



International
Labour
Organization

ILO LFS add-on module on Occupational qualifications and skills mismatches (v1)

for PAPI and CAPI

September 2020

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Conventions used in the ILO LFS add-on module

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD
- (Parenthesis): Indicates that a choice or a substitution must be made
- [Blue text]: Indicates questions that may be included/excluded as per national circumstances
- [Red text]: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

SECTION FQN: FORMAL EDUCATION			
FOR ALL EMPLOYED IN REFERENCE WEEK			
	INTERVIEWER READ: The next questions ask about the [education, work experience and] skills needed to carry out the tasks and duties that are typical of your main (job/business).		
FQN_1	In your view, what <u>level of education</u> is <u>needed</u> to carry out your (job/business)? Would you say...		
	<i>HAND SHOW CARD 1 AND MARK ONE</i>		
	[No formal education is needed]	01 <input type="checkbox"/>	→ WXP_1
	[Less than primary]	02 <input type="checkbox"/>	→ WXP_1
	[Primary]	03 <input type="checkbox"/>	→ WXP_1
	[Lower secondary]	04 <input type="checkbox"/>	
	[Upper secondary]	05 <input type="checkbox"/>	
	[Post-secondary non-tertiary]	06 <input type="checkbox"/>	
	[Tertiary]	07 <input type="checkbox"/>	
FQN_2	In your view, what <u>field of study</u> is <u>needed</u> to carry out your (job/business)? Would you say...		
	<i>HAND SHOW CARD 2 AND MARK ONE</i>		
	[General programs]	01 <input type="checkbox"/>	
	[Education]	02 <input type="checkbox"/>	
	[Arts and humanities]	03 <input type="checkbox"/>	
	[Social sciences, journalism and information]	04 <input type="checkbox"/>	
	[Business, administration and law]	05 <input type="checkbox"/>	
	[Natural sciences, mathematics and statistics]	06 <input type="checkbox"/>	
	[Information and Communication Technologies (ICTs)]	07 <input type="checkbox"/>	
	[Engineering, manufacturing and construction]	08 <input type="checkbox"/>	
	[Agriculture, forestry, fisheries and veterinary]	09 <input type="checkbox"/>	
	[Health and welfare]	10 <input type="checkbox"/>	
	[Services]	11 <input type="checkbox"/>	

SECTION WXP: WORK EXPERIENCE		
FOR ALL EMPLOYED IN REFERENCE WEEK		
WXP_1	In your view, what is the minimum length of work experience needed to carry out your (job/business)? Would you say...	
	<i>READ</i>	
	Less than 1 month	01 <input type="checkbox"/>
	At least 1 month, but less than 3 months	02 <input type="checkbox"/>
	At least 3 months, but less than 1 year	03 <input type="checkbox"/>
	At least 1 year but less than 3 years	04 <input type="checkbox"/>
	At least 3 years but less than 6 years	05 <input type="checkbox"/>
	[More than 6 years]	06 <input type="checkbox"/>
WXP_2	In total, how much <u>work experience</u> do you <u>have</u> ?	
	<i>READ ONLY IF NEEDED</i>	
	Less than 1 month	01 <input type="checkbox"/>
	At least 1 month, but less than 3 months	02 <input type="checkbox"/>
	At least 3 months, but less than 1 year	03 <input type="checkbox"/>
	At least 1 year but less than 3 years	04 <input type="checkbox"/>
	At least 3 years but less than 6 years	05 <input type="checkbox"/>
	[More than 6 years]	06 <input type="checkbox"/>

SECTION SKL: SKILLS						
FOR ALL EMPLOYED IN REFERENCE WEEK						
SKL_1	Which of the following statements best describes <u>your</u> skills in relation to what is <u>needed</u> for your (job/business)? Would you say ...					
	<i>READ</i>					
	My skills correspond to the skills needed	01	<input type="checkbox"/>			
	I have skills to carry out more complex tasks and duties	02	<input type="checkbox"/>			
	My skills need to be further developed to cope with some of the tasks and duties	03	<input type="checkbox"/>			
	<i>DO NOT READ</i>					
	REFUSED	98	<input type="checkbox"/>			
SKL_2	In your view, which of the following types of <u>skills</u> are <u>needed</u> to carry out your (job/business)? Would you say...					
	<i>HAND SHOW CARD 3, READ AND MARK ONE ANSWER PER ROW</i>		YES		NO	
	a	Technical skills	01	<input type="checkbox"/> → SKL_3a	02	<input type="checkbox"/> → SKL_5a
	b	Literacy skills	01	<input type="checkbox"/> → SKL_3b	02	<input type="checkbox"/> → SKL_5b
	c	Numeracy skills	01	<input type="checkbox"/> → SKL_3c	02	<input type="checkbox"/> → SKL_5c
	d	Computer skills	01	<input type="checkbox"/> → SKL_3d	02	<input type="checkbox"/> → SKL_5d
	e	Foreign Language skills	01	<input type="checkbox"/> → SKL_3e	02	<input type="checkbox"/> → SKL_5e
	f	[Problem solving skills]	01	<input type="checkbox"/> → SKL_3f	02	<input type="checkbox"/> → NEXT MODULE
	g	[Communication and presentation skills]	01	<input type="checkbox"/> → SKL_3g	02	<input type="checkbox"/> → NEXT MODULE
	h	[Team-working skills]	01	<input type="checkbox"/> → SKL_3h	02	<input type="checkbox"/> → NEXT MODULE
	i	[Customer handling skills]	01	<input type="checkbox"/> → SKL_3i	02	<input type="checkbox"/> → NEXT MODULE
	j	Physical skills (strength and/or dexterity)	01	<input type="checkbox"/> → SKL_3j	02	<input type="checkbox"/> → NEXT MODULE
	k	Other skills _____	01	<input type="checkbox"/> → SKL_3k	02	<input type="checkbox"/> → NEXT MODULE
INTERVIEWER: IN SKL_3 CIRCLE ITEMS a-k WITH "YES" ANSWERS TO SKL_2.						
ASK SKL_3 ONLY FOR CIRCLED ITEMS.						
SKL_3	In your view, how <u>important</u> are these types of skills for carrying out your (job/business)? Would you say...are...					
	<i>HAND SHOW CARD 3, READ AND MARK ONE ANSWER PER ROW</i>		Somewhat important	Very important	Essential	
	a	Technical skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	b	Literacy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	c	Numeracy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	d	Computer skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	e	Foreign Language skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	f	[Problem solving skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	g	[Communication and presentation skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	h	[Team-working skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	i	[Customer handling skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	j	Physical skills (strength and/or dexterity)	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	
	k	Other skills _____	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	

INTERVIEWER: IN SKL_4 CIRCLE ITEMS a-e WITH "YES" ANSWERS TO SKL_2.

ASK SKL_4 ONLY FOR CIRCLED ITEMS.

SKL_4	In your view, what <u>level</u> of the following <u>skills</u> is <u>needed</u> to carry out your (job/business)? Would you say ...are...				
	<i>HAND SHOW CARD 3, READ AND MARK ONE ANSWER PER ROW</i>		Basic level	Intermediate level	Advanced level
	a	Technical skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	b	Literacy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	c	Numeracy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	d	Computer skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	e	Foreign Language skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>

INTERVIEWER: ASK SKL_5 FOR ALL ITEMS a-e

SKL_5	In your view, what is <u>your level</u> of the following types of <u>skills</u> ? Would you say ... Please let me know if you do not have any of these skills.					
	<i>HAND SHOW CARD 3, READ AND MARK ONE ANSWER PER ROW</i>		Basic level	Intermediate level	Advanced level	Do not have these skills
	a	Technical skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>
	b	Literacy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>
	c	Numeracy skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>
	d	Computer skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>
	e	Foreign Language skills	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>

INTERVIEWER: IN SKL_6 CIRCLE ITEMS f-k WITH "YES" ANSWERS TO SKL_2.

ASK SKL_6 ONLY FOR CIRCLED ITEMS.

SKL_6	How would you describe <u>your ability</u> to apply the following types of skills in your (job/business)? Would you say ...				
	<i>HAND SHOW CARD 3, READ AND MARK ONE ANSWER PER ROW</i>		My skills are adequate	My skills are higher	My skills need to be further developed
	f	[Problem solving skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	g	[Communication and presentation skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	h	[Team-working skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	i	[Customer handling skills]	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	j	Physical skills (strength and/or dexterity)	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>
	k	Other skills _____	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>











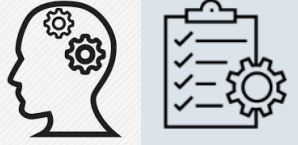
CARD 1: Level of education (FQN_1)

- [No formal education] 01
- [Less than primary] 02
- [Primary] 03
- [Lower secondary] 04
- [Upper secondary] 05
- [Post-secondary non-tertiary] 06
- [Tertiary] 07

CARD 2: Field of study (FQN_2)

- [General programs/No education in a specific field of study] 01
- [Education] 02
- [Arts and humanities] 03
- [Social sciences, journalism and information] 04
- [Business, administration and law] 05
- [Natural sciences, mathematics and statistics] 06
- [Information and Communication Technologies] 07
- [Engineering, manufacturing and construction] 08
- [Agriculture, forestry, fisheries and veterinary] 09
- [Health and welfare] 10
- [Services] 11

CARD 3: Short description of different types of skills (SKL_2-SKL_6)

	a. Technical skills (ability to apply knowledge, use machinery, technology, methods, materials, tools and instruments needed to perform job duties)
	b. Literacy skills (ability to understand and interpret written text, and express ideas in written form)
	c. Numeracy skills (ability to reason and to apply numerical concepts (e.g. Calculations using decimals, percentages or fractions, understanding tables and graphs, etc.))
	d. Computer skills (e.g. Using a PC, tablet or mobile device for email, internet browsing; Using or creating documents and/or spreadsheets; Developing software, applications or programming)
	e. Foreign language skills (Ability to communicate in a foreign language)
	f. Problem solving skills (e.g. Thinking of solutions to problems; Spotting and working out the cause of problems)
	g. Communication and presentation skills (e.g. Making speeches or presentations; Teaching and instructing people)
	h. Team-working skills (Cooperating and interacting with co-workers; Common planning, division and timing of tasks; Sharing information with co-workers)
	i. Customer handling skills (e.g. Selling a product/service; Dealing with people; Counselling, advising or caring for customers or clients)
	j. Physical skills (e.g. Strength (working physically for a long period) and Dexterity (using skill or accuracy with hands or fingers))
	k. Other skills (e.g. Learning skills (e.g. Learning and applying new methods and techniques; Adapting to new technology, equipment or materials; Engaging in own learning); Planning and organisation skills (e.g. Setting up plans and managing duties according to plans; Planning the activities of others; Delegating tasks; Organising own or other's work time), etc.)