

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

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

<b>Do you HAVE or NEED any of the following training:</b>	<b>TYPE</b>	<b>HAVE</b>	<b>NEED</b>
	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>	<b>Please list units here:</b>	<b>Please list units here:</b>
	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		
<b>Has the training been only to the statutory minimum:</b>	Yes		
	No		
<b>Who supplied your previous training?</b>			

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

<b>What are the barriers to taking more training:</b>	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*

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

<b>For Office Use Only</b>	
Assessed By:	
Date of Assessment:	