

The Continuing Vocational Training Survey - 2020 - CVTS Concepts 2020

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Number of persons 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.

Number of hours worked

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 {{Survey year}}.

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.)

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.

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

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.

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.

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.

External CVT Courses

External CVT courses are defined as those principally designed and managed by organisations which are not part of the enterprise itself (e.g. 3rd party organisations). These courses are designed and managed by a training organisation which is not part of the enterprise or by a training organisation which belongs to the parent company of the enterprise. It is important that the responsibility for the content of the course lies outside the enterprise; the course is then selected and ordered/ purchased by the enterprise. The course can physically take place either within or outside the enterprise i.e. the geographic location relative to the enterprise is not the important issue.

Other forms of CVT

Other forms of continuing vocational training are typically connected to the active work and the active workplace, but they can also include participation (instruction) in conferences, trade fairs etc. for the purpose of learning. These other forms of CVT are often characterised by a degree of self-organisation (time, space and content) by the individual learner or by a group of learners. The content is often tailored according to the learners' individual needs in the workplace.

Guided-on-the-job training

Guided-on-the-job training is characterised by planned periods of training, instruction or practical experience in the workplace using the normal tools of work, either at the immediate place of work or in the work situation. The training is organised (or initiated) by the employer. A tutor or instructor is present. It is an individual-based activity, i.e. it takes place in small groups only (up to five participants).

Job rotation and exchanges

Job rotation within the enterprise and exchanges with other enterprises as well as secondments and study visits are to be considered as forms of CVT only if these measures are planned in advance with the primary intention of developing the skills of the workers involved. Transfers of workers from one job to another which are not part of a planned developmental programme should be excluded.

Participation in conferences, workshops, trade fairs and lectures

Participation (where instruction is being received) in conferences, workshops, trade fairs and lectures are considered as training actions only when they are planned in advance and if the primary objective of participation by the person employed is training/learning.

Learning circles

Learning circles are groups of persons employed who come together on a regular basis with the primary aim of learning more about the requirements of the work organisation, work procedures and workplaces. Quality circles are working groups, having the objective of solving production and workplace-based problems through discussion. They are counted as other forms of CVT only if the primary aim of the persons employed who participate is learning.

Self-directed learning

Self-directed learning/e-learning involves an individual engaging in a planned learning initiative where he or she manages the settings of the learning initiative/activity in terms of time schedule and location. The learning has to be part of a planned initiative for example surfing the internet in an unstructured way should be excluded. Self-directed learning can make use of one or more learning media and can take place in private, public or job-related settings. Self-directed learning might be arranged using open and distance learning methods, video/audio tapes, correspondence, computer-based methods (including internet, e-learning) or by means of a Learning Resources Centre. Self-directed learning in connection with CVT courses should not be included here.

CVT Courses

CVT courses are typically clearly separated from the active workplace (learning takes place in locations specially assigned for learning like a class room or training centre). They show a high degree of organisation (time, space and content) by a trainer or a training institution. The content is designed for a group of learners (e.g. a curriculum exists). Two distinct types of CVT courses are identified- internal CVT courses - external CVT courses.

Participant of CVT

A participant is a person who has taken part in one or more CVT courses during the reference year. Each person should be counted only once, irrespective of the number of CVT courses he or she has participated in. e.g. if a person employed has participated in two externally managed courses and one internally managed course, he or she should be counted as one participant.

Paid working time on CVT

Paid working time (in hours) spent on CVT courses is the total time that all participants have spent in total in CVT courses during 2020. Where courses fell only partly within 2020, only the time spent during 2020 should be included. The number of hours spent in CVT courses should only cover the actual training time, and only the time spent during the paid working time of the person employed should be included (i.e. any period of time where participants are in training when they normally would be working or a time when they are being paid for by the enterprise. It should exclude any periods of normal working between several training sessions and any time spent on travelling to the course. For example, if a training course lasts for one week, only the time spent actually in the training course or working on training material should be included. If a person attends a course one day per week for several weeks, the one day per week should be included and added up, but the days spent on working between the training days should be excluded.

Obligatory courses on health and safety at work

The activities referred to under points 1 and 2 below should be considered as obligatory to comply with legal obligations in the field of occupational health and safety. Based on such obligations, the employer has to make sure that a worker has received a proper training on occupational health and safety in the workplace. This is generally, although not necessarily, tailored to the needs and conditions of the specific workplace. (1) Obligatory CVT activities by law for some dangerous or potentially dangerous tasks, such as driving a fork lift, training for preventive services (e.g. occupational physicians may be required by law to do some training regularly), training for safety representatives who deal with occupational safety and health questions at the enterprise level (also mandatory by law in some Member States) and training for first aid measures (by law, a certain number of people have to be able to offer first aid). (2) CVT activities for workers to protect themselves and others. An example would be the training doctors receive in how to use and discard needles to avoid needle stick injuries, or the training in safety procedures received by laboratory workers. This kind of training is normally included in the category 'guided-on-the-job' training and cannot always be singled out. This knowledge has to be refreshed and updated regularly. Another simple example would be fire safety procedures and exercises.

Schools, colleges, universities and other higher education institutions

This includes public and private (lower and upper) secondary schools, tertiary non-university institutions and polytechnics, universities and other higher education institutions.

Public training institutions

This includes public adult education and training institutions (under public authority, government dependent, providing training as core business), that provide training for adult job-seekers and/or persons employed (including open learning centres and training centres related to the employment service).

Private training companies

This includes private-for-profit providers that provide training as their core business (e.g. training companies and consultancy agencies).

Private companies whose main activity is not training

Equipment suppliers include private enterprises that provide training as an additional service to their core business. Parent-associate companies exist as a training provider when the enterprise which is the reporting unit in the survey is linked financially to other enterprises, e.g. a subsidiary of a larger enterprise, and an enterprise in the group (usually, but not always, the parent enterprise) provides training for the persons employed of other enterprises in the group.

Employers' associations, chambers of commerce, sectoral bodies

This includes private-for-profit providers that provide training as their core business (e.g. training companies and consultancy agencies).

Trade unions

This includes trade unions and professional or occupational employee organisations (or associations).

Fees and payments for courses for persons employed

These are the costs of external courses paid to external organisations for the provision of CVT courses and services. They include course fees, the cost of assessors and examiners as well as the cost of external trainers used to support internal courses. VAT should be excluded from the expenses.

Travel and subsistence payments

These are costs made to participants for travelling to training courses and the payments or subsistence allowances. VAT should be excluded from the expenses.

Labour costs of internal trainers for CVT courses

These are the direct and indirect labour costs of staff of training centres and other staff exclusively or partly involved in providing, designing and managing CVT courses. If trainers are only partly involved in CVT courses, only the time spent on CVT courses should be taken into account. If total labour costs of internal trainers for CVT courses are not available from enterprise records, then the labour costs may be estimated by using data on the total number of internal trainers for CVT courses and average remuneration plus indirect labour costs.

Costs for training centre

Costs for training centre, training premises or specific training rooms of the enterprise, in which CVT courses take place. The cost of running the training rooms and annual depreciation for these rooms and equipment. VAT should be excluded. Costs for teaching materials for CVT courses. The costs of materials bought specifically to support the provision of CVT courses. VAT should be excluded.