

The Continuing Vocational Training Survey 2020

The Continuing Vocational Training Survey is a survey conducted by the Central Statistics Office (CSO) collecting information on enterprises' investment in the continuing vocational training (CVT) of their employees. This enquiry is conducted under the Statistics (Continuing Vocational Training Survey) Order 2021 (S.I. No 86 of 2021) made under the Statistics Act, 1993.

The aim of Continuing Vocational Training (CVT) is the acquisition of new competencies amongst staff and the development and improvement of existing ones. CVT involves training activities that are planned in advance and are organised or supported by the enterprise. **Apprenticeships, known as Initial Vocational Training (IVT) are not included under Continuing Vocational Training but are covered separately in the survey.**

The survey covers a selection of small, medium and large enterprises across different economic sectors operating in Ireland.

Background Data

This section asks for background information on your enterprise in 2020

A1 What is the principal economic activity of the enterprise?

A2 What was the total number of persons employed by the enterprise on the 31st of December 2020?

If none, please enter 0.

A2b What was the breakdown of persons employed by the enterprise on the 31st of December 2020?

Male

Female

A3 In 2020, what were the total number of hours worked by persons employed for the enterprise?

Total number of hours worked = average weekly hours X number of weeks X number of employees

If persons employed are working remotely, please provide best estimate.

A4 In 2020, what were the total labour costs (direct and indirect) of persons employed by the enterprise?

i.e. TOTAL labour costs for all employees for full year

If employees benefitted from the Temporary Wage Subsidy Scheme (TWSS) and/or the Employment Wage Subsidy Scheme (EWSS), please EXCLUDE these subsidies from total labour costs.

CVT Strategies

This section asks about the strategies used by your company to assess training needs and competencies and to develop Continuing Vocational Training (CVT) around these (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 Apprenticeships section

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

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 Select all that apply

☐

Continuing Vocational Training of current staff

☐

Recruitment of new staff with suitable qualifications, skills and competencies

☐

Recruitment of new staff combined with specific training (of the recruited staff)

☐

Internal reorganisation to better use current staff skills and competencies (in line with future needs)

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

Including:

- General IT skills,
- IT professional skills,
- Management skills,
- Team working skills.
- Customer handling skills,
- Problem solving skills,
- Office administration skills,
- Foreign language skills,
- Technical, practical or job-specific skills,
- Oral or written communication skills,
- Numeracy and/or literacy skills,
- Other skills not listed above

☐

Yes

☐

No

Only answer this question if A8 Contains Any 1 Yes

A8a In your enterprise, which skills/competencies are generally considered to be most important for the development of the enterprise in the next few years?

Select one

☐

General IT skills

☐

IT professional skills

☐

Management skills

☐

Team working skills

☐

Customer handling skills

☐

Problem solving skills

☐

Office administration skills

☐

Foreign language skills

☐

Technical, practical or job-specific skills

☐

Oral or written communication skills

☐

Numeracy and/or literacy skills

☐

Other skills not listed above

Only answer this question if A8 Contains Any 1 Yes

A8a(i) Is there a second skill/competency considered important?

☐

Yes

☐

No

Only answer this question if A8a(i) Contains Any 1 Yes

A8b In your enterprise, which skills/competencies are generally considered to be most important for the development of the enterprise in the next few years?

Select one

☐

General IT skills

☐

IT professional skills

☐

Management skills

☐

Team working skills

☐

Customer handling skills

☐

Problem solving skills

☐

Office administration skills

☐

Foreign language skills

☐

Technical, practical or job-specific skills

☐

Oral or written communication skills

☐

Numeracy and/or literacy skills

☐

Other skills not listed above

Only answer this question if A8a(i) Contains Any 1 Yes

A8b(i) Is there a third (and final) skill/competency considered important?

☐

Yes

☐

No

Only answer this question if A8b(i) Contains Any 1 Yes

A8c In your enterprise, which skills/competencies are generally considered to be most important for the development of the enterprise in the next few years?

Select one

☐

General IT skills

☐

IT professional skills

☐

Management skills

☐

Team working skills

☐

Customer handling skills

☐

Problem solving skills

☐

Office administration skills

☐

Foreign language skills

☐

Technical, practical or job-specific skills

☐

Oral or written communication skills

☐

Numeracy and/or literacy skills

☐

Other skills not listed above

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

A12 In your enterprise, are staff representatives/committees usually involved in the management process of Continuing Vocational Training provision?

☐

Yes

☐

No

☐

There are no staff representatives/ committees in our enterprise

Only answer this question if A12 Contains Any 1 Yes

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

Select all that apply

- ☐ Setting of training objectives
- ☐ Establishing criteria for the selection of participants or specific target groups
- ☐ Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training)
- ☐ Content of training
- ☐ Budget for training
- ☐ Selection of external training providers
- ☐ Evaluation / assessment of training outcomes
- ☐ None of the above

CVT Characteristics

This section asks if your company provided continuing vocational training courses and if so, the types of training provided, and any subsidies received for training (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 Apprenticeships section

B1 In 2020, did your enterprise provide internal or external Continuing Vocational Training courses?
Select all that apply

☐

Internal Continuing Vocational Training courses in 2020

☐

External Continuing Vocational Training courses in 2020

B2a In 2020, did your enterprise provide Guided on-the-job Training as a form of Continuing Vocational Training course?

Each person should be counted only ONCE in each subcategory, irrespective of the number of other CVTs the person has participated in that subcategory

☐

Yes

☐

No

Only answer this question if B2a Contains Any 1 Yes

B2a(i) How many employees participated in planned guided-on-the-job-training in 2020?

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

B2b In 2020, did your enterprise provide Job rotation, exchanges, secondments or study visits as 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

☐

Yes

☐

No

Only answer this question if B2b Contains Any 1 Yes

B2b(i) How many employees participated in planned training through job rotation, exchanges, secondments or study visits in 2020?

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

B2c In 2020, did your enterprise provide Conferences, workshops, trade fairs and lectures as a form 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

☐

Yes

☐

No

Only answer this question if B2c Contains Any 1 Yes

B2c(i) How many employees participated in planned training through conferences, workshops, trade fairs and lectures in 2020?

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

B2d In 2020, did your enterprise provide Learning or quality circles as a form 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

☐

Yes

☐

No

Only answer this question if B2d Contains Any 1 Yes

B2d(i) How many employees participated in planned learning through learning or quality circles in 2020?

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

B2e In 2020, did your enterprise provide Self-directed learning/e-learning as a form 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

☐

Yes

☐

No

Only answer this question if B2e Contains Any 1 Yes

B2e(i) How many employees participated in planned training by self-directed learning/e-learning in 2020?

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

B3 Did the enterprise provide Continuing Vocational Training courses in 2019 to its persons employed?

☐

Yes

☐

No

☐

Not applicable (enterprise did not exist)

B4 Did the enterprise provide other forms of Continuing Vocational Training in the previous year 2019 to its persons employed?

☐

Yes

☐

No

☐

Not applicable (enterprise did not exist)

B5a In 2020 did the enterprise contribute to collective/mutual or other training funds for the provision of Continuous Vocational Training courses?

The costs of contributions made by the enterprise to collective funding arrangements through government and intermediary organisations.

☐

Yes

☐

No

Only answer this question if B5a Contains Any 1 Yes

B5a(i) Continuing Vocational Training contributions amount

B5b In 2020 did the enterprise receive payments from collective/mutual or other training funds, or any other financial subsidies for the provision of Continuous Vocational Training courses?

The receipts from collective funding arrangements, subsidies and financial assistance from government and other sources.

☐

Yes

☐

No

Only answer this question if B5b Contains Any 1 Yes

B5b(i) Continuing Vocational Training receipts amounts

Only answer this question if B5b Contains Any 1 Yes

B6 In 2020 which measures did your enterprise benefit from for providing Continuing Vocational Training?

Tax Incentives: tax allowances, tax exemptions, tax credits, tax relief, tax deferrals

Other Sources: e.g. receipts from- private foundations - external bodies/persons for the use of the enterprise's own training centre - training provision to external bodies/persons that are not part of the enterprise

Select all that apply

☐

Tax incentives

☐

Receipts from training funds (national, regional, sector)

☐

EU subsidies (e.g. European Social Fund)

☐

Government subsidies

☐

Other sources

☐

None of the above

CVT Courses

This section asks about Continuing Vocational Training participants as well as the subjects, providers and costs of the Continuing Vocational Training courses (training enterprises).

Only answer this question if B1 Contains Any 1 Internal Continuing Vocational Training courses in 2020 or 2 External Continuing Vocational Training courses in 2020

C1a In 2020, 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. If none, please enter 0.

C1b What is the breakdown of persons employed by the enterprise participated in one or more Continuing Vocational Training course (either internal or external)?

Male

Female

C2a In 2020, 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?

C2b What was the breakdown in paid working time (in hours) spent by internal or external Continuing Vocational Training courses?

Internal Continuing Vocational Training course (hours)

External Continuing Vocational Training course (hours)

C3a In 2020, which skills/competencies targeted by Continuing Vocational Training courses were the most important ones in terms of training hours?

Select one

☐

General IT skills

☐

IT professional skills

☐

Management skills

☐

Team working skills

☐

Customer handling skills

☐

Problem solving skills

☐

Office administration skills

☐

Foreign language skills

☐

Technical, practical or job-specific skills

☐

Oral or written communication skills

☐

Numeracy and/or literacy skills

☐

Other skills not listed above

C3a(i) Is there a second skill/competency considered important?

☐

Yes

☐

No

Only answer this question if C3a(i) Contains Any 1 Yes

C3b In 2020, which skills/competencies targeted by Continuing Vocational Training courses were the most important ones in terms of training hours?

Select one

☐

General IT skills

☐

IT professional skills

☐

Management skills

☐

Team working skills

☐

Customer handling skills

☐

Problem solving skills

☐

Office administration skills

☐

Foreign language skills

☐

Technical, practical or job-specific skills

☐

Oral or written communication skills

☐

Numeracy and/or literacy skills

☐

Other skills not listed above

Only answer this question if C3a(i) Contains Any 1 Yes

C3b(i) Is there a third (and final) skill/competency considered important?

☐

Yes

☐

No

Only answer this question if C3b(i) Contains Any 1 Yes

C3c In 2020, which skills/competencies targeted by Continuing Vocational Training courses were the most important ones in terms of training hours?

Select one

- ☐ General IT skills
- ☐ IT professional skills
- ☐ Management skills
- ☐ Team working skills
- ☐ Customer handling skills
- ☐ Problem solving skills
- ☐ Office administration skills
- ☐ Foreign language skills
- ☐ Technical, practical or job-specific skills
- ☐ Oral or written communication skills
- ☐ Numeracy and/or literacy skills
- ☐ Other skills not listed above

C4 What share of training hours in Continuing Vocational Training courses in 2020 was spent on obligatory courses on health and safety at work (Continuing Vocational Training courses undertaken during paid working time)?

100% = Total number of paid training hours spent on Continuing Vocational Training

Obligatory courses on health and safety at work

All other courses

C5a In 2020, which was the most important training providers the enterprise used for all external Continuing Vocational Training courses?

Please include those referred to in question C4 if any. If a course does not fit exactly to one class please select the nearest class.

Select one

☐

Schools, colleges, universities and other higher education institutions

☐

Public training institutions

☐

Private training companies

☐

Private companies whose main activity is not training

☐

Employers' associations, chambers of commerce, sectoral bodies

☐

Trade unions

☐

Other training providers

C5a(i) Is there a second training provider considered important?

☐

Yes

☐

No

Only answer this question if C5a(i) Contains Any 1 Yes

C5b In 2020, which was the most important training providers the enterprise used for all external Continuing Vocational Training courses?

Please include those referred to in question C4 if any. If a course does not fit exactly to one class please select the nearest class.

Select one

☐

Schools, colleges, universities and other higher education institutions

☐

Public training institutions

☐

Private training companies

☐

Private companies whose main activity is not training

☐

Employers' associations, chambers of commerce, sectoral bodies

☐

Trade unions

☐

Other training providers

Only answer this question if C5a(i) Contains Any 1 Yes

C5b(i) Is there a third (and final) training provider considered important?

☐

Yes

☐

No

Only answer this question if C5b(i) Contains Any 1 Yes

C5c In 2020, which was the most important training providers the enterprise used for all external Continuing Vocational Training courses?

Please include those referred to in question C4 if any. If a course does not fit exactly to one class please select the nearest class.

Select one

☐

Schools, colleges, universities and other higher education institutions

☐

Public training institutions

☐

Private training companies

☐

Private companies whose main activity is not training

☐

Employers' associations, chambers of commerce, sectoral bodies

☐

Trade unions

☐

Other training providers

C6 In 2020, what were the costs incurred by the enterprise for the provision of Continuing Vocational Training courses?

If none, please enter 0.

C6b What is the breakdown of the costs incurred by the enterprise for the provision of Continuing Vocational Training courses?

Fees and payments for courses for persons employed

Travel and subsistence payments

Labour costs of internal trainers for Continuing Vocational Training courses

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

Outcomes and Limiting Factors

This section asks about the outcomes of the continuing vocational training and any factors which limited the provision of Continuing Vocational Training activities in 2020 (training enterprises).

Only answer this question if (B1 Contains None of 1 Internal Continuing Vocational Training courses in 2020 or 2 External Continuing Vocational Training courses in 2020) Or (B2a-e Contains Any 1 Yes)

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

Only answer this question if D1 Any 1 Yes, for all activities or 2 Yes, for some activities

D1a Which methods are used?
Select all that apply

☐

Certification after written or practical test

☐

Satisfaction survey amongst participants

☐

Assessment of participants behaviour or performance in relation to training objectives

☐

Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise

☐

Other

Only answer this question if D1a Not Empty

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 2020?

Select all that apply

☐

The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies

☐

Difficulties in assessing training needs in the enterprise

☐

Lack of suitable offers of Continuing Vocational Training courses in the market

☐

High costs of Continuing Vocational Training courses

☐

Higher focus on apprenticeships (IVT provision) than on Continuing Vocational Training

☐

Major efforts in Continuing Vocational Training made in recent years

☐

High workload and limited time available for staff to participate in

☐

Reduction of planned training activities due to the restrictions related to the COVID-19 pandemic

☐

Other reasons

☐

The level of the training provided was appropriate to the needs of the enterprise (no limiting factors)

Non-provision of CVT

This section asks for reasons for the non-provision of Continuing Vocational Training activities in 2020 (non-training enterprises).

Only answer this question if (B1 Contains None of 1 Internal Continuing Vocational Training courses in 2020 or 2 External Continuing Vocational Training courses in 2020) And (B2a Contains Any 2 No)

E1 What were the reasons for not providing Continuing Vocational Training (neither Continuing Vocational Training courses or other forms of Continuing Vocational Training) for persons employed in 2020?

Select all that apply

☐

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

☐

Difficulties in assessing training needs in the enterprise

☐

Lack of suitable offers of Continuing Vocational Training courses in the market

☐

High costs of Continuing Vocational Training courses

☐

Higher focus on apprenticeships than on Continuing Vocational Training

☐

Major efforts in Continuing Vocational Training made in recent years

☐

High workload and no time available for staff to participate in Continuing Vocational Training

☐

Cancellation or postponement of planned Continuing Vocational Training activities due to the restrictions related to the COVID-19 pandemic

☐

Other reasons

Apprenticeships

This section asks about apprenticeships / Initial Vocational Training - IVT.
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.

An apprenticeship leads to a formal qualification or certificate, i.e. must be a formal education programme (or a component of it).

F1 Does the enterprise usually employ apprentices?

☐

Yes

☐

No

Only answer this question if F1 Contains Any 1 Yes

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

☐

To qualify future employees according to the needs of the enterprise

☐

To choose the best apprentices for future employment after completion of apprenticeship

☐

To avoid possible mismatch with enterprise needs in case of external recruitment

☐

To make use of the productive capacities of apprentices during their apprenticeship

☐

Other reasons (e.g. to make the enterprise more attractive to potential staff)

Impact of COVID-19

This section asks specifically about the ways in which COVID-19 impacted on Continuing Vocational Training in 2020 (all enterprises).

G Did the restrictions due to the COVID-19 pandemic have any of the following effects on the provision of CVT courses or other forms of CVT in your enterprise in 2020?

Select all that apply

☐

Less CVT activities than planned

☐

Fewer persons participating in CVT

☐

Less hours spent on CVT activities

☐

Organisation of CVT activities that would not have taken place otherwise

☐

Changes to the content of the CVT activities

☐

Introduction or increased share of CVT activities organised as online or hybrid training

☐

Introduction or increased share of CVT activities organised as self-directed learning (i.e. non-taught learning activities)

☐

Increased cost of CVT due to health measures

☐

The restrictions due to the COVID-19 pandemic had no effects on the provision of CVT courses and other forms of CVT (no effects)

☐

Other (please specify)

Comments, Administrative Burden and Contact Details

Please add any comments that would help us to interpret the data provided and avoid further queries:

How many minutes did it take you to collect the data for this form?

Declaration

Please note: Queries or future surveys from the CSO may be directed to the email or phone number provided by you.

EQ ANNOTATION 1: Drop down list required for "Position" options include ('Accountant', 'Director', 'Executive', 'Financial Controller', 'Manager', 'Owner', 'Secretary', 'Other')

Contact

Details

Name:

Position:

Phone:

Email:

Eircode:

You will have the opportunity to view and print or save a copy of your answers after submitting this survey.