

# Education, Training and Skills Differentiation

## ➤ Overview

Education, training and skills are commonly featured in job postings. They are highly valued by employers when describing job requirements and assessing candidates in the recruitment process. Qualifications are often used interchangeably in job descriptions and resumes due to their widespread use.

## ➤ What They Are



### Education

The systematic process of acquiring knowledge.



### Training

Learning with the goal of performing specific skills or behaviours.



### Skills

The ability to apply learning from education or training in practice.

## ➤ Why They Are Important

Preparing a business for the future requires an understanding of workforce needs and adapting to technological changes.

Recruitment and retention consume considerable corporate resources, so it makes sense business-wise to know what education, training and skills are needed for each position so the right worker can be hired (or kept).

**87%**

of workers believe it will be essential for them to get training and develop new job skills throughout their work life in order to keep up with changes in the workplace.

*(From Pew Research Center Survey)*

## ➤ Aligning Qualifications and Job Requirements

Employers should assess the specific education, training and skills required for each job role. Matching qualifications to job functions is crucial for success.

## ➤ What Can Your Company Do?

- Don't assume you know what qualifications are needed.
- Engage with supervisors and staff to understand job requirements.
- Create a qualifications matrix to validate requirements.
- Select candidates based on qualifications, not just seniority or enthusiasm.

Carefully evaluating and aligning education, training and skills with job requirements, ensures employers a more successful and efficient recruitment process that ultimately benefits both the organization and its employees.



**1 in 8  
employees  
leave before  
reaching  
competency,**

often due to issues related to training or managerial skills.

*(From Future Foundations)*