



QUESTIONNAIRE about TRAINING NEEDS AND COMPETENCIES



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DATA PROTECTION NOTICES AND INFORMED CONSENT

I have read all information below and I understand them completely. All of my questions regarding this study have been answered to my complete satisfaction.

I agree to participate in this research.

YES

NO

Purpose of the Study

The following questionnaire is developed under the work programme of the European project CRANE 4.0 co-financed in the context of the ERASMUS+ programme. The project aims to improve work-based and initial/continuous learning of crane operators to adapt their skills to the Industry 4.0 skills requirements. The purpose of this survey is the collection of additional data for analysing training needs from crane industry and companies (concerning academic education, training and Continuing Professional Development).

Please, respond from the employee point of view.

Procedures, confidentiality and duration

In the course of this study, you will be asked to complete the survey expressing your preferences from the perspective of company you represent. Your responses will be kept completely confidential and anonymous.

The data you are providing will be kept by the Consortium until the end of the project.

Potential Risks/Discomforts

No risks or discomforts are anticipated from taking part in this study. If you decide to quit at any time before you have finished the questionnaire, your answers will NOT be recorded.

Data Handling, Processing and Uses

Questionnaire/survey and respondent will be identified by specific codes to keep participant confidentiality. The personal data, will be accessed only by the person who will process them during the course of the project and are optional. Separate files will be made with the results of the questionnaire/survey and the email addresses of senders such that a respondent's specific responses cannot be linked back to his/her e-mail address. The personal data will be kept inside the European Economic Area. The Working Package coordinator is responsible for protecting the personal and survey against unauthorised access.

Right to refuse and to withdraw

I understand that my participation is voluntary and I may refuse to participate, or may contact the consortium to remove my personal data from kept records at any time.

QUESTIONNAIRE about TRAINING NEEDS AND COMPETENCIES

1. Contact data (optional)

First name:

Surname:

Organisation/Company:

Street:

City:

Zip code:

Tel:

Fax:

Email:

2. Country:

3. Does a process for identifying future training and professional development needs exist within your company?

Check any that apply

Yes

No

If No go directly to question 9...

4. Which of the following statements best describes how your future training and professional development needs are assessed?

Check any that apply

Individually, by myself

By my line manager

By the Human Resources department

Other (Please Specify):

5. On a scale of 1 to 5 (1 being the worst and 5 being the best.) within your organisation how confident are you that the existing process will meet your future training/professional development needs and aspirations?

Check any that apply

- 1 Not at all confident
- 2 Not confident in most regards
- 3 Moderately confident
- 4 Confident in most regards
- 5 Completely confident

6. If you answered 1, 2 or 3 for question 5 please give a brief explanation of why you believe this to be so.

7. On a scale of 1 to 5 (1 being the least effective and 5 being the most effective) how would you rate the *effectiveness* of the *process* used to identify your training and professional development needs?

Check any that apply

- 1 Completely ineffective
- 2 Ineffective in most regards
- 3 Moderately effective
- 4 Effective in most regards
- 5 Completely effective

8. If you answered 1, 2 or 3 for question 7 please give a brief explanation of why you believe this to be so. If not go directly to question 9...

9. What are the three most important Training needs you would identify?

1.
2.
3.

10. Thinking back over the last 12 - 18 months, how well during that time on a scale of 1 to 4 (1 being not at all and 4 being completely) do you feel your identified training and professional development needs were actually met?

Check any that apply

- 1 Not met at all
- 2 Not met in most regards
- 3 Met in most regards
- 4 Met completely

11. If you answered 1, 2 or 3 for question 10 please give a brief explanation of why you believe this to be so. If not go directly to question 12...

12. If you have had a performance review, do you recall whether you discussed Training needs and/or Career development plans with your Manager?

Check any that apply

- Yes
- No

13. What method of training do you feel would be most effective for your job role?

Check any that apply

- Classroom
- Video
- Online
- Computer Based Training
- Workshop
- Web Conferencing
- Other (Please specify):

14. What method of training do you feel would be most convenient to attend?

Check any that apply

- Classroom
- Video
- Online
- Computer Based Training
- Workshop
- Web Conferencing
- Other (Please specify):

15. Do any of the following factors prevent you from meeting or achieving your training/professional development needs?

Check any that apply

- Cost
- Capacity of workforce
- Geography and location of venue
- Lack of managerial support
- Length of training
- Personal circumstances
- Training not available
- Other (Please specify):

16. Based on your experience, please appreciate the importance of the following competencies whereby “No answer” =Neutral

Very important	Important	Moderately important	Low importance	No answer
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Legislation on Lifting Operation

- Workplace Safety and Health Act,
- WSH (Construction) Regulations,
- Regulations concerning Lifting Equipment, • Codes of Practice for Traffic Control at Work Zone)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Very important	Important	Moderately important	Low importance	No answer
Roles and Duties of Personnel in Lifting Operation					
• Roles and Duties of lifting team (Rigger, signalman, Lifting Supervisor, Lorry crane operator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use of Personal Protective Equipment (PPE)					
Lorry crane operation					
• Construction of wire ropes					
• Types of slings (Direct attachment, Choker Hitch, Basket Hitch, Loose Load)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Types of end fittings & connections					
• Wire rope clips					
• Inspection of wire rope slings					
• Inspection of webbing slings					
• Inspection of chain sling					
Emergency response Procedures					
• Emergency Response Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe operating Procedures of Lorry crane					
• Selection of lorry crane -- capacity and usage					
• Basic ground assessment					
• Setting up of lorry crane outriggers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stowing of lorry crane & its work equipment / accessories					
• Interpretation of operation manual					
• Hazards related to Lorry crane operation					
• Operational and maintenance checks					
• Safety precautions and safe work practices					
Pre-lift inspection of lifting accessories					
• Construction of wire ropes					
• Types of slings (Direct attachment, Choker Hitch, Basket Hitch, Loose Load)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Types of end fittings & connections					
• Wire rope clips					
• Inspection of wire rope slings					
• Inspection of webbing slings					
• Inspection of chain sling					

Very important Important Moderately important Low importance No answer

Selection and use of rigging equipment

- Slinging methods
- Effects of sling angles
- Selection of correct sling & slinging method to different loads
- Rigging guidelines
- Precautions during rigging

Load Estimation and Centre of Gravity

- Lorry crane capacity chart interpretation
- Estimation of loads
 - o Safe working load
 - o Estimating loads
 - o Centre of Gravity for regular and irregular loads

Lorry crane Operating Practice (Practical Experience)

- Checking of ground condition and proximity hazards
- Setting up of Lorry crane outriggers
- Positioning of safety notice and cordoning off area of work
- Identification and selection of lifting shackles
- Rigging of load (with estimation of loads)
- Hoisting & placement of loads
 - o Ground / below ground level
 - o onto a platform
- Stowing of Lorry crane and its work equipment
- Final check before travel to public road

17. Please list 3 ways, in your opinion, that the training needs process used within your organisation could be improved. (Please answer this question even if no planning process exists within your organisation)

1.

2.

3.

18. To help us understand your continuing training/education needs, what topics listed below would you like to see training on? Rank the following training/education needs from 1 (most important) to 5 (least important):

	1	2	3	4	5
People Management Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation in working methods and/or optimisation of activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with current legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job processes or machinery functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring or managing proper implementation of safety rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research & Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness & Worklife Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Based on your experience, please appreciate the importance of the following competencies whereby “No answer” =Neutral

	Very important	Important	Moderately important	Low importance	No answer
Leadership and people management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very important	Important	Moderately important	Low importance	No answer
Planning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. Please indicate the specific skills emerging that affect the quality of the work of people employed in construction sector, quality assurance and safety of crane operation
Check any that apply

- Implementation of new technologies, new software or machines and equipment, including those for sustainable, ecological and energy efficient production
- Changes in the market and customer requirements
- Changes in work organization and organizational culture within the company
- Implementation of new models and management systems
- Implementation of new regulation, legal norms and quality standards, etc.
- Other:

21. COMMENTS: Please add any other comment, recommendation or suggestion, that you consider interesting in relation with the improvement of the qualification of employees in crane operation and construction sector.

On behalf of project team, we would like to thank you for your willingness to participate in the survey!