

## GLOSSARY

<b>1 Enterprises</b>	<p>The enterprise is the smallest combination of legal units that is an organisational unit producing goods or services, which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. An enterprise carries out one or more activities at one or more locations. An enterprise may be a sole legal unit.</p> <p>(Council Regulation (EEC) No 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community)</p>
<b>2 Continuing vocational training (CVT)</b>	<p>Continuing vocational training refers to training that meets each of the following characteristics:</p> <ul style="list-style-type: none"> <li>* the training must be planned in advance and must be clearly distinguishable from routine activities (i.e. work that is ordinarily performed by the employee);</li> <li>* the training must be organized or supported with the primary objective of acquiring new competences or developing and improving the existing ones (i.e. outside of routine activities or instructions);</li> <li>* the training must be financed at least partly by the enterprise; however, this funding can also be done indirectly, e.g. through contributions paid to training funds or by providing available working time (release from service);</li> <li>* the training should be taken by members of staff working under contract of employment in the enterprise (including the company owner, unpaid family workers or his/her life partner);</li> </ul> <p>Persons employed holding an apprenticeship or training contract and subcontractors are excluded. Initial vocational training (def. 3), learning by doing or random learning should not be considered as continuing vocational training.</p>
<b>3 Initial vocational training (IVT)</b>	<p>Initial vocational training refers to alternating training systems, in which apprentices are provided with theoretical vocational education in conjunction with practical training in an enterprise for a specific profession. The term initial vocational training implies that the following criteria are met:</p> <ul style="list-style-type: none"> <li>* alternate learning is part of an official training program followed in an institution where formal education is provided;</li> <li>* the objective of alternate training is the acquisition of a diploma or a listed official certificate (secondary / post-secondary education, training for the self-employed, Master Craftsmanship);</li> <li>* the duration of the training (or training contract) is at least six months;</li> <li>* the apprentice who is learning a trade generally receives a remuneration.</li> </ul>
<b>4 CVT courses</b>	<p>The internal and external CVT courses (def.6 and 7) are characterised by:</p> <ul style="list-style-type: none"> <li>* CVT courses are typically clearly separated from the active workplace (learning takes place in locations specially assigned for learning like a classroom or training centre);</li> <li>* They show a high degree of organisation (time, space and content) by a trainer or a training institution;</li> <li>* The content is designed for a group of learners (e.g. a curriculum exists).</li> </ul>
<b>5 Other forms of CVT</b>	<p>The other forms of continuing vocational training are less formal and are characterised by:</p> <ul style="list-style-type: none"> <li>* They 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.</li> <li>* They are often characterised by a degree of self-organisation (time, space and content) by the individual learner or by a group of learners.</li> <li>* The content is often tailored according to the learners' individual needs in the workplace.</li> </ul> <p>The following types of other forms of CVT are identified:</p> <ol style="list-style-type: none"> <li>a) planned training through guided-on-the-job training (def. 8)</li> <li>b) planned training through job rotation, exchanges, secondments or study visits (def. 9)</li> <li>c) planned training through participation (instruction received) in conferences, workshops, trade fairs and lectures (def. 10)</li> <li>d) planned training through participation in learning or quality circles (def. 11)</li> <li>e) planned training through self-directed learning/e-learning (def. 12)</li> </ol>
<b>6 Internal CVT courses</b>	<p>Internal CVT courses are principally designed and managed by the enterprise itself. It is important that the responsibility for the content of the course lies within the enterprise. 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 i.e. the geographic location relative to the enterprise is not the important issue.</p>
<b>7 External CVT courses</b>	<p>External CVT courses are principally designed and managed by organisations which are not part of the enterprise itself (e.g. 3rd party organisations).</p> <p>These courses are designed and managed by a training organisation which is not part 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.</p>
<b>8 Guided-on-the job training</b>	<p>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.</p>
<b>9 Job rotation, exchanges, secondments or study visits</b>	<p>Job rotation within the enterprise and exchanges with other enterprises as well as secondments and study visits are other 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.</p>
<b>10 Participation in conferences, workshops, trade fairs and lectures</b>	<p>Participation (instruction received) in conferences, workshops, trade fairs and lectures are considered as training actions only when they are planned in advance and if the primary intention of the person employed for participating is training/learning.</p>
<b>11 Learning or quality circles</b>	<p>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.</p>

<b>12 Self-directed learning/e-learning</b>	<p>Self-directed learning means planned individual learning activities using one or more learning media. Learning can take place in private, public or job-related settings.</p> <p>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.</p> <p>It has to be part of a planned initiative. Simply surfing the internet in an unstructured way should be excluded. Self-directed learning in connection with CVT courses should not be included here.</p>
<b>13 Persons employed</b>	<p>The number of persons employed includes the total number of full-time and part-time workers:</p> <ul style="list-style-type: none"> <li>- working proprietors;</li> <li>- partners working regularly in the enterprise;</li> <li>- unpaid family workers working regularly in the enterprise;</li> <li>- persons who work outside the enterprise who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams);</li> <li>- part-time and seasonal workers;</li> <li>- persons absent for a short period (e.g. sick leave, paid leave or special leave);</li> <li>- workers on strike but not absent for an indefinite period.</li> </ul> <p>Persons employed exclude 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. Also not included are persons absent and not being paid during the whole reference period (e.g. for parental leave or long time compulsory military service).</p> <p>Persons employed holding an apprenticeship or training contract are also excluded.</p>
<b>14 Total number of hours worked</b>	<p>The total number of hours worked refers to the total number of hours actually worked by all persons employed (excluding persons employed holding an apprenticeship or training contract), in 2020. It includes:</p> <ul style="list-style-type: none"> <li>* time worked during normal periods of work (in the enterprise or teleworking);</li> <li>* time worked in addition to normal periods of work and generally paid at a higher rate (overtime);</li> <li>* time spent at the place of work in standby or during which no work is done (but for which payment is made) and time corresponding to short rest periods, including tea and coffee breaks.</li> </ul> <p>It excludes time spent on paid leave, paid public holidays, paid sick leave, paid meal breaks.</p>
<b>15 Total labour costs of persons employed</b>	<p>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.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>* direct labour costs: direct pay, other bonuses and gratuities, payments for days not worked, benefits in kind, and</li> <li>* indirect labour costs: statutory social security contributions and family allowances, non-statutory payments, other social expenditure, vocational training costs, taxes, minus subsidies on labour.</li> </ul>
<b>16 Agreements between the social partners</b>	<p>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 normally regulate wages and working conditions. Collective agreements can also regulate vocational training provisions, such as national, regional or sector training funds, employability measures, vocational training measures for older persons employed.</p>
<b>17 Contributions</b>	<p>The aim of this section is to identify the costs corresponding to contributions paid to collective funding arrangements through governmental and intermediary organisations, in order to estimate the total cost of CVT payable by employers.</p> <p>These contributions may be due even when there is no participant in CVT in the enterprise</p> <p>Please indicate the contributions paid during the financial year 2020.</p>
<b>18 Receipts</b>	<p>The aim of this section is to identify the receipts intended for CVT from collective funding arrangements, subsidies and financial assistance from government and other sources in order to estimate the total cost of CVT payable by employers.</p> <p>For example: amounts from regional, sectoral, national or European funds, state subsidies or rebates, tax relief, private financing, etc.</p> <p>These subsidies may be awarded even if there is no participant in CVT in the enterprise.</p> <p>Please indicate the subsidies received during the financial year 2020.</p>
<b>19 Participants</b>	<p>A participant is a person who has taken part in one or more internal or external CVT courses during the reference year 2020. 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. The number of participants will be used to calculate the percentage of staff who participated in at least one training.</p>
<b>20 Paid working-time (in hours) spent on CVT courses</b>	<p>Paid working time (in hours) spent on CVT courses is the total time that all participants have spent in total in internal or external CVT courses during 2020.</p> <p>Where courses fell only partly within 2020, only the time spent during 2020 should be included.</p> <p>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).</p> <p>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.</p>

<b>21 Obligatory occupational health and safety courses</b>	<p>Under the terms of European framework directive 89/391/EEC, which in Luxembourg forms the basis of the law of 17 June 1994 as subsequently amended, each employer is required to ensure that his workers have taken appropriate training in occupational health and safety.</p> <p>These mandatory training courses are provided in the form of instructions or information sessions specifically tailored to the needs and conditions of the specific workplace . For exemple :</p> <p>* Obligatory CVT activities for tasks, such as driving a fork lift, training for safety representatives, training for preventive services, training for first aid measures etc.</p> <p>* Obligatory CVT activities for employees to perform their work properly and protect themselves and others. Such training is generally although not necessarily tailored to the needs and conditions of the workplace as well as to the (pre-existing) knowledge of the workers. A common example are fire drills.</p> <p>Please indicate the percentage of course hours dedicated to this type of training, in % of all course hours (def. 20).</p>
<b>22 Providers of external CVT courses</b>	Providers of external CVT courses are the persons or organisations which deliver the training.
<b>23 Fees and payments</b>	These are the costs of external courses, made 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.
<b>24 Travel and subsistence payments</b>	These are costs made to participants for travelling to training courses and the payments or subsistence allowances. VAT should be excluded from the expenses.
<b>25 Labour costs of internal trainers for CVT courses</b>	<p>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 internal and external CVT courses.</p> <p>If those trainers are only partly involved in CVT courses, only the time spent on CVT courses should be taken into account.</p> <p>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 trainers for internal and external CVT courses and <u>average remuneration plus indirect labour costs</u>.</p>
<b>26 Costs for training centre, training premises or specific training rooms of the enterprise, in which CVT courses take place</b> <b>Costs for teaching materials for</b>	<p>These costs include the costs of running the training rooms and annual depreciation for these rooms and equipment.</p> <p>It also includes the costs of materials bought specifically to support the provision of CVT courses. VAT should be excluded from the expenses.</p>