

Free Academy of Tbilisi



Labor Market Research Standard



Article 1. General regulations

1.1. The labor market research standard of Free Academy of Tbilisi (hereinafter referred to as "the Academy") represents the procedures for defining research goals and objectives, planning, implementation, analysis and conclusion preparation;

1.2. The Academy's Labor Market Research Standard is a guide to analyzing the labor market and employer requirements of the Academy's educational programs.

Article 2. Objectives of labor market research

2.1. The purpose of the research is to determine the demand, needs and relevance of educational programs;

2.2. The purpose of the research is to study the attitudes and needs of stakeholders towards educational programs;

2.3. The purpose of the study is to develop recommendations based on the results of the study in order to improve the educational program.

Article 3. Research objectives

3.1. Research objectives are:

- Identifying employment market trends;
- assessment of employers' demand;
- evaluation of educational programs by employers;
- assessment of entrants' demand for programs;
- Assessment of alumni's demand for programs;
- Developing recommendations for the development of educational programs based on the market situation.

Article 4. Research object

4.1. The object of the research is the study of the attitude of employers representing the public and private sector;

4.2. The object of the research is the study of the attitude of the entrants of public and private schools;

4.3. The object of the research is to study the attitude of alumni.

Article 5. Conductors of the research



- 5.1. Research is carried out by a special group, whose members are determined by the order of the rector of the academy;
- 5.2. The special group is led by the head of the quality management service, who determines the list of research objects, prepares questionnaires, conducts trainings on research goals and tools for members of the working group, prepares conclusions after statistical processing of the questionnaires;
- 5.3. A special group, in accordance with the instructions of the head of the quality management service, conducts interviews and submits the completed questionnaires for further processing.

Article 6. Research methodology

- 6.1. The research is carried out using a combination of qualitative and quantitative methods;
- 6.2. A meeting with focus groups is held as part of the qualitative research. In particular, meeting with employers and evaluating the employment market according to the field;
- 6.3. A structured questionnaire (with open and closed questions) is used within the quantitative research. Quantitative research is conducted online.

Article 7. Research area

- 7.1. The research is carried out throughout Georgia.

Article 8. Population selection method

- 8.1. The type of probabilistic sampling is defined as the sampling method - simple random sampling;
- 8.2. Type of Probability Sampling - Simple random sampling is used to establish a perfect sample frame for the population.

Article 9. Research tools

- 9.1. In accordance with the objectives of the research, a quantitative research tool is developed - structured questionnaires for entrants;
- 9.2. In accordance with the objectives of the research, a quantitative research tool is being developed - structured questionnaires for surveying the graduates;
- 9.3. In accordance with the objectives of the research, a quantitative research tool is being developed - structured questionnaires for surveying employers.

Article 10. Entrants' questionnaire

10.1. The applicant's questionnaire consists of 7 (seven) questions:

- Gender;
- Name of the school;
- Are you going to study at a higher educational institution;
- Which higher education institutions do you prefer, "public" or "private";
- Which educational program are you going to study at;
- Would you choose "Free Academy of Tbilisi ";
- Why would you choose "Free Academy of Tbilisi ";
- Why not to choose "Free Academy of Tbilisi".

10.2. The alumni's questionnaire consists of 17 (seventeen) questions:

- Are you employed or not;
- Are you employed in your specialty (answer if you answered yes to the first question);
- Where are you currently employed (answer if you answered yes to the first question);
- What position are you employed in (answer if you are currently employed);
- To what extent the competencies developed on the basis of the educational program correspond to the requirements of the labor market;
- To what extent the training courses of the educational program ensure the development of skills relevant to the qualification;
- How complete were the resources provided for learning components;
- How satisfied are you with the practice completed within the educational program;
- Which competences needed for professional activity will the academy's educational program help you to develop?
(You can mark several answers)
 - a. Acquiring theoretical knowledge related to the profession;
 - b. Acquisition of practical skills related to the profession;
 - c. Development of communication skills;
 - d. Foreign language component;
 - e. Development of critical thinking skills;
 - f. Formation of appropriate values;
 - g. Other;



- Which of the competencies acquired in the academy are most important to your employer? (multiple answers are possible)
- Which competency needed for employment could not be helped by the educational program of the academy? (multiple answers are possible)
 - a. Acquiring theoretical knowledge related to the profession;
 - b. Acquisition of practical skills related to the profession;
 - c. Development of communication skills;
 - d. Foreign language component;
 - e. Development of critical thinking skills;
 - f. Formation of appropriate values;
 - g. other;
 - h. I find it difficult to name this kind of competence.
- Which additional skills did you need to acquire in order to successfully carry out work at the workplace;
- Which of the following factors increases the probability of employment of a graduate of a higher education institution? (choose a maximum of 3 options)
 - a. Mastering a demanding profession;
 - b. Academic degree (master's degree, doctorate);
 - c. Work experience;
 - d. Internship;
 - e. Prestigious higher educational institution;
 - f. High academic performance;
 - g. Study/work experience abroad;
 - h. other.
- In your opinion, what changes are needed to make a graduate of the academy more competitive and in demand in the labor market? (indicate the 3 most important changes)
 - a. Strengthening the theoretical component;
 - b. Teaching - diversity of learning methods;
 - c. Improvement of textbooks/learning materials;
 - d. Strengthening the component of foreign languages;
 - e. Infrastructure improvement;
 - f. Increasing career support;
 - g. Provision of internships;

- h. Increasing the funding allocated by the Academy for the participation of students in various programs (research projects, business trips abroad, etc.);
- i. Promotion of raising the qualifications of professors and teachers;
- j. Greater involvement of administrative structural units of the Academy to solve students' problems;
- k. other;
- Please name the strengths of the educational program.
- Please name the improvement aspect of the educational program.
- Additional notes or recommendations.

10.3. The employer's questionnaire consists of 14 (fourteen) questions:

- How often are vacant positions announced by your company/organization:
 - a. once in a year
 - b. twice a year
 - c. rarely
 - d. Depending on the need
- Is there a shortage of young qualified personnel in the labor market:
 - a. Yes
 - b. More or less
 - c. No
- Please indicate the ways/means with the help of which new personnel are found in your organization/company (note: it is possible to choose several options):
 - a. Finding staff with "internal resources" (from existing employees of the organization/company);
 - b. communication with career support services of universities;
 - c. posting an announcement on the website of the organization/company;
 - d. databases where resumes of job seekers are placed;
 - e. other.
- How often an internship in your company/organization is followed by employment:
 - a. never;
 - b. rarely;
 - c. often
 - d. very often.
- Has your company/organization created problems in finding suitable personnel/employees:
 - a. yes

- b. No;
 - c. I do not know;
 - d. More or less.
- What was the reason(s) for the problem of finding a new employee:
 - a. lack of qualified personnel in the labor market;
 - b. lack of cooperation with employment centers of universities;
 - c. lack of information about university graduates;
 - d. Inadequate readiness of graduates for employment in the regions.
 - What is the personnel policy in your organization regarding the offer of part-time work for students:
 - a. We have part-time offers with a fixed schedule;
 - b. We have part-time offers with flexible schedules;
 - c. We have the so-called freelance offers as well (tailored to the task, without office schedule);
 - d. We cannot offer part-time work to students, we can only allow a discount during the exam period;
 - e. We have a system of individual schedules.
 - Please name a maximum of 3 (three) most important competencies that a university graduate should meet in order to be employed by you:
 - a. practical knowledge;
 - b. theoretical knowledge;
 - c. Ability to work in a team;
 - d. ability to work independently;
 - e. presentability;
 - f. Knowledge of foreign language(s);
 - g. analytical thinking;
 - h. creativity;
 - i. Ability to make decisions.
 - Please rate the structure of the educational program using a five-point system (five is the highest grade):

5 4 3 2 1

Note:
 - Please, using a five-point system (five is the highest grade), evaluate the extent to which the learning outcomes of the educational program meet the graduate's employment requirements:

5 4 3 2 1

Note:



- Would you like to employ graduates equipped with the competencies provided by the educational program in your company/organization:

Yes

No

Note:

- Please name the strengths of the educational program;
- Please name the areas for improvement of the educational program;
- In what direction do you want to deepen the cooperation with the higher educational institution within the framework of the educational program:
 - a. joint training courses;
 - b. internship programs;
 - c. applied research;
 - d. joint events (conferences, workshops, seminars);
 - e. other.

Article 11. Transitional and final provisions

11.1. The present document of the Academy shall come into effect upon signing;

11.2. Acceptance, cancellation, amendments and additions to the document are carried out by the Senate;

11.3. This document becomes invalid if a new document is approved.

