



## TRANSFERABILITY METHODOLOGY: STEP-BY-STEP GUIDE FOR CONDUCTING OCCUPATIONAL AND SECTOR TRANSFERABILITY ASSESSMENT

This document explains the methodology used in the *Energy Career Transferability and Employment Resource* to assess the transferability between sectors as well as occupations and skills within those sectors.

While the *Energy Career Transition and Employment Resource* focuses specifically on the transferability between unemployed and under-employed oil and gas workers and other sectors within Alberta's economy, the methodology is applicable across all talent pools and sectors.

Also included in this document is the methodology for conducting an in-depth transferability assessment of the “foot-in-the-door” requirements for occupations in sectors assessed to have reasonable transferability at the sectoral level. These are the minimum qualifications, skills and experience employers are typically looking for to enter these occupations.

This transferability methodology will be helpful to:

- **An employer** looking to assess the opportunity to address hiring needs for talent with skills and experience from another sector.
- **A job seeker or career/employment counselor** wanting to understand how to assess your own or your clients' transferability from one sector to another.

### ASSESSING SECTOR TRANSFERABILITY

The assessment of transferability between the sectors takes three criteria into account. We believe that a worker looking to transition between sectors, or an employer looking to recruit workers from another sector, is likely to have greater recruitment and retention success if there is a medium-to-high rate of transferability across all three criteria.

- **Technical transferability** – similarities related to the use of equipment and technology, technical knowledge and certifications required, regulatory environment, etc.
- **Nature of work transferability** – similarities in work arrangements, culture and environments, etc.
- **Employee value proposition** – likelihood of workers accepting an employment offer based on considerations such as location of work, compensation, benefits, career development opportunities, etc.

## Drivers of labour demand

Understanding the activities that are more likely to result in an industry generating employment is an important consideration for a job seeker looking to transition into a different sector. Tracking activities that drive labour demand provides insight into the potential number and timing of job opportunities in a sector.

- Any investment announcements
- Government programs and/or economic incentives for growth
- Changing regulations
- Aging workforce resulting in the need to replace retiring workers

## Assessment of timing of demand



## Methodology steps – Sector transferability assessment

<i>Methodology step:</i>	<i>How to:</i>
<p><b>1. Rate your transferability to another sector as Low, Medium or High based on:</b></p> <ul style="list-style-type: none"> <li>▪ Technical transferability</li> <li>▪ Nature of work transferability</li> <li>▪ Employee value proposition</li> </ul>	<p>Review job postings and descriptions of jobs for qualifications</p> <ul style="list-style-type: none"> <li>▪ Network with employers or employees in targeted sector and recruiters</li> </ul>
<p><b>2. Assess the timing of demand in the sector as:</b></p> <ul style="list-style-type: none"> <li>▪ Short-term</li> <li>▪ Medium-term</li> <li>▪ Long-term</li> </ul>	<p><b>Follow recruitment ads, industry association articles and news and company announcements</b></p>

## ASSESSING OCCUPATIONAL TRANSFERABILITY

The table below defines the colour key for occupational transition into specific occupations in sectors assessed to have medium-high transferability.

<b>Occupational transition from an industry is:</b>	<b>If core qualifications, certifications, technical knowledge, skills, business processes, regulatory environment, customers/stakeholders and workplace culture and environment are:</b>
<i>Direct</i>	<i>essentially the same with a high likelihood of candidate's recruitment and retention into sector</i>
<i>Refocus</i>	<i>very similar but candidate likely requires some skill and/or knowledge upgrading to increase likelihood of recruitment into sector</i>
<i>Reboot</i>	<i>dissimilar and candidate will need to invest significant effort and resources to qualify for position in sector</i>

**\*\*Relocation may need to be considered regardless of which transition path you choose to take.**

### Methodology steps – Occupational transferability to jobs in another sector

<i>Methodology step:</i>	<i>How to:</i>
<b>1. Assess what it would take to transition to jobs in another sector:</b> <ul style="list-style-type: none"> <li>▪ Direct</li> <li>▪ Refocus</li> <li>▪ Reboot</li> <li>▪ Relocate</li> </ul>	Research job qualifications and work environment <ul style="list-style-type: none"> <li>▪ Review job postings and ads</li> <li>▪ Network with employers or employees in targeted sector and recruiters</li> </ul>
<b>2. Identify “foot-in-the-door” requirements that you either have or could obtain for selected occupations:</b> <ul style="list-style-type: none"> <li>▪ Foundational qualifications, skills, experience and/or aptitudes</li> </ul>	<b>Research job qualifications and work environment</b> <ul style="list-style-type: none"> <li>▪ Review job postings and ads</li> <li>▪ Network with employers or employees in targeted sector and recruiters</li> </ul>
<b>3. Assess your interest and willingness to reboot or relocate</b>	<b>Consider further education to support career change and locations where jobs are in demand</b>