



The Continuing Vocational Training Survey 2015

	Before you begin, you will need	
	Your CSO reference number 🤨	
	The form should take approximately 20 minutes to complete	
E	nter your CSO reference number:	· · · · · · · · · · · · ·
A	. Background data on the enterprise (all enterprises)	
A1	What is the principal economic activity of the enterprise?	
A2	2 What was the total number of persons employed by the enterprise on the 31st	of December 2015? 0
	Male Female Tota	
A3	In 2015, what was the total number of hours worked by persons employed for t	he enterprise? 0
	Total number of hours worked in 2015	
A 4	In 2015, what were the total labour costs (direct and indirect) of persons emplo	yed by the enterprise? 0
	Total labour costs (direct + indirect) in 2015	

C	ontinuing Vocational Training	Strategies (all enterprise	es) 🕕		
- Th - Th - Th - Pe	ntinuing Vocational Training active training must be planned in adva the training must be organised or sup the training must be financed fully or ersons employed holding an appren uld be relevant candidates for IVT-s	nce. oported with the specific go at least partly by the enterp ticeship or training contract	al of learning. prise.	eration for C	SVT but
A5	Is there a specific person or un responsibility for the organisation			Yes O	No O
A 6	Does your enterprise regularly ("regularly" covers the recent past No O			of the ente	erprise?
A7	How does your enterprise usual (i.e. how did the enterprise react up)	
	(a) Continuing Vocational Tra	ining of current staff		Yes O	ΝοΟ
	(b) Recruitment of new staff v	vith suitable qualifications	s, skills and competencies	Yes O	No O
	(c) Recruitment of new staff of	combined with specific tra	aining (of the recruited staff)	Yes O	No O
	(d) Internal reorganisation to (in line with future needs)	better use current staff sl	kills and competencies	Yes () No ()

A8 In your enterprise, which skills/competencies are generally considered to be most important for the development of the enterprise in the next few years?

Click the three most important skills/competencies from the following list (categories "a" to "I").

	0	(0 0		
	In your enterprise, are staff represe in the management process of Cor Yes	ntinuing Voc		committees	
	In your enterprise, do written agree concluded at national, regional or s provision of Continuing Vocational	sectoral leve	Is usually cover the	Yes O	No O
A10	Does your enterprise have an annu Continuing Vocational Training?	ual training b	oudget which includes provision for	Yes O	No O
A9	Does the planning of Continuing Vollead to a written training plan or pro		aining in the enterprise usually	Yes O	No O
			(m) Do not know	c	D
	(f) Problem solving skills	0	(I) Other skills not listed above	e C	C
	(e) Customer handling skills	0	(k) Numeracy and/or literacy s	kills (D
	(d) Team working skills	0	(j) Oral or written communicat	ion skills C	D
	(c) Management skills	0	(i) Technical, practical or job-s	pecific skills	C
	(b) IT professional skills	0	(h) Foreign language skills	C	C
	(a) General IT skills	0	(g) Office administration skills	C	D

If Yes

A12a Which aspects of the management process of Continuing Vocational Training provision are they usually involved in?

(a) Setting of training objectives	Yes O	No O		
(b) Establishing criteria for the selection of participants or specific target groups	Yes O	No O		
(c	Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training)	Yes O	No O		
(d) Content of training	Yes O	No O		
(e) Budget for training	Yes O	No O		
(f)	Selection of external training providers	Yes O	No O		
(g) Evaluation/assessment of training outcomes	Yes O	No O		
B. Conti	3. Continuing Vocational Training Characteristics (all enterprises)				
Continuin	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?

(a) Internal Continuing Vocational Training courses in 2015 🕕	Yes O	No O
(b) External Continuing Vocational Training courses in 2015 0	Yes O	No O

B2 In 2015, did your enterprise provide any of the following other forms of Continuing Vocational Training courses?
 Each person should be counted only ONCE in each subcategory, irrespective of the number of other CVTs the person has participated in that subcategory

(a) Guided-on-the-jo	b training 📵			Yes O No O
If Yes				
How many emplo	015? 📵			
	Less than 10% of employees	From 10% to less than 50% of employees	50% or more of employees	
	0	0	0	

(b) Job rotation, exchanges, secondments or study visits 1

1

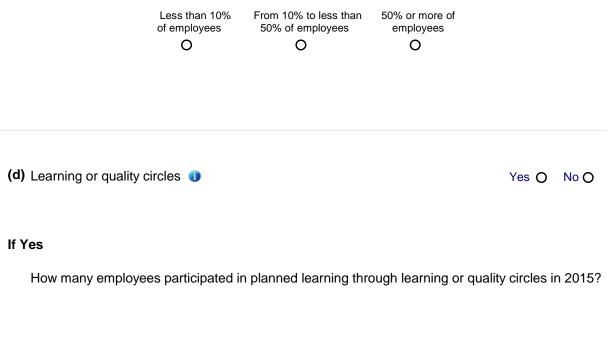
If Yes

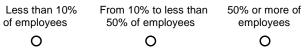
How many employees participated in planned training through job rotation, exchanges, secondments or study visits in 2015? **()**

Less than 10% of employees O	From 10% to less than 50% of employees O	50% or more of employees O		
(c) Conferences, workshops, trade fairs	Yes O	No O		

If Yes

How many employees participated in planned training through conferences, workshops, trade fairs and lectures in 2015? ()





- (e) Self-directed learning/e-learning 0 Yes O No O If Yes How many employees participated in planned training by self-directed learning/e-learning in 2015? From 10% to less than Less than 10% 50% or more of employees of employees 50% of employees Ο 0 0 **B3** Did the enterprise provide Continuing Vocational Training courses in 2014 to its persons employed? 1 Not applicable Yes No (enterprise did not exist) 0 0 0 B4 Did the enterprise provide other forms of Continuing Vocational Training in 2014 to its persons employed? Not applicable Yes No (enterprise did not exist) 0 0 0
- **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?



If Yes to B5b

B6 In 2015 which measures did your enterprise benefit from for providing Continuing Vocational Training?

(a) ⁻	Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)	Yes O	No O
(b)	Receipts from training funds (national, regional, sector)	Yes O	No O
(c) I	EU subsidies (e.g. European Social Fund)	Yes O	No O
(d) (Government subsidies	Yes O	No O
(e) (Other sources 0	Yes O	No O

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)? (1)
 Each person should be counted only ONCE, irrespective of the number of CVT courses the person has participated in.

Male	Female	т	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? (1)

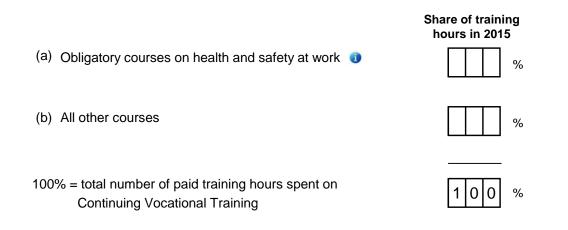
Internal Continuing Vocational Training course	Hours
External Continuing Vocational Training course	Hours
Total	Hours

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/competencies from the following list (categories "a" to "I"), i.e. the most important in relation to the number of all training hours within paid working time. If a course does not fit exactly to one class please select the nearest class.

(a) General IT skills	0	(g) Office administration skills	0
(b) IT professional skills	0	(h) Foreign language skills	0
(c) Management skills	0	(i) Technical, practical or job-specific skills	0
(d) Team working skills	0	(j) Oral or written communication skills	0
(e) Customer handling skills	0	(k) Numeracy and/or literacy skills	0
(f) Problem solving skills	0	(I) Other skills not listed above	0

C4 What share of training hours in Continuing Vocational Training courses in 2015 was spent on obligatory courses on health and safety at work? (Continuing Vocational Training courses undertaken during paid working time)



C5 In 2015, which were the most important training providers the enterprise used for all external Continuing Vocational Training courses?

Tick the **three most important** training providers from the following list (categories "a" to "g"),i.e. the most important in relation to the number of all training hours during paid working time in external courses – including those referred to in question C4 if any. If a course does not fit exactly to one class please select the nearest class.

(a) Schools, colleges, universities and other higher education institutions 🕕	0
(b) Public training institutions (1) (financed or guided by the government, e.g. adult education centres)	0
(c) Private training companies 🧃	0
(d) Private companies whose main activity is not training (e.g. equipment suppliers, parent/associate companies)	0
(e) Employers associations, chambers of commerce, sectoral bodies 💿	0
(f) Trade unions 🕕	0
(g) Other training providers	0

C6 In 2015, what were the costs incurred by the enterprise for the provision of Continuing Vocational Training courses?

(a)	Fees and payments for courses for persons employed 1	Yes O	No O	Amount €
(b)	Travel and subsistence payments 0	Yes O	No O	Amount €
(c)	Labour costs of internal trainers for Continuing <a> <!--</td--><td>Yes O</td><td>No O</td><td>Amount €</td>	Yes O	No O	Amount €
(d)	Costs for training centre, training premises or specific training rooms of the enterprise, in which Continuing Vocational Training courses take place and costs for teaching materials for Continuing Vocational Training courses	Yes O	No O	Amount €
				Amount €
		Total		

D1. Outcomes (training enterprises)

D1 Does the enterprise usually assess the outcomes of Continuing Vocational Training activities? (both Continuing Vocational Training courses and other forms of planned Continuing Vocational Training)

	Yes, for all activities O	Yes, for some activities O	No, proof of participation is s O	ufficient	
If Yes					
D1a Which m	ethods are used?				
(a) Certificatio	on after written or pra	ctical test		Yes O	No O
(b) Satisfactic	on survey amongst pa	articipants		Yes O	No O
(c) Assessme training ob		naviour or performanc	e in relation to	Yes O	No O
	ent/measurement of t epartments or the wh	he impact of training c ole enterprise	on performance of	Yes O	No O
(e) Other				Yes O	No O

D2. Factors limiting the provision of Continuing Vocational Training activities in 2015 (training enterprises)

D2 Did any of the following factors limit the provision of Continuing Vocational Training courses or other forms of Continuing Vocational Training in your enterprise in 2015?

((a)	The level of the training provided was appropriate to the needs of the enterprise (no limiting factors)	Yes O	No O
((b)	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies	Yes O	No O
((c)	Difficulties in assessing training needs in the enterprise	Yes O	No O
((d)	Lack of suitable offers of Continuing Vocational Training courses in the market	Yes O	No O
((e)	High costs of Continuing Vocational Training courses	Yes O	No O
((f)	Higher focus on apprenticeships than on Continuing Vocational Training	Yes O	No O
((g)	Major efforts in Continuing Vocational Training made in recent years	Yes O	No O
((h)	High workload and limited time available for staff to participate in Continuing Vocational Training	Yes O	No O
((i)	Other reasons	Yes O	No O

E. Reasons for the non-provision of Continuing Vocational Training activities in 2015 (non-training enterprises)

E1 What were the reasons for not providing Continuing Vocational Training (neither Continuing Vocational Training courses nor other forms of Continuing Vocational Training) to persons employed in 2015?

	(a)	The existing qualifications, skills and competencies of the persons employed were appropriate to the current needs of the enterprise	Yes O	No O
	(b)	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies	Yes O	No O
	(c)	Difficulties in assessing training needs in the enterprise	Yes O	No O
	(d)	Lack of suitable offers of Continuing Vocational Training courses in the market	Yes O	No O
	(e)	High costs of Continuing Vocational Training courses	Yes O	No O
	(f)	Higher focus on apprenticeships than on Continuing Vocational Training	Yes O	No O
	(g)	Major efforts in Continuing Vocational Training made in recent years	Yes O	No O
	(h)	High workload and no time available for staff to participate in Continuing Vocational Training	Yes O	No O
	(i)	Other reasons	Yes O	No O
F.	Initia	I Vocational Training - IVT (all enterprises) 🛛 🔨		
F. F1		I Vocational Training - IVT (all enterprises)	Yes O	No O
		es the enterprise usually employ apprentices?	Yes O	No O
	Doe If Ye	es the enterprise usually employ apprentices?		No O
	Doe If Ye F1	es the enterprise usually employ apprentices? es a For which main reason(s) does your enterprise usually provide Initial Vocation		No O
	Doe If Ye F1	es the enterprise usually employ apprentices? es a For which main reason(s) does your enterprise usually provide Initial Vocation Training/offer apprenticeships?	al	
	Doe If Ye F1	es the enterprise usually employ apprentices? es a For which main reason(s) does your enterprise usually provide Initial Vocation Training/offer apprenticeships? (a) To qualify future employees according to the needs of the enterprise (b) To choose the best apprentices for future employment after	al Yes O	No O
	Doe If Ye F1	 a For which main reason(s) does your enterprise usually provide Initial Vocation Training/offer apprenticeships? (a) To qualify future employees according to the needs of the enterprise (b) To choose the best apprentices for future employment after completion of apprenticeship (c) To avoid possible mismatch with enterprise needs in case of 	al Yes O Yes O	No O No O

F1

G. Comments, administrative burden and contact details

G1 Please add any comments that would help us interpret the data provided and avoid further enquiries.

G2 Please give details of the person we should contact if any queries arise regarding the information returned on this questionnaire.

	Return comp	Declaratio	n					
	Name :							
	Position :		Phone :		· · · · · · · ·			
	eMail :		••••	••••	••••	· · · · · ·	•••	
	Website :				• • • • • • •		•••	
G3	How much ti	me was needed to fill in this questionnaire?		minute	s			