### 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

Enter your CSO reference number:

<table>
<thead>
<tr>
<th>A1</th>
<th>What is the principal economic activity of the enterprise?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2</th>
<th>What was the total number of persons employed by the enterprise on the 31st of December 2015?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A3</th>
<th>In 2015, what was the total number of hours worked by persons employed for the enterprise?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total number of hours worked in 2015</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4</th>
<th>In 2015, what were the total labour costs (direct and indirect) of persons employed by the enterprise?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total labour costs (direct + indirect) in 2015</td>
</tr>
<tr>
<td></td>
<td>€</td>
</tr>
</tbody>
</table>
### 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 |

| 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) | Yes | No |
| (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  ○  (g) Office administration skills  ○
(b) IT professional skills  ○  (h) Foreign language skills  ○
(c) Management skills  ○  (i) Technical, practical or job-specific skills  ○
(d) Team working skills  ○  (j) Oral or written communication skills  ○
(e) Customer handling skills  ○  (k) Numeracy and/or literacy skills  ○
(f) Problem solving skills  ○  (l) Other skills not listed above  ○
(m) Do not know  ○

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  ○  No staff representatives/committees  ○
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?

(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

If Yes

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

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

Yes  No

(c) Conferences, workshops, trade fairs and lectures

If Yes

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

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

Yes  No

(d) Learning or quality circles

If Yes

How many employees participated in planned learning through learning or quality circles in 2015?

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

Yes  No
(e) Self-directed learning/e-learning

If Yes

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

- 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?

- 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?

- 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

(b) Continuing Vocational Training Receipts

- Yes
- No
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 ☐ No ☐

(b) Receipts from training funds (national, regional, sector)  Yes ☐ No ☐

(c) EU subsidies (e.g. European Social Fund)  Yes ☐ No ☐

(d) Government subsidies  Yes ☐ No ☐

(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.

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
</table>

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? ☐

<table>
<thead>
<tr>
<th>Internal Continuing Vocational Training course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Continuing Vocational Training course</td>
<td>Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Hours</th>
</tr>
</thead>
</table>
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
- (b) IT professional skills
- (c) Management skills
- (d) Team working skills
- (e) Customer handling skills
- (f) Problem solving skills
- (g) Office administration skills
- (h) Foreign language skills
- (i) Technical, practical or job-specific skills
- (j) Oral or written communication skills
- (k) Numeracy and/or literacy skills
- (l) Other skills not listed above

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)

<table>
<thead>
<tr>
<th>Share of training hours in 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Obligatory courses on health and safety at work</td>
</tr>
<tr>
<td>(b) All other courses</td>
</tr>
</tbody>
</table>

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

100 %
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?

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount €</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Fees and payments for courses for persons employed</td>
<td></td>
</tr>
<tr>
<td>(b) Travel and subsistence payments</td>
<td></td>
</tr>
<tr>
<td>(c) Labour costs of internal trainers for Continuing Vocational Training courses</td>
<td></td>
</tr>
<tr>
<td>(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</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</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)

<table>
<thead>
<tr>
<th>Yes, for all activities</th>
<th>Yes, for some activities</th>
<th>No, proof of participation is sufficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

If Yes

**D1a** Which methods are used?

- (a) Certification after written or practical test
  - Yes  O No O

- (b) Satisfaction survey amongst participants
  - Yes  O No O

- (c) Assessment of participants behaviour or performance in relation to training objectives
  - Yes  O No O

- (d) Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise
  - 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?

<table>
<thead>
<tr>
<th>Reason</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The existing qualifications, skills and competencies of the persons employed were appropriate to the current needs of the enterprise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Difficulties in assessing training needs in the enterprise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Lack of suitable offers of Continuing Vocational Training courses in the market</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) High costs of Continuing Vocational Training courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Higher focus on apprenticeships than on Continuing Vocational Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) Major efforts in Continuing Vocational Training made in recent years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) High workload and no time available for staff to participate in Continuing Vocational Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Other reasons</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other reasons**

- 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

---

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/offere apprenticeships?

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

---

1274315092
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.

<table>
<thead>
<tr>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return completed by:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Website:</td>
</tr>
</tbody>
</table>

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