

Glossary for completing this Questionnaire

Continuing Vocational Training:	Continuing vocational training (CVT) involves training activities that are planned in advance and are organised or supported by the enterprise. The aim of CVT is the acquisition of new competencies amongst staff and the development and improvement of existing ones. For an activity to be classified as a CVT-activity, it must be financed, at least partly, by the enterprise for the persons employed in the enterprise. (Persons employed include those who either have a working contract or who benefit directly from their work for the enterprise such as unpaid family workers and casual workers.) Random learning and initial vocational training are explicitly excluded. Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT. (These could be relevant candidates for IVT - see Section F).
Initial Vocational Training:	Initial vocational training activities are characterised by the following criteria: (1) The apprenticeship must be a formal education programme (or a component of it). Within the programme learning time alternates between periods of practical training (workplace) and general/theoretical education (educational institution/training centre). (2) The completion of the apprenticeship is mandatory to obtain a qualification or certification for this programme. (3) The duration of the apprenticeship is from 6 months to 6 years. The duration refers to the programme and not only to the work-based component. (4) The apprentices receive remuneration (wage or allowance, in cash or in kind). The training activity or measure is often financed (partly or fully) by the enterprise although this is not a mandatory condition. Apprentices/IVT participants often have a special training contract.
A2 Total Employed	The number of persons employed is defined as the total number of persons who work in the enterprise excluding persons employed holding an apprenticeship or training contract. Persons employed includes: working proprietors, partners working regularly in the enterprise, unpaid family workers working regularly in the enterprise, persons absent for a short period (e.g. sick leave, paid leave or special leave), part-time workers, seasonal workers, home workers. Persons employed excludes: - anyone who is working at the enterprise but whose salary is paid by another company, e.g. persons employed by firms under contract or seconded staff. Persons absent and not being paid during the entire year e.g. for parental leave, persons employed holding an apprenticeship or training contract.
A3 Hours Worked	The number of persons employed is defined as the total number of persons who work in the enterprise excluding persons employed holding an apprenticeship or training contract. The total number of hours worked refers to the total number of hours actually worked by these persons employed (excluding persons employed holding an apprenticeship or training contract), in 2015. It includes: time worked during normal periods of work (in the enterprise or teleworking- time worked in addition to normal periods of work and generally paid at a higher rate (overtime)- time spent at the place of work in standby or during which no work is done (but for which payment is made) - time corresponding to short rest periods, including tea and coffee breaks. It excludes- time spent on paid leave - paid public holidays - paid sick leave - paid meal breaks.
A4 Labour Costs	Total labour costs (direct and indirect) Total labour costs of persons employed (excluding persons employed holding an apprenticeship or training contract) is defined as the sum of the direct and indirect labour costs. The estimate of total labour costs represents all expenditure borne by employers in order to employ workers. It should include: direct labour costs: direct pay, other bonuses and gratuities, payments for days not worked, benefits in kind, and indirect labour costs: statutory social security contributions and family allowances, non-statutory payments, other social expenditure, vocational training costs (gross), taxes, minus subsidies on labour.
A11 Agreements Between The Social Partners	The social partners are representative organisations of the employers and the persons employed (employer associations and trade unions). The social partners negotiate on a regular basis at the national, regional or sector level and conclude collective agreements (collective bargaining). Collective agreements normally regulate wages and working conditions. Collective agreements can also regulate vocational training provisions, such as national, regional or sector training funds, employability measures or vocational training measures for older persons employed. Agreements between the employer and works councils at the enterprise level are excluded from this definition.
A12 Employee Representatives	Employee representatives are often formally organised into structures such as committees or work councils. These are 'shop-floor' organisations representing workers and function as local/firm-level complements to national labour negotiations.
B1 Internal CVT courses	Internal CVT courses are defined as those principally designed and managed by the enterprise itself. It is important that the responsibility for the content of the course lies within the enterprise, that courses are, for example, designed and managed by the internal training department of the enterprise. However, the course can physically take place either within or outside the enterprise. The geographic location relative to the enterprise is not the important issue.