Tool. Semi Structured Interview (Training institutions)

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| **Training Institution name** |  |
| **Name of the interviewed:** |  |
| **Title/Position:** |  |
| **E-mail:** |  |
| **Phone number/s:** |  |
| **Interviewer:** |  |
| **Date:** |  |
| **Place:** |  |

## Aim:

We are conducting an analysis of economic opportunities for our target groups: Internal Displaced People (IDPs) and People with Disabilities (PWD) in the regions where Ukrainian Red Cross, with Spanish Red Cross, is working.

Your personal information will not be shared outside of the organisation, and you do not need to respond to any question that you are uncomfortable with.

## Duration:

The interview will last between 1 – 1.5 hours

## Introduction:

* Introduction of the meeting participants and circulate the list of participants (if required)
* Introduction of the RC team

MARKET ASSESSMENT

General information and Training offer

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| What is the mission or main objectives? | | | | | | |
| Who is the main target group/s for your activities? | | | | | | |
| What is its coverage (geographic)? | | | | | | |
| How long has this training centre been operating? | | | | | | |
| What is the legal form of the institution? (private or public) | | | | | | |
| What type of training courses do you offer? *Detail the type, duration, conditions of access, accreditation, price, etc.* | | | | | | |
| Training | Duration | | Target | Condition of Entry | | Price |
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| Does people obtain a certificate after completion? YES NO | | | | | | |
| Which are the main demographic characteristics of trainees? (age, gender, employment status …) | | | | | | |
| Which courses are the most suitable for target groups? *Ask and record the information for each target group (disaggregated by gender and age, if possible) separately.* | | | | | | |
| What are the course(s) access conditions (previous qualifications, payment method, etc.)? | | | | | | |
| Does your institution support people with lower resources? (grants, price reductions, merit scholarships or payment facilities)? YES NO If so, how? | | | | | | |
| Are your facilities adapted for people with disabilities? YES NO | | | | | | |
| Do you have any provision for child care while parents attend classes (nursery services, …)? | | | | | | |
| About how many students are training at your Center now in each class? *For each of the courses offered, disaggregate.* | | | | | | |
| Training | | Students (men) | | | Students (women) | |
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| Do you follow-up with trainees after the completion of the trainings? YES NO  On average, do you know how many of trainees (%) succeed to find a job or to develop an income-generating activity after the trainings? | | | | | | |
| Which courses have a higher success rate? | | | | | | |
| Do you have a record of this information? If the answer is "YES", can you share this information with us? | | | | | | |

Economic Opportunities and challenges for target groups

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| How have your Training Center selected the curricula to be offered?  Based only on the demand of trainees/students  Based on market needs and employment opportunities in key sectors  Based on requests from employers/businesses/public sector  Based on findings of a Labor Market Assessments conducted by your institution  Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In your opinion, does the training offer of your VTC (Vocational Training Center) match the current job vacancies and economic opportunities? |
| Which courses are most in line with current job vacancies and economic opportunities? |
| What other trainings/courses do you think are also necessary to align with existing economic opportunities? |
| What are your plans for the coming years in terms of training offers? *Specify (type, number, target of people, etc.)* |
| In your opinion, what are the main challenges/barriers faced by target groups to access and follow training courses? (e.g., financial means, time, social problems: marriage, literacy, insecurity, etc.)  *Ask and record the information for each target group (disaggregated by gender and age, if possible) separately.* |

Coordination and alliances with other actors

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| Have you received requests from companies, the Government or any organisation (NGOs) to increase your training offer? YES NO If, yes, from whom? And what kind of training? |
| Do you provide support to job seekers to match your offer with available vacancies in the local market?  YES NO If yes, specify: |
| Do you have any agreements (collaboration frameworks) with private companies, Governmental institutions, or NGOs? YES NO If so, with whom and what type of collaboration? |
| If necessary, and in the case of a possible agreement with the Red Cross within the framework of this project, would it be possible to carry out training in the targeted communities of the region? YES NO |

Conclusions and recommendations

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| What recommendations would you give us for the economic inclusion of unemployed target groups in the region?  *Ask and record the information for each target group (disaggregated by gender and age, if possible) separately.* |
| What recommendations would you give us for self-employed micro-entrepreneurs who already have income-generating activities and have been affected by the multifaced crises? |

## Closure

* Is there any other key person that you would recommend us interviewing?
* Expression of gratitude
* Repeat how the results will be used
* Make sure requested documents are collected for desk review (secondary information),