



Ministry of Advanced Education, Skills and Training  
**Sector Labour Market Partnerships Program**  
**Research Guidelines**

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# Introduction

The Sector Labour Market Partnerships (SLMP) program provides organizations with funding to develop projects that help respond to workforce challenges, within an economic sector, region<sup>1</sup>, or population<sup>2</sup>.

The SLMP program is not designed to meet immediate individual employer needs, but to support long term, strategic and sustainable workforce solutions.

The purpose of this document is to provide applicants with additional information about SLMP funded research projects. Please refer to the SLMP [Program Guidelines](#) for more detailed information. If you have any questions, please email [LabourMarketPartnerships@gov.bc.ca](mailto:LabourMarketPartnerships@gov.bc.ca), and a staff member will contact you.

Examples of active SLMP projects can be found [here](#).

## What is Labour Market Research?

Labour market research projects aim to develop a solid evidence base to inform workforce strategies and develop innovative pilots. Research projects will build upon existing labour market information by gathering and analyzing primary information on sector trends, and occupational and regional detail.

There is a wide range of workforce characteristics that can be examined in an SLMP project. Some examples of research questions include:

- What are our current and future workforce needs?
- What are the major pressures facing our workforce? What are their causes and possible solutions?
- What are our main sources of labour? What other industries and occupations are competing in the same labour pool? How competitive is our sector to attract workers?
- What are our employers doing to increase the value proposition to attract, retain and diversify their labour pool?
- What are other sectors doing to attract, retain and diversify their labour pool?
- How does culture or Indigenous identity affect our workforce outcomes and participation rates?
- How is our sector implementing the Truth and Reconciliations Commissions [Calls to Action](#) for Business and other Calls to Action (as appropriate)?
- How are our employers addressing recruitment, retention and career advancement of youth? What are our employers doing to increase the value proposition to attract and retain youth?
- How are our employers addressing recruitment, retention and career advancement of equity-seeking groups?

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<sup>1</sup> [B.C.'s economic development regions](#).

<sup>2</sup> Population refers to a specific group of people such as the Indigenous people of B.C. or to a specific population working in an economic sector, e.g.: women working in construction.

- What kinds of education, skills and competencies are in demand by employers and how are these reflected in the sources of labour supply?
- What is the role of credentials in ensuring education and training standards?
- What role can automation play in addressing workforce shortages? What skills are needed to support automation? How can the sector support employers with the uptake and training of new technology?
- What are the impacts of short-term contracts and the gig economy on our workplaces? How do shifting business models create opportunities to meet workforce demand? How can the potential challenges of these changes be mitigated?

## Research Principles

### Research Ethics

Researchers are encouraged to review the [Tri Council Policy Statement 2: Ethical Conduct for Research Involving Humans](#) to guide ethical research and consider the following principles:

- Free, prior and informed consent for all research participants.
- The participation is entirely voluntary, and participants can decline to answer any question they choose.
- All participants will be told how their answers will be used.
- Incentives for research participation should be reasonable and not impact voluntary consent. For guidance on providing incentives, please discuss the specific detail with SLMP program staff.

### Research Involving Indigenous Peoples

Indigenous communities have experienced a long history of exploitation by researchers; research involving Indigenous peoples was done without their permission or knowledge ([First Nations Information Governance Centre OCAP®](#)). For any research related to Indigenous people, consideration must be given to the [First Nations Information Governance Centre OCAP®](#) principles and/or other approaches such as articles 9.1 in the [Tri-Council Policy Statement 2, chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada \(2014\)](#).

SLMP funded labour market research projects must demonstrate respect for Indigenous values, culture and protocols, and be mutually beneficial to the contract holder and Indigenous partners.

### Indigenous Research Methodologies

The SLMP program encourages Indigenous partners to use their unique research methodologies and methods. The SLMP program invites researchers to incorporate traditional and contemporary Indigenous knowledge in culturally safe and respectful ways. Beyond selecting an appropriate method; the context in which the research questions are conceptualized and designed has implications for the research project and should be carefully considered in partnership with, or-led-by, Indigenous communities.

# Research Project Guidelines

The following are the general expectations for an SLMP funded research project. The following is to be used as a guide only; this list is not exhaustive:

- The SLMP program works in collaboration with the Labour Market Information Office (LMIO)<sup>3</sup> of the Ministry of Advanced Education and Skills Training. Applicants will be required to attend a pre-contract meeting with the LMIO to discuss the research scope before a contract is developed.
- As in all SLMP projects, a governance committee provides project oversight and input and endorses project deliverables and outcomes. Please refer to the SLMP [Program Guidelines](#) for more information.
- The contract holder will use a qualified labour market researcher and the final reports / presentation materials will be well-written, without factual or grammatical error.
- Applicants are encouraged to consider the benefits of a secondary data review as an effective way to aid in the formulation of research questions, gain a more nuanced understanding of the primary data, and/or generate new insights into the workforce challenge. The researcher is to be responsible for collecting all secondary data and arranging for custom orders from Statistics Canada and other sources as required.
- Indigenous research must be be Indigenous led or be a strongly led partnership with active participation and oversight by Indigenous Partners.

<sup>3</sup> The LMIO collects, analyzes and reports on labour market information for the Province of B.C., including the annual Labour Market Outlook. The Labour Market Outlook projects labour market demand and supply trends by occupation and industry over a ten-year span.

# Research Project Deliverables

The purpose of this section is to inform applicants of the general deliverables for a research SLMP project. Research project deliverables are identified on a case-by-case basis as part of the contract negotiation process. Typically, contract deliverables will include, but are not limited to, the following:

## Methodology

Research projects may use both qualitative and quantitative data collection methods and should include analysis of primary and secondary data. Beyond selecting an appropriate method; the context in which the research questions are conceptualized and designed has implications for the research project and should be carefully considered. Proposed methodologies are submitted to SLMP program staff as a research project deliverable and reviewed with the contract holder, SLMP staff and the LMIO.

## Research Tools

Research tools are generally drafted after the methodology is finalized. Proposed research tools are submitted to the SLMP program as a project deliverable and reviewed with the contract holder, SLMP staff and the LMIO.

## Draft & Final Research Reports

The SLMP program will require the contract holder to submit a draft and final written and / or an oral research report endorsed by the governance committee. Reports must be of a high professional standard, carefully copyedited and proofed so they can be posted to the SLMP page of the WorkBC [website](#).

## Presentation Materials

The contract holder may be asked to submit presentation materials about the project to the SLMP program.

# Report Standards

The following sections are generally expected in the final report and/or presentation (additional sections may also be included):

- **Executive Summary**
- **Introduction**
- **Background**
- **Methodology**
- **Results:** An objective presentation of the key primary and secondary data without interpretation or bias
- **Limitations:** A statement on the limitations of the research, including the statistical validity (e.g. confidence intervals) of survey results.
- **Analysis & Discussion of Results:** A description of the significance of the key results and how the results contribute to the nuanced understand of workforce challenges.
- **Implications & Recommendations** to consider for future strategy development and policy options.
- **Appendices** of relevant supporting information such as but not limited to, research tools and aggregate data.

# Supporting Information

## Citations & Style Tips

Contract Holders are free to choose the house style, writing conventions, and citation protocols that meet their needs provided the style is used consistently:

- Citations must provide sufficient detail to allow ready access to specific source document.
- Citations that include links to the source documents are preferred.
- Use of acronyms and abbreviations need to be consistent and spelled on the first use.
- Tables, charts, pictures and other graphics must include source information directly beneath the graphic or in a footnote on the same page.
- Graphics should be fully readable in black/white print. Judicious use of patterns is suggested.
- Graphics should include descriptions of categories in a font size that is readable when printed.
- If a section of the report involves a top-down analysis, e.g. Canada, B.C., B.C. regions, B.C. cities, please organize the section with subtitles for each of the geographical areas.
- Sample sizes must and the implications for statistical validity (e.g confidence intervals) must be provided.

## Statistical data sources

### Statistics Canada Labour Market Data

Labour Force Survey
Survey of Employment, Payroll and Hours
Job Vacancy and Wage Survey
Census
Employment Insurance Program (EI)

### B.C. Government Labour Market Data Sources

B.C. Student Outcomes Surveys	The Ministry of Advanced Education and Skills Training and BC Stats conduct a set of annual surveys that collect information from former students who are asked about their educational experiences, subsequent employment and further studies. <a href="#">B.C. Student Outcomes website</a>
Post-Secondary Central Data Warehouse	The reports are available <a href="#">here</a> . The Post-Secondary Central Data Warehouse contains standardized data relating to student demographics, programs, credentials, courses, session registration and campuses for 21 public post-secondary institutions in B.C.  Data is updated in May and October. Custom requests for data can be submitted
Labour Market Outlook (including labour supply composition by occupation)	<a href="#">Labour Market Outlook</a>
WorkBC	<a href="#">WorkBC</a> is the provincial government's primary tool for disseminating job and labour market information.
WelcomeBC	<a href="#">WelcomeBC</a> provides statistics on immigration and temporary residents in the province that can be used for labour market purposes.
Major Projects Inventory (MPI)	The <a href="#">Major Projects Inventory (MPI)</a> is a listing of private and public sector construction projects in the Province of British Columbia.