

Top Tips & Definitions – Skills Oracle 2010

Section 1: Tips

- **Navigating through the Survey**

Should you need to navigate through the survey, please use the 'Back' and 'Next' buttons on the page, **NOT** the back button on your Internet Browser.

- **Exiting & Returning to the Survey**

You can exit the survey at any point and return later.

Exit the survey by clicking the 'x' in the top right-hand corner of the screen.

To **return** to the survey you must keep your original email and click on the link embedded in it. The link will navigate you back to the start of the survey, but you will notice as you navigate through the survey your previous answers are saved.

- **Saving your answers**

You can save your answers by navigating to the next page in the survey by clicking on the 'next' button.

- **Your Answers**

Please note that company estimates are acceptable if you are unsure of exact figures.

- **Numerical Answers**

Please do not use commas, full stops, £ signs or % signs when answering any numerical questions.

Section 2: Definitions

- **Agency Supply Workers**

These are workers of a temporary nature to support existing staff. These can be employed on a weekly/monthly/yearly basis.

- **Craft and Technicians**

This occupational group is equivalent to S/NVQ Level 3 qualified employees.

- **Contractors**

These are workers employed to complete a specific piece of work/project which has been previously identified.

- **Establishment/Site**

This relates to the single location where you are based, even if it encompasses more than one building.

- **Hard-to-Fill Vacancies**

Hard-to-fill vacancies are those vacancies described by employers as being hard-to-fill. Reasons often include skills-related issues, but can simply involve such aspects as poor pay or conditions of employment, or the employer being based in a remote location.

- **Level 1**

Foundation level, equivalent to 5 GCSE's grade D to E/Scottish General Standard Grade

- **Level 2**

Intermediate level, equivalent to 5 GCSE's grade A to C/Scottish Credit Standard Grade

- **Level 3**

Advanced level, equivalent to A Levels/Scottish Highers

- **Level 4**

HNC/HND/Degree Level/Foundation Degree

- **Level 5**

Degree/Postgraduate Level

- **Mature Entrants**

By mature entrants we mean all experienced entrants that do not fit into the other recruitment categories.

- **Migrant Workers (EEA)**

An EEA (European Economic Area) Migrant worker is a national from one of the EU Countries, EEA Countries or Switzerland who is working in the UK.

- **Migrant Workers (Non EEA)**

A Non EEA (European Economic Area) Migrant worker is a national from other any other country but EU Countries, EEA Countries or Switzerland who is working in the UK.

- **Off-the-Job Training**

Off-the-job training refers to training away from the individuals immediate work position, whether on your premises or elsewhere.

- **On-the-Job Training**

On-the-job training refers to activities that would be recognised as training by staff, and not the sort of learning by experience that could take place at any time.

- **'Other' Leavers**

Are those that leave your establishment that are not retirees or redundancies.

- **Process, Plant & Machine Operatives**

This occupational group is equivalent to S/NVQ Level 2 qualified employees.

- **Professional Scientists and Engineers**

This occupational group is equivalent to S/NVQ Level 4 qualified employees.

- **Proficient Employee**

A proficient employee is someone who is able to do their job to the required level.

- **Senior Managers**

This occupational group is equivalent to S/NVQ Level 5 qualified employees.

- **Qualified Person**

This role is instrumental in managing the release activities of a pharmaceutical company, leading batch assessment to ensure releases are carried out efficiently, in a timely manner and meeting relevant regulatory standards.

Managing Quality Assurance (QA) activities within nominated third parties and Operating Unit to ensure compliance with Life Cycle Management of the Pharmaceutical products within the corporate GMP Quality Manual and all relevant EU regulatory and legislative requirements.

Section 3: Performance Measures

a) Safety

This refers to hours worked per reportable incident:

$$\frac{\text{Total hours worked per year by all employees}}{\text{Number of reportable incidents per year}}$$

b) Absenteeism

This refers to the average (%) reported in the last 12 months:

$$\frac{\text{Average days absence per year}}{\text{Average days worked per year}}$$

c) Finished Goods Stock Turn

This refers to last year's cost of goods sold (COGS) divided by the average value of last year's finished goods (including stock on plants, warehouses, distribution warehouses and so on valued at cost of goods sold)

d) Manufacturing Added Value per Employee

This refers to the total value of the plant or business sales less the cost of all purchased raw materials, services and other variable costs (excluding the cost of all labour) and dividing the result by the total number of employees (in terms of full time equivalents including all temporary workers).

MVA=

$$\frac{\text{(annual turnover – raw material and cost of services consumed in production)}}{\text{Number of FTE employees}}$$