F. Initial Vocati	ional Training - IVT (all enterprises)	
F1 Does the er	nterprise usually employ apprentices? Yes	□ No □
If Yes		
	nain reason(s) does your enterprise usually provide Initial Vocational er apprenticeships?	
(a) To q	ualify future employees according to the needs of the enterprise	Yes No
(b) To cl com	hoose the best apprentices for future employment after pletion of apprenticeship	
	void possible mismatch with enterprise needs in case of rnal recruitment	
	nake use of the productive capacities of apprentices	
` '	or reasons to make the enterprise more attractive to potential staff)	
G. Comments,	, administrative burden and contact details	
How many	minutes did it take you to complete this form?	
Please add	d any comments that would help us interpret the data provided and avoid	further enquiries
	e details of the person we should contact if any queries arise regarding the this questionnaire	ne information
	CERTIFICATION (Must be completed in all cases)	
Name		
Position	Phone Phone	
Date	Signature	
email		

CONFIDENTIAL



	, ,
	7
If above details are incorrect, please amend and tick this box	
The Continuing Vocational Training Survey 2015	5
Purpose of this survey: The Continuing Vocational Training Survey is conducted as a standalone exercise during 2016. It small, medium and large enterprises across a number of economic sectors operating in Ireland, v relevant, up to date information on continuing vocational training. In particular it focuses on enterpression of training, the training intensity (number of participants, training hours), the types of training	with a view of getting prise strategies in
Confidentiality of information supplied: This inquiry is conducted under the Statistics (Continuing Vocational Training Survey) Order 2015 2015) made under the Statistics Act, 1993. The information you provide will be treated as strictly accordance with section 33 of the Statistics Act, 1993 and with EU law. It will be used for statistics Further details are outlined in the CSO's Code of Practice on Statistical Confidentiality on www.cs	confidential in all purposes only.
Online Option: You can complete an online version of this form at https://eforms.cso.ie/CVTS.html	
Survey Results: Results from this survey will be published on the CSO website www.cso.ie	
Enquiries to: LoCall: 1890 313 414 (Republic of Ireland), 0870 876 0256 (UK/Northern Ireland) Direct: 021 4535745, 021 4535000 or 01 4984000 E-mail: cvts@cso.ie	
	ádraig Dalton birector General
A. Background data on the enterprise (all enterprises)	
What is the principal economic activity of the enterprise?	
What was the total number of persons employed by the enterprise on the 31st of Dec	ember 2015?
Male Female Total	
	1

Please turn over —

1	43	In 2015, wh	at was the total number	of hours worked	l by persons employed for the enter	rprise?
		Total nu	mber of hours worked in	า 2015		
1	A4	In 2015, wh	at were the total labour	costs (direct and	l indirect) of persons employed by t	he enterprise?
		Total lab	our costs (direct + indire	ect) in 2015		
	Con	tinuing Voc	ational Training Strate	egies (all enterpri	ises)	
	Cont	inuing Voca	tional Training activities	relate to training	fulfilling the following criteria:	
			be planned in advance.		and of learning	
			t be organised or supporte t be financed fully or at lea			
			•		act should not be taken into considera	tion for CVT but
	cou	ld be relevant	candidates for IVT-see se	ection F.		
	A5		pecific person or unit wi	•		Yes No
		responsibili	ty for the organisation o	i Continuing voc	allonal training?	
	A6	•	nterprise regularly asse		ls and competency requirements of years)	f the enterprise?
				Yes, but not regularly		
			No	(mainly linked to change in personnel)	planning process in the enterprise	
			Ш			
	A7				Ils and competency requirements? ted with future skill needs)	Yes No
		(a) Conti	nuing Vocational Trainir	ng of current staff	f	
		(b) Recru	uitment of new staff with	n suitable qualifica	ations, skills and competencies	
		(c) Recru	uitment of new staff com	nbined with specif	fic training (of the recruited staff)	
			nal reorganisation to bet with future needs)	ter use current st	aff skills and competencies	
	A8	•	erprise, which skills/com	•	nerally considered to be most impo?	ortant for the
		Click the th	ree most important sk	ills/competencies	s from the following list (categories "a	a" to "l")
		(a) (General IT skills	П	(g) Office administration skills	П
		(1.)			(h) Foreign language skills	
		(b) I	T professional skills		(i) Technical, practical or job-specific	c skills
		(c) <i>V</i>	lanagement skills		(j) Oral or written communication ski	
		(d) T	eam working skills		·	
		(e) (Customer handling skills		(k) Numeracy and/or literacy skills	
		(-)			(I) Other skills not listed above	
		(f) F	Problem solving skills		(m) Do not know	

ט1.	Ou	tcomes (training enterprises)			
D1		es the enterprise usually assess the outcomes of Continuing Vocational Training th Continuing Vocational Training courses and other forms of planned Continuing Vocational Yes, Yes, No, proof of for all activities for some activities participation is sufficed by the continuing Vocation is sufficient to the continuing Vocation in the Continuing Vocation in the Continuing Vocation in the Continuing Vocational Training to the Continuing Vocational Training V	onal Trair		1400
D1a	Wh	nich methods are used?	Yes	No	
	(a)	Certification after written or practical test			
	(b)	Satisfaction survey amongst participants			
	(c)	Assessment of participants behaviour or performance in relation to training objectives			
	(d)	Assessment/measurement of the impact of training on performance of			
	(e)	relevant departments or the whole enterprise Other			
D2.		ctors limiting the provision of Continuing Vocational Training activities in 2	2015 (tra	aining enterpris	ses)
D2		any of the following factors limit the provision of Continuing Vocational Training or forms of Continuing Vocational Training in your enterprise in 2015?	courses	or	
			Yes	No	
	(a)	The level of the training provided was appropriate to the needs of the enterprise (no limiting factors)	Ш		
	(b)	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies			
	(c)	Difficulties in assessing training needs in the enterprise			
	(d)	Lack of suitable offers of Continuing Vocational Training courses in the market			
	(e)	High costs of Continuing Vocational Training courses			
	(f)	Higher focus on apprenticeships than on Continuing Vocational Training			
	(g)	Major efforts in Continuing Vocational Training made in recent years			
	` '	High workload and limited time available for staff to participate in			
		Continuing Vocational Training			
	(i)	Other reasons			
E. F	Reas	sons for the non-provision of Continuing Vocational Training activities in 2	015 (no	n-training ente	rprise
E1		at were the reasons for not providing Continuing Vocational Training (neither Conning courses nor other forms of Continuing Vocational Training) to persons employed			
	(a)	The existing qualifications, skills and competencies of the persons employed were appropriate to the current needs of the enterprise			
	, ,	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies			
	(c)	Difficulties in assessing training needs in the enterprise	Ш	Ш	
	(d)	Lack of suitable offers of Continuing Vocational Training courses in the market			
	(e)	High costs of Continuing Vocational Training courses	Ш	Ш	
	(f)	Higher focus on apprenticeships than on Continuing Vocational Training			
	(g)	Major efforts in Continuing Vocational Training made in recent years			
	(h)	High workload and no time available for staff to participate in Continuing Vocational Training			
	(i)	Other reasons			

Please turn over -

Page 2

C3	In 2015, which skills/competencies targeted by Continuing Vocational Training courses were the most important ones in terms of training hours?					
	Tick the three most important skills/com important in relation to the number of all tr exactly to one class please select the near	petencies from th aining hours with				
	(a) General IT skills	(g) C	Office administration skills			
	(b) IT professional skills	(h) F	oreign language skills			
	(c) Management skills	(i) Te	echnical, practical or job-sp	ecific skills		
	(d) Team working skills	(j) O	ral or written communication	n skills		
	(e) Customer handling skills	(k) N	lumeracy and/or literacy ski	lls		
	(f) Problem solving skills	(I) C	other skills not listed above			
C4	What share of training hours in Continuourses on health and safety at work? (a) Obligatory courses on health and (b) All other courses 100% = total number of paid training h	C(Continuing Voc		dertaken during paid working ining		
	Continuing Vocational Training	•	100) %		
C 5	In 2015, which were the most important Continuing Vocational Training course Tick the three most important training primportant in relation to the number of all – including those referred to in question of a course does not fit exactly to one class	es? providers from the training hours du C4 if any. ss please select t	e following list (categories "a ring paid working time in ex the nearest class.	a" to "g"), i.e. the most tternal courses		
	(a) Schools, colleges, universities and other higher education instituti		(d) Private companies what is not training (e.g. equal parent/associate comparent/associate comparent/associate	uipment suppliers, \square		
	(b) Public training institutions (financed or guided by the governmer e.g. adult education centres)	nt,	(e) Employers associatio of commerce, sectora			
	(c) Private training companies		(f) Trade unions			
			(g) Other training provide	ers		
C 6	In 2015, what were the costs incurred Training courses?	by the enterpris	se for the provision of Co	ntinuing Vocational Amount		
	(a) Fees and payments for courses persons employed	for	Yes ☐ No ☐ €			
	(b) Travel and subsistence payment	ts	Yes			
	(c) Labour costs of internal trainers Vocational Training courses	for Continuing	Yes			
	(d) Costs for training centre, training specific training rooms of the ent which Continuing Vocational Traitake place and costs for teaching Continuing Vocational Training c	erprise, in ining courses g materials for	Yes ☐ No ☐ €			
	9		Total €			

Does your enterprise have an annual training budget which includes provision for Continuing Vocational Training? No	A9	Does the planning of Continuing Vocational Training in the enterprise usually lead to a written training plan or programme?	Yes	No 🗌	0
at national, regional or sectoral levels usually cover the provision of Continuing Vocational Training? (Please refer to the Glossary for question detail) In your enterprise, are staff representatives/committees usually involved in the management process of Continuing Vocational Training provision? Yes	A10		Yes	No 🗌	1400
in the management process of Continuing Vocational Training provision? Yes No No staff representatives/ committees If Yes Mich aspects of the management process of Continuing Vocational Training provision are they usually involved in? Yes No (a) Setting of training objectives (b) Establishing criteria for the selection of participants or specific target groups (c) Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) (d) Content of training (e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes B. Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: The training must be planned in advance. The training must be ginanced fully or at least partly by the enterprise. Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F.	A11	at national, regional or sectoral levels usually cover the provision of	Yes	No 🗌	
If Yes	A12	in the management process of Continuing Vocational Training provision?			
provision are they usually involved in? (a) Setting of training objectives (b) Establishing criteria for the selection of participants or specific target groups (c) Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) (d) Content of training (e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes B. Continuing Vocational Training Characteristics (all enterprises) Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: - The training must be planned in advance The training must be organised or supported with the specific goal of learning The training must be financed fully or at least partly by the enterprise Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. 1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015					
(a) Setting of training objectives (b) Establishing criteria for the selection of participants or specific target groups (c) Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) (d) Content of training (e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes Outcome Outcome	A12a				
(c) Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) (d) Content of training (e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes Description		(a) Setting of training objectives	Yes	No	
(e.g. internal/external courses; other forms, such as guided-on-the-job training) (d) Content of training (e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes Description Description		(b) Establishing criteria for the selection of participants or specific target groups			
(e) Budget for training (f) Selection of external training providers (g) Evaluation/assessment of training outcomes B. Continuing Vocational Training Characteristics (all enterprises) Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: - The training must be planned in advance. - The training must be organised or supported with the specific goal of learning. - The training must be financed fully or at least partly by the enterprise. - Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015					
(f) Selection of external training providers (g) Evaluation/assessment of training outcomes		(d) Content of training			
(g) Evaluation/assessment of training outcomes B. Continuing Vocational Training Characteristics (all enterprises) Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: - The training must be planned in advance. - The training must be organised or supported with the specific goal of learning. - The training must be financed fully or at least partly by the enterprise. - Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015		(e) Budget for training			
B. Continuing Vocational Training Characteristics (all enterprises) Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: - The training must be planned in advance. - The training must be organised or supported with the specific goal of learning. - The training must be financed fully or at least partly by the enterprise. - Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015		(f) Selection of external training providers			
Continuing Vocational Training (CVT) activities relate to training fulfilling the following criteria: - The training must be planned in advance. - The training must be organised or supported with the specific goal of learning. - The training must be financed fully or at least partly by the enterprise. - Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015		(g) Evaluation/assessment of training outcomes			
- The training must be planned in advance The training must be organised or supported with the specific goal of learning The training must be financed fully or at least partly by the enterprise Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015	В. С	Continuing Vocational Training Characteristics (all enterprises)			
- Persons employed holding an apprenticeship or training contract should not be taken into consideration for CVT but could be relevant candidates for IVT-see section F. B1 In 2015, did your enterprise provide internal or external Continuing Vocational Training courses? Yes No (a) Internal Continuing Vocational Training courses in 2015	- The	e training must be planned in advance.	a:		
Yes No (a) Internal Continuing Vocational Training courses in 2015	- Per	rsons employed holding an apprenticeship or training contract should not be taken into consider	ation for C	VT but	
(a) Internal Continuing Vocational Training courses in 2015	B1	In 2015, did your enterprise provide internal or external Continuing Vocational Training	courses	?	
(b) External Continuing Vocational Training courses in 2015		(a) Internal Continuing Vocational Training courses in 2015	Yes	No	
		(b) External Continuing Vocational Training courses in 2015			

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cour	015, did your enses? Each perses the person has	s participated in that					
(a)	Guided-on-the	e-job training		Yes No			
	If Yes						
		How many employees participated in planned guided-on-the-job-training in 2015? Each person should be counted only ONCE					
		Less than 10% of employees	From 10% to less than 50% of employees	50% or more of employees			
(b)	If Yes	.	dments or study visits	Yes No			
	-		ed in planned training the counted only O		changes, secondment		
		Less than 10% of employees	From 10% to less than 50% of employees	50% or more of employees			
(c)		workshops, trade	fairs and lectures	Yes No			
(c)	If Yes How many en	nployees participa	fairs and lectures ted in planned training to should be counted only ON From 10% to less than 50% of employees	hrough conferences, v	vorkshops, trade fairs		
(d)	If Yes How many en and lectures i Learning or qu If Yes How many em	nployees participa n 2015? Each perso Less than 10% of employees	ted in planned training to should be counted only ON From 10% to less than 50% of employees	hrough conferences, vocalice 50% or more of employees Yes No			
(d)	If Yes How many en and lectures i Learning or qu If Yes How many em	nployees participa n 2015? Each perso Less than 10% of employees allity circles ployees participate all be counted only Of	ted in planned training to should be counted only ON From 10% to less than 50% of employees	hrough conferences, vocalice 50% or more of employees Yes No hrough learning or quantum forms of the second seco			
(d)	If Yes How many en and lectures i Learning or qu If Yes How many em	nployees participa n 2015? Each perso Less than 10% of employees allity circles ployees participate all be counted only Of	ted in planned training to should be counted only ON From 10% to less than 50% of employees	hrough conferences, vICE 50% or more of employees Yes No hrough learning or quant			

В3	Did the enterprise provide Continuing Vocational Training courses in 2014 to its persons employed?	
	Yes No Not applicable (enterprise did not exist)	Ş
		,
B4	Did the enterprise provide other forms of Continuing Vocational Training in 2014 to its persons employed?	
	Yes No Not applicable (enterprise did not exist)	
B5	Did the enterprise contribute in 2015 to collective/mutual or other training funds, and did it receive payments from such funds or any other financial subsidies for the provision of Continuous Vocational Training courses?	
	(a) Continuing Vocational Training Contributions Yes No Amount Amount	
	(b) Continuing Vocational Training Receipts Yes □ No □ € □ □ □ □ □	
ı	If Yes to B5b	
B6	In 2015 which measures did your enterprise benefit from for providing Continuing Vocational Training?	
	Yes No (a) Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)	
	(b) Receipts from training funds (national, regional, sector)	
	(c) EU subsidies (e.g. European Social Fund)	
	(d) Government subsidies	
	(e) Other sources	
C. (Continuing Vocational Training participants, subjects, providers and costs (CVT courses)	
C1	In 2015, how many persons employed by the enterprise participated in one or more Continuing Vocational Training course (either internal or external)? Each person should be counted only ONCE, irrespective of the number of CVT courses the person has participated in	
	Male Female Total	
C2	In 2015, what was the total paid working time (in hours) spent on ALL Continuing Vocational Training courses broken down by internal or external Continuing Vocational Training courses?	
	Internal Continuing Vocational Training course Hours	
	External Continuing Vocational Training course Hours	
	Total Hours	

Please turn over —