being able to fill a vacancy or having to fill the vacancy with a candidate you would not regard as fully proficient at their job.**
PLEASE SELECT ONE OPTION ONLY.

Yes	1	
No	2	SKIP TO E5
Don't know	3	SKIP TO E5

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

D7 **In general, for roles where you have experienced difficulties in recruitment, how far would you agree or disagree with the following…?**

	Strongly disagree	Tend to disagree	Neither agree nor disagree	Tend to agree	Strongly agree	Don't Know
_1 There are applicants with the **skills** I need in the UK but I have trouble recruiting these applicants	1	2	3	4	5	6
_2 I have to look outside the UK to find applicants with the **skills** I need	1	2	3	4	5	6
_3 I have to look outside the UK to find applicants with the **qualifications** I need	1	2	3	4	5	6
_4 I have to look outside the UK to find applicants with the **work experience** I need	1	2	3	4	5	6

E Recruitment shortages

READ TO ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

This section looks at recruitment shortage (difficulty in filling job vacancies) in your organisation and asks about some of the reasons for this.

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

E1 **For roles that your organisation is experiencing difficulties in filling, what do you think are the main reasons for recruitment difficulties?**

WRITE IN		
Don't know	1	

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

E2 **And thinking about some of the recruitment issues commonly reported by employers, to what extent (if at all) do the following cause problems in recruitment for your organisation?**

	Always or nearly always an issue	Often an issue	An issue about half the time	Rarely an issue	Never or almost never an issue	Don't Know
_1 Too much competition from other employers	1	2	3	4	5	6
_2 Low number of applicants with the required skills.	1	2	3	4	5	6
_3 Low number of applicants generally.	1	2	3	4	5	6
_4 Low number of applicants with the required motivation, personality and or attitude.	1	2	3	4	5	6
_5 Low number of applicants with qualifications that are required for the job.	1	2	3	4	5	6
_6 Job entails shift work and or unsociable hours.	1	2	3	4	5	6
_7 Temporary, or insecure work.	1	2	3	4	5	6
_8 Remote location/transport issues.	1	2	3	4	5	6

ASK ALL WHO HAVE REPORTED LACK OF APPLICANTS WITH REQUISITE SKILLS, ATTITUDE OR QUALIFICATIONS (E2_2 OR E2_4 OR E2_5= 1-3)

E3 **Which <u>technical</u> skills have you most commonly had difficulty finding among candidates?**

If you do not require staff in this role to have this skill, then please do not include it in your answer.

We will ask about difficulties finding recruits with the desired <u>personal</u> skills on the next page.

PLEASE SELECT ALL THAT APPLY.

Technical or job specific skills	1	
Computer literacy / basic IT skills	2	
Advanced or specialist IT skills	3	
Solving complex problems requiring a solution specific to the situation	4	
Reading and understanding instructions, guidelines, manuals or reports	5	
Writing instructions, guidelines, manuals or reports	6	
Basic numerical skills and understanding	7	
More complex numerical or statistical skills and understanding	8	
Communicating in a foreign language	9	
Manual dexterity – for example, to mend, repair, assemble, construct or adjust things	10	
Adapting to new equipment or materials	11	
Knowledge of products and services offered by your organisation and organisations like yours	12	
Knowledge of how your organisation works	13	
Specialist skills or knowledge needed to perform the role	14	
Driving skills / licences	15	
Other (please specify)	16	
Don't know	17	

ASK ALL WHO HAVE REPORTED LACK OF APPLICANTS WITH REQUISITE SKILLS, ATTITUDE OR QUALIFICATIONS (E2_2 OR E2_4 OR E2_5= 1-3)

E4   **And which <u>personal</u> skills have you most commonly had difficulty finding among candidates?**

If you do not require staff in this role to have this skill, then please do not include it in your answer.

PLEASE SELECT ALL THAT APPLY.

Instructing, teaching or training people	1	
Sales skills	2	
Customer handling skills	3	
Persuading or influencing others	4	
Team working	5	
Managing or motivating other staff	6	
Ability to manage own time and prioritise own tasks	7	
Setting objectives for others and planning human, financial and other resource	8	
Managing their own feelings, or handling the feelings of others	9	
Making speeches or presentations	10	
Other (please specify)	11	
Don't know	12	

ASK ALL

E5 **On average, how long does it take to fill a vacancy in your organisation?**

This covers the period from the job initially being advertised to the successful applicant starting in the role.

PLEASE SELECT ONE OPTION ONLY.

Under a month	1	
1 to 3 months	2	
4 to 6 months	3	
7 months up to a year	4	
1 year or more	5	
Don't know	6	

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

E6 **Which of the following things has your organisation done to overcome difficulties filling vacancies?**

	YES	NO	Don't Know
_1 Automating roles to reduce the amount of labour required	1	2	3
_2 Increasing salaries	1	2	3
_3 Increasing the training given to your existing workforce	1	2	3
_4 Redefining existing jobs	1	2	3
_5 Increasing advertising / recruitment spend	1	2	3
_6 Using NEW recruitment methods or channels	1	2	3
_7 Recruiting workers who are non-UK nationals	1	2	3
_8 Increasing / expanding trainee or apprentice programmes	1	2	3
_9 Bringing in contractors to do the work, or contracting it out	1	2	3
_10 Being prepared to offer training to less well qualified recruits	1	2	3
_11 Anything else (please specify)	1	2	3
_12 Anything else (please specify)	1	2	3

_13 Anything else (please specify)	1	2	3

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

E7 **And how effective do you think each of these things have been in helping overcome difficulties in filling vacancies?**

	Very effective	Quite effective	Not very effective	Not at all effective	Don't know (E7)
_1 Automating roles to reduce the amount of labour required	1	2	3	4	5
_2 Increasing salaries	1	2	3	4	5
_3 Increasing the training given to your existing workforce	1	2	3	4	5
_4 Redefining existing jobs	1	2	3	4	5
_5 Increasing advertising / recruitment spend	1	2	3	4	5
_6 Using NEW recruitment methods or channels	1	2	3	4	5
_7 Recruiting workers who are non-UK nationals	1	2	3	4	5
_8 Increasing / expanding trainee or apprentice programmes	1	2	3	4	5
_9 Bringing in contractors to do the work, or contracting it out	1	2	3	4	5
_10 Being prepared to offer training to less well qualified recruits	1	2	3	4	5
_11 Anything else (please specify)	1	2	3	4	5
_12 Anything else (please specify)	1	2	3	4	5
_13 Anything else (please specify)	1	2	3	4	5

ASK ALL WHO HAVE HAD RECRUITMENT DIFFICULTIES IN THE PREVIOUS 12 MONTHS (D6=1)

E8   **For each approach that you have used to help overcome recruitment difficulties, please tell us which job role(s) you have employed this approach with.**

	Write in job role(s)	Don't know (E8)
_1 Automating roles to reduce the amount of labour required		1
_2 Increasing salaries		1
_3 Increasing the training given to your existing workforce		1
_4 Redefining existing jobs		1
_5 Increasing advertising / recruitment spend		1
_6 Using NEW recruitment methods or channels		1
_7 Recruiting workers who are non-UK nationals		1
_8 Increasing / expanding trainee or apprentice programmes		1
_9 Bringing in contractors to do the work, or contracting it out		1
_10 Being prepared to offer training to less well qualified recruits		1
_11 Anything else (please specify)		1
_12 Anything else (please specify)		1
_13 Anything else (please specify)		1

ASK ALL

E9 **Other than the number of vacancies, are there any other ways of knowing that occupations in your sector are in shortage?**

WRITE IN		
Don't know	1	

F Skill shortages

READ OUT TO ALL

This section looks at the issue of skills shortage. A skills shortage can result in an organisation having to fill a position with an individual who is not fully proficient at their job.

A proficient employee is someone who is able to do the job to the required level).

ASK ALL

F1 **Which of these statements best describes the proficiency of staff in your organisation?**

PLEASE SELECT ONE OPTION ONLY.

All of our staff are fully proficient at their job.	1	
One or more of our staff are **not fully proficient** at their job **but this is not a major concern** for the organisation.	2	
One or more of our staff are **not fully proficient** at their job **and this is a major concern** for the organisation.	3	
Don't know	4	

ASK ALL WHO HAVE AT LEAST ONE MEMBER OF STAFF WHO IS NOT FULLY PROFICIENT AT THEIR JOB (F1=2-3)

F2 **Is the fact that at least one or more of your staff are not proficient at their job causing your organisation/business to…?**

PLEASE SELECT ALL THAT APPLY.

Lose business or orders to competitors	1	
Delay developing new products or services	2	
Have difficulties meeting quality standards	3	
Have higher operating costs	4	
Have difficulties introducing new working practices	5	
Increase workload for other staff	6	
Outsource work	7	
Other (please specify)	8	
Don't know	9	

ASK ALL WHO HAVE AT LEAST ONE MEMBER OF STAFF WHO IS NOT FULLY PROFICIENT AT THEIR JOB (F1=2-3)

F3 **Thinking about the staff who are not fully proficient, which, if any, of the following <u>technical</u> skills do you feel most commonly need improving?**

If you do not require staff in this role to have this skill, then please do not include it in your answer.

We will ask about <u>personal</u> skills that are commonly in need of improvement on the next page

PLEASE SELECT ALL THAT APPLY.

Technical or job specific skills	1	
Computer literacy / basic IT skills	2	
Advanced or specialist IT skills	3	
Solving complex problems requiring a solution specific to the situation	4	
Reading and understanding instructions, guidelines, manuals or reports	5	
Writing instructions, guidelines, manuals or reports	6	
Basic numerical skills and understanding	7	
More complex numerical or statistical skills and understanding	8	
Communicating in a foreign language	9	
Manual dexterity – for example, to mend, repair, assemble, construct or adjust things	10	
Adapting to new equipment or materials	11	
Knowledge of products and services offered by your organisation and organisations like yours	12	
Knowledge of how your organisation works	13	
Specialist skills or knowledge needed to perform the role	14	
Driving skills / licences	15	
Other (please specify)	16	
Don't know	17	

ASK ALL WHO HAVE AT LEAST ONE MEMBER OF STAFF WHO IS NOT FULLY PROFICIENT AT THEIR JOB (F1=2-3)

F4   **Still thinking about the staff who are not fully proficient, which, if any, of the following personal skills do you feel most commonly need improving?**

If you do not require staff in this role to have this skill, then please do not include it in your answer.

PLEASE SELECT ALL THAT APPLY.

Instructing, teaching or training people	1	
Sales skills	2	
Customer handling skills	3	
Persuading or influencing others	4	
Team working	5	
Managing or motivating other staff	6	
Ability to manage own time and prioritise own tasks	7	
Setting objectives for others and planning human, financial and other resource	8	
Managing their own feelings, or handling the feelings of others	9	
Making speeches or presentations	10	
Other (please specify)	11	
Don't know	12	

ASK ALL

F5   **Now thinking about staff development, do you currently have the following in place?**

	YES	NO	Don't Know
_1 A business plan that specifies the objectives for the coming year?	1	2	3
_2 A training plan that specifies in advance the level and type of training employees will need in the coming year?	1	2	3
_3 A budget for training expenditure?	1	2	3

G Occupations that are in shortage in your organisation

READ OUT TO ALL

In the section that follows we will ask you to list up to 10 jobs that your organisation has experienced difficulties in recruiting suitable workers for over the past 12 months.

In order for us to be able to make valid comparisons it is important that you match as closely as possible the job you have in mind to the correct 4-digit Standard Occupational Classification (SOC) code. A SOC code is a common classification of occupational information used in the UK which classifies jobs in terms of their skill level and skill content.

To do this we recommend you make use of the Office for National Statistics Occupation Coding Tool, linked below.

https://onsdigital.github.io/dp-classification-tools/standard-occupational-classification/ONS_SOC_occupation_coding_tool.html

How to use the ONS Occupation Coding Tool

Step 1: Follow the link and enter the name of the job you want to find an occupation code for in the text box highlighted below.

Step 2: Select the result that best matches your search.

Step 3: Check the match by reviewing the description of the occupation code, the tasks required, and the jobs related with that code.

Step 4: If you are unhappy with the match suggested by the tool, go back to step 2 and select another suggested match and/or go back to step one and alter your search term.

In this example we are happy with the match and can conclude that the job "Car Mechanic" is associated with occupation code 5231.

ASK ALL

G2 **Using the Office for National Statistics (ONS) Occupation Tool, please list the job titles (and accompanying SOC codes) that your organisation has experienced difficulties in recruiting suitable workers for over the past 12 months. (Maximum of 10 job titles).**

'Shortage' can refer to being unable to fill a position, or in having to fill the position with an individual who is not fully proficient at their job. A proficient employee is someone who is able to do the job to the required level.

In order for us to be able to make valid comparisons it is important that you match as closely as possible the job you have in mind to the correct 4-digit SOC code and its corresponding job title.

We are particularly interested in roles that are in the RQF3-5 category (medium skill-level).

For ease of reference the link to the ONS Tool has been provided below:

https://onsdigital.github.io/dp-classification-tools/standard-occupational-classification/ONS_SOC_occupation_coding_tool.html

	Job Title	SOC code
1	WRITE IN…	WRITE IN… (numeric)
2		
3		
4		
5		
6		
7		
8		
9		
10		

ASK ALL WHO PROVIDE AT LEAST 1 JOB AT G2

G3 **For each job that you have had difficulties recruiting suitable workers for, please tell us the following, using the grid below:**

- Average hours worked per week in this job role

- Minimum qualification required for the role

- Main region of shortage in the UK, or whether the shortage is country/UK-wide

- Whether you consider the occupation should be on the SOL

Job Title	SOC CODE	G3_1 Average hours worked per week	G3_2 Minimum qualification required for the role	G3_3 Region of shortage (Country-wide, UK-wide or in a specific geography)	G3_5 On average, how many staff have you needed to recruit for this role?	G3_4 Do you consider that this occupation should be on the SOL?
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2					
_2 ETC…						
_3						
_4						
_5						
_6						
_7						
_8						
_9						
_10						

ASK ALL WHO THINK AT LEAST ONE JOB ROLE SHOULD BE ON THE SOL (G3_4=YES)

G4   **Please could you tell us why you think that this job title should be on the Shortage Occupation List (SOL)?**

Job Title	SOC CODE	Why should this job be on the SOL?
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2	[WRITE IN]
_2 ETC…		
_3		
_4		
_5		
_6		
_7		
_8		
_9		
_10		

ASK ALL WHO PROVIDE AT LEAST 1 JOB AT G2

G5 **The next questions are about the salary for the job role(s) that you have had difficulties recruiting.**

Please let us know the average salary you would pay for the job role. You may select whether you would like to provide the annual, monthly or weekly salary.

What is included within 'average salary'?

Include

All pay before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include paid leave (holiday pay), maternity/paternity pay, sick pay and area allowance (e.g. London).

Exclude

Pay for a different pay period, shift premium pay, bonus or incentive pay, overtime pay, expenses and the value of salary sacrifice schemes and benefits in kind.

Job Title	SOC CODE	G5_1 Pay period	G5_2 Average salary (£) (excluding allowances & deductions)
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2	[Drop down]: 1) Annually 2) Monthly 3) Weekly	[Numeric]
_2 ETC…			
_3			
_4			
_5			
_6			
_7			
_8			
_9			
_10			

ASK FOR ALL JOB TITLES WHERE AVERAGE SALARY IS HIGHER THAN GOING RATE OR IF NO GOING RATE PROVIDED FOR SOC CODE

G6 **You have indicated that for the following job role(s), the average salary that you pay is <u>higher</u> than the average for this job role across the UK. Please could you tell us how the salary was set?**

Job Title	SOC CODE	How was this salary set?
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2	[WRITE IN]
_2 ETC…		
_3		
_4		
_5		
_6		
_7		
_8		
_9		
_10		

ASK FOR ALL JOB TITLES WHERE AVERAGE SALARY IS LOWER THAN GOING RATE

G7   **You have indicated that for the following job role(s), the average salary that you pay is <u>lower</u> than the average for this job role across the UK. For each job role, please can you tell us whether you would be able to pay the additional wage (given below) to meet the required salary for a sponsored worker.**

This 'additional wage' figure below is based on the difference between the salary information you have provided and the salary required for an experienced worker who receives no additional points for educational qualifications in this role, assuming the role is not on the SOL. This is set at whichever is higher of the specific salary threshold for this occupation (the 25th percentile of earnings), or the general salary threshold (£25,600).

Job Title	SOC CODE	Additional wage to meet required salary for a sponsored worker	G7 Yes – able to pay this additional wage for a sponsored worker/ No – not able to pay this additional wage for a sponsored worker
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2		
_2 ETC…			
_3			
_4			
_5			
_6			
_7			
_8			
_9			
_10			

ASK FOR ALL JOB TITLES WHERE AVERAGE SALARY IS LOWER THAN GOING RATE *AND* CANNOT MATCH THE SPONSORED WORKERS SALARY (G7=NO)

G8 **Why don't you think you'll be able to pay this additional wage to meet the required salary for a sponsored worker for the following job role(s)?**

Job Title	SOC CODE	Please provide reason(s)
_1 INSERT JOB TITLE FROM G2	INSERT SOC CODE FROM G2	WRITE IN
_2 ETC…		
_3		
_4		
_5		
_6		
_7		
_8		
_9		
_10		

ASK ALL

G9 **Do you have any other comments about the occupations in your organisation, and the Shortage Occupation List (SOL)?**

WRITE IN		
Don't know	1	

H Closing questions

READ OUT TO ALL

We just have a final few questions about contacting you in the future.

ASK ALL

H1 **Would you like to be added to our stakeholder database so we can send updates on MAC work?**

PLEASE SELECT ONE OPTION ONLY.

Yes	1	
No	2	

ASK ALL

H2 **Would you be happy for us to recontact you in the next 12 months to invite you to take part in follow-up research regarding similar issues covered in this survey?**
PLEASE SELECT ONE OPTION ONLY.

Yes	1	
No	2	

ASK ALL

H3 **And would you be willing for us to contact you if we needed to clarify or supplement responses you have given to this survey?**

PLEASE SELECT ONE OPTION ONLY.

Yes	1	
No	2	

READ TO ALL

Thank you for taking the time to complete the survey, we really appreciate your contribution. The information you have provided today will help us to build a clear picture of sectors and occupations where there is a shortage of workers in the UK.

I   Annex A: Option 1

ASK ALL WHO CANNOT PROVIDE EVIDENCE (S1=2)

I1   What is your email address?

WRITE IN		
Prefer not to say	1	

ASK ALL WHO CANNOT PROVIDE EVIDENCE (S1=2)

I2   Which of the below sectors best describes your organisation/business or the organisations you represent? If multiple sectors apply, please select the one that best describes the largest component of business/organisation, in terms of employees.

If you are unsure of the sector that best describes your organisation, please refer to the following link for more detailed descriptions of sectors and which sector group (A-U) they belong to: http://resources.companieshouse.gov.uk/sic/ *

PLEASE SELECT ONE OPTION ONLY.

Agriculture, Forestry and Fishing	1	
Mining and Quarrying	2	
Manufacturing	3	
Electricity, gas, steam and air conditioning supply	4	
Water supply, sewerage, waste management and remediation activities	5	
Construction	6	
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	7	
Transportation and Storage	8	
Accommodation and Food Service Activities	9	
Information and Communication	10	
Financial and Insurance Activities	11	
Real Estate Activities	12	
Professional, Scientific and Technical Activities	13	
Administrative and Support Service Activities	14	
Education	15	
Human Health and Social Work Activities	16	

Arts, Entertainment and Recreation	17	
Other Service Activities	18	
Activities of households as employers; undifferentiated goods	19	
Activities of extraterritorial organisations and bodies	20	
We operate across all sectors	21	
Don't know	22	

J Annex B – Option 2

ASK ALL WHO CAN PROVIDE LIMITED EVIDENCE (S1=3)

J1   What is your email address?

WRITE IN		
Prefer not to say	1	

ASK ALL WHO CAN PROVIDE LIMITED EVIDENCE (S1=3)

J2   Which of the below sectors best describes your organisation/business or the organisations you represent? If multiple sectors apply, please select the one that best describes the largest component of business/organisation, in terms of employees.

If you are unsure of the sector that best describes your organisation, please refer to the following link for more detailed descriptions of sectors and which sector group (A-U) they belong to: http://resources.companieshouse.gov.uk/sic/ *

SINGLECODE.

Agriculture, Forestry and Fishing	1	
Mining and Quarrying	2	
Manufacturing	3	
Electricity, gas, steam and air conditioning supply	4	
Water supply, sewerage, waste management and remediation activities	5	
Construction	6	
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	7	
Transportation and Storage	8	
Accommodation and Food Service Activities	9	
Information and Communication	10	
Financial and Insurance Activities	11	
Real Estate Activities	12	
Professional, Scientific and Technical Activities	13	
Administrative and Support Service Activities	14	
Education	15	
Human Health and Social Work Activities	16	

Arts, Entertainment and Recreation	17	
Other Service Activities	18	
Activities of households as employers; undifferentiated goods	19	
Activities of extraterritorial organisations and bodies	20	
We operate across all sectors	21	
Don't know	22	

ASK ALL WHO CAN PROVIDE LIMITED EVIDENCE (S1=3)

J3   **If there is any information you wish to provide regarding the Shortage Occupation List (SOL), please use the box below.**

WRITE IN		
Don't know	1	

ASK ALL WHO CAN PROVIDE LIMITED EVIDENCE (S1=3)

J4   **If there is any additional evidence you would like us to consider, please email it to mac@homeoffice.gov.uk**