

**NEEDS ASSESSMENT**

[Credential Type and Program Name]

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| **Date:** | [Day Month Year] |

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| **Examples of attachments that could be included:**> Attachment 1: Industry survey results> Attachment 2: Potential student survey results> Attachment 3: Focus Group and Interview Questions> Attachment 4: Focus Group Participants and Interviewees> Attachment 5: Industry Meeting Results> Etc…[Note: These are called “attachments” as opposed to appendices because the Needs Assessment Report itself becomes an appendix of the proposal document.] |

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| [Template dated: September 2018BEFORE YOU BEGIN: The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in the square brackets.Don't forget to consult the needs assessment guiding document on the LTC website at <http://www.bcit.ca/ltc/curriculum/developprograms.shtml>.] |

1. Introduction

[Describe the purpose of the needs assessment report (e.g. to provide rationale to support the need for the proposed program).]

[Describe the process (e.g., it consisted of an industry and occupational analysis, a labour demand and supply analysis, student analysis, stakeholder analysis, surveys that were conducted….)]

[Describe the aim and goals of the new program offering (from the Notice of Intent).]

[Describe the profession for which the new program is being developed.]

1. Industry and Occupational Analysis

[The purpose of an industry and occupational analysis is to profile the industry as it currently stands and project any changes that will affect education.]

[Describe the industry and occupational analysis and what instruments were used to gather information (surveys, interviews, etc.). Reference should be made to applicable National Occupation Classification (NOC) codes, including comments about how the program aligns with the current BC Labour Market Outlook: <https://www.workbc.ca/Labour-Market-Industry/Labour-Market-Outlook.aspx>. If the proposed program is included in the Report’s list of “High Demand Occupations” be sure to highlight this alignment. Include any pertinent and succinct comments from relevant industry contacts.]

* 1. Industry Analysis

[Describe the overall structure of the industry.]

[Describe the current industry environment (economic, technological, and social).]

[Explain how the current environment will change in the next three to five years.]

[Describe the changes affecting the industry and their impact on the need for keeping current.]

* 1. Occupational Analysis

[Describe the major occupational clusters or job titles, including applicable NOC codes.]

[Describe the occupational clusters in which current BCIT graduates work.]

[Describe the factors leading to changes in the occupational structures. Consider, for example:

* Accreditation requirements
* Technology
* Economic trends
* Government regulations]
1. Labour Supply and Demand Analysis

[The purpose of a labour supply and demand analysis is to confirm the need for graduates to fill specific job categories.]

[Describe the labour supply and demand analysis and what instruments were used to gather information (surveys, interviews, etc.). Include any pertinent and succinct comments from relevant industry contacts.]

* 1. Labour Demand

[Identify the number of current jobs in the field.]

[Describe the outlook for graduates of the proposed program in the next three to five years.]

* 1. Labour Supply

[Identify the number of people who are currently being trained to fill these jobs.]

[Describe any projected shifts in the labour supply due to restructuring, layoffs, attrition, etc.]

[Describe any existing related BCIT programs and how they are supplying the industry.]

[Identify and compare other post-secondary institutions offering programs in the field (refer to any calendars, course outlines, needs assessment reports, etc. from other institutions). Indicate how the proposed program will be unique from any existing programs, or provide rationale for duplication.]

1. Student Analysis

[The purpose of the student analysis is to profile the potential student target groups for which the proposed program is intended and to verify student interest in the program.]

[Describe the student analysis and what instruments were used to gather information (surveys, interviews, etc.).]

[Profile the target student group (age, location, goals, work experience, job titles, barriers, etc).]

[Describe target student group qualifications for entering the proposed program.]

[Describe student interest in taking the new program. Include any pertinent and succinct comments from students or graduates.]

[Identify the industry sector(s) and job categories in which they currently work.]

[Describe the factors motivating people to pursue a credential in this field. Consider, for example:

Accreditation requirements

* Technology
* Career advancement
* Job security]
1. Analysis of Stakeholder Support

[The purpose of the stakeholder support analysis is to identify the stakeholders (organizations, associations, accreditation and/or professional bodies, and educational institutions) that will benefit from, or support, the proposed program.]

[Describe the stakeholder analysis and what instruments were used to gather information (surveys, interviews, etc.).]

[Identify the professional or employer associations (local, provincial, national, and international) that support the proposed program.]

[Identify and explain any political implications in granting a credential in this field (e.g., one stakeholder wants it and another is opposed). Describe union support, if any.]

[Identify the educational institutions (if any) that currently offer higher level credentials that would provide laddering opportunities for these graduates.]

[Include any pertinent and succinct comments from relevant contacts.]

1. Conclusions and Recommendations

[Indicate whether the research data is congruent with the stated aim and goals of the program.]

[Indicate level of confidence in the recommendations. Some suggested confidence indicators:

* Strong evidence of demand, support, and interest -- strong recommendation to proceed with the proposed program
* Some evidence of demand, support, and interest -- recommendation to proceed with the proposed program contingent on additional data being collected
* Marginal demand, support, and interest -- recommendation to not proceed]
1. Title
2. Title