

Continuing Vocational Training Strategies (all enterprises)

Continuing Vocational Training 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

A5 Is there a specific person or unit within the enterprise with responsibility for the organisation of Continuing Vocational Training? Yes No

A6 Does your enterprise regularly assess the future skills and competency requirements of the enterprise? ("regularly" covers the recent past years and the next few years)

- | | | |
|-----------------------|--|--|
| No | Yes, but not regularly
(mainly linked to
change in personnel) | Yes, it is part of the overall
planning process in the
enterprise |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

A7 How does your enterprise usually react to future skills and competency requirements? (i.e. how did the enterprise react up to now when confronted with future skill needs)

- (a) Continuing Vocational Training of current staff Yes No
- (b) Recruitment of new staff with suitable qualifications, skills and competencies Yes No
- (c) Recruitment of new staff combined with specific training (of the recruited staff) Yes No
- (d) Internal reorganisation to better use current staff skills and competencies (in line with future needs) 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 "l").

- | | | | |
|------------------------------|-----------------------|---|-----------------------|
| (a) General IT skills | <input type="radio"/> | (g) Office administration skills | <input type="radio"/> |
| (b) IT professional skills | <input type="radio"/> | (h) Foreign language skills | <input type="radio"/> |
| (c) Management skills | <input type="radio"/> | (i) Technical, practical or job-specific skills | <input type="radio"/> |
| (d) Team working skills | <input type="radio"/> | (j) Oral or written communication skills | <input type="radio"/> |
| (e) Customer handling skills | <input type="radio"/> | (k) Numeracy and/or literacy skills | <input type="radio"/> |
| (f) Problem solving skills | <input type="radio"/> | (l) Other skills not listed above | <input type="radio"/> |
| | | (m) Do not know | <input type="radio"/> |
-

A9 Does the planning of Continuing Vocational Training in the enterprise usually lead to a written training plan or programme? Yes No

A10 Does your enterprise have an annual training budget which includes provision for Continuing Vocational Training? Yes No

A11 In your enterprise, do written agreements between social partners concluded at national, regional or sectoral levels usually cover the provision of Continuing Vocational Training? Yes No [i](#)

A12 In your enterprise, are staff representatives/committees usually involved in the management process of Continuing Vocational Training provision? [i](#)

- | | | |
|-----------------------|-----------------------|--------------------------------------|
| Yes | No | No staff representatives/ committees |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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 No
- (b) Establishing criteria for the selection of participants or specific target groups Yes No
- (c) Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) Yes No
- (d) Content of training Yes No
- (e) Budget for training Yes No
- (f) Selection of external training providers Yes No
- (g) Evaluation/assessment of training outcomes Yes No



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?

- (a) Internal Continuing Vocational Training courses in 2015  Yes No
- (b) External Continuing Vocational Training courses in 2015  Yes No

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-job training  Yes No

If Yes

How many employees participated in planned guided-on-the-job-training in 2015? 

- Less than 10% of employees
- From 10% to less than 50% of employees
- 50% or more of employees

(b) Job rotation, exchanges, secondments or study visits [i](#)

Yes No

If Yes

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

Less than 10%
of employees

From 10% to less than
50% of employees

50% or more of
employees

(c) Conferences, workshops, trade fairs and lectures [i](#)

Yes No

If Yes

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

Less than 10%
of employees

From 10% to less than
50% of employees

50% or more of
employees

(d) Learning or quality circles [i](#)

Yes No

If Yes

How many employees participated in planned learning through learning or quality circles in 2015? [i](#)

Less than 10%
of employees

From 10% to less than
50% of employees

50% or more of
employees

(e) Self-directed learning/e-learning i

Yes No

If Yes

How many employees participated in planned training by self-directed learning/e-learning in 2015? i

Less than 10%
of employees

From 10% to less than
50% of employees

50% or more of
employees

B3 Did the enterprise provide Continuing Vocational Training courses in 2014 to its persons employed? i

Yes

No

Not applicable
(enterprise did not exist)

B4 Did the enterprise provide other forms of Continuing Vocational Training in 2014 to its persons employed? i

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 i

Yes No

Amount
€

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(b) Continuing Vocational Training Receipts i

Yes No

Amount
€


--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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 “l”), 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 | <input type="radio"/> | (g) Office administration skills | <input type="radio"/> |
| (b) IT professional skills | <input type="radio"/> | (h) Foreign language skills | <input type="radio"/> |
| (c) Management skills | <input type="radio"/> | (i) Technical, practical or job-specific skills | <input type="radio"/> |
| (d) Team working skills | <input type="radio"/> | (j) Oral or written communication skills | <input type="radio"/> |
| (e) Customer handling skills | <input type="radio"/> | (k) Numeracy and/or literacy skills | <input type="radio"/> |
| (f) Problem solving skills | <input type="radio"/> | (l) Other skills not listed above | <input type="radio"/> |

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)





	Share of training hours in 2015
(a) Obligatory courses on health and safety at work 	<input type="text"/> <input type="text"/> <input type="text"/> %
(b) All other courses	<input type="text"/> <input type="text"/> <input type="text"/> %
100% = total number of paid training hours spent on Continuing Vocational Training	<input type="text"/> <input type="text"/> <input type="text"/> %

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 
- (b) Public training institutions 
(financed or guided by the government, e.g. adult education centres)
- (c) Private training companies 
- (d) Private companies whose main activity is not training 
(e.g. equipment suppliers, parent/associate companies)
- (e) Employers associations, chambers of commerce, sectoral bodies 
- (f) Trade unions 
- (g) Other training providers

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 	Yes <input type="radio"/> No <input type="radio"/>	Amount € <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
(b) Travel and subsistence payments 	Yes <input type="radio"/> No <input type="radio"/>	Amount € <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
(c) Labour costs of internal trainers for Continuing Vocational Training courses 	Yes <input type="radio"/> No <input type="radio"/>	Amount € <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
(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 <input type="radio"/> No <input type="radio"/>	Amount € <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Total		Amount € <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

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 **Yes, for some activities** **No, proof of participation is sufficient**

If Yes

D1a Which methods are used?

- (a) Certification after written or practical test Yes No
- (b) Satisfaction survey amongst participants Yes No
- (c) Assessment of participants behaviour or performance in relation to training objectives Yes No
- (d) Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise Yes No
- (e) Other Yes No

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

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

F. Initial Vocational Training - IVT (all enterprises)

F1 Does the enterprise usually employ apprentices? Yes No

If Yes

F1a For which main reason(s) does your enterprise usually provide Initial Vocational Training/offer apprenticeships?

- (a) To qualify future employees according to the needs of the enterprise Yes No
- (b) To choose the best apprentices for future employment after completion of apprenticeship Yes No
- (c) To avoid possible mismatch with enterprise needs in case of external recruitment Yes No
- (d) To make use of the productive capacities of apprentices during their apprenticeship Yes No
- (e) Other reasons Yes No
(e.g. to make the enterprise more attractive to potential staff)

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.

Declaration

Return completed by :

Name :

Position : Phone :

eMail :

Website :

G3 How much time was needed to fill in this questionnaire? minutes
