

FAST FACTS:

DIFFERENTIATING EDUCATION, TRAINING AND SKILLS



WHAT THEY ARE

Education is the systemic process of learning something with a goal of acquiring knowledge.

Training is the process of learning something with a goal of performing a specific skill or behaviour.

Skill is the ability to put learning gained from education or training into practice.

WHY THEY ARE IMPORTANT

“Unfortunately, employers don’t always do enough work up front to identify what specifics the job package really requires. It really doesn’t matter if you hire the most educated, or the most highly trained or most skilled in any particular field, if there is a disconnect between what the job needs and what the candidate or the employee brings, you’re set up to fail,” says one Human Resources business partner.

Recruitment and retention consume considerable corporate and personal resources—it makes business sense to ensure that you know what education, training and skills you need for each position so the worker with the right fit can be brought on (or kept) to do the job.

WHAT YOU CAN DO

For employers, it really comes down to understanding your business and carefully evaluating what each job in your organization requires in terms of education, training and skills required for each individual job.

If you have a job opening or are looking to add additional workers, take a critical look at what the job will entail and what it will take to ensure that job can be done efficiently and effectively. Here are some tips:

- Do not just assume that you “know what you’re looking for” in terms of these three qualifications.
- Engage with the position’s immediate supervisors or manager, as well as with other staff to understand what the job really entails and how it fits in with your operational needs and future plans.
- Consider whether a position requires specific education or training or both and what skills will be required to successfully apply those pieces of knowledge to the job package.
- Create a qualifications matrix: break down the positions’ specific responsibilities and activities and list the education, skills and training required for each element and validate the results with those who currently hold the role or similar roles in your company as well as with peer organizations.
- Place people who best fit the qualifications needed for the role. Don’t pick the most senior, experienced person just because they’re willing to do the job or the most junior because they’re the most enthusiastic.

RESOURCE LINKS

[The Peak Performance Centre](#)

[Training Industry](#)

[Open University](#)

[ServiceStrategies.com](#)

[Pew Research Centre](#)

[PetroLMI](#)