

Continuing vocational training survey 2020

INTRODUCTION AND IMPORTANT DEFINITIONS

The **Continuing Vocational Training Survey (CVTS)**, which is carried out every 5 years, is a survey made mandatory by a European regulation (Regulation (EU) No 1153/2014 of the Commission of 29 October 2014). It is currently being carried out for the 6th time in all Member States of the European Union.

This survey aims to measure the enterprises' activities in continuing vocational training.
Unless explicitly stated otherwise, all questions in this survey relate to **the year 2020**.

This survey is intended for all companies (def. 1), so it does not matter whether or not your company offered training in 2020.
Please answer for the entire company, including where applicable, for other establishments under the same company number.

A distinction must be made between continuing vocational training and **initial vocational training**.
Parts A to E of the questionnaire relate to continuing **vocational training** (def. 2). The training of workers who have followed an **apprenticeship** in the company is not to be taken into account. On the other hand, the last part (part F), relating to **initial vocational training** (def. 3), deals exclusively with these workers.

DEFINITION: CONTINUING VOCATIONAL TRAINING

Continuing vocational training refers to training that meets the following characteristics:

- the training is planned in advance and is job-related;
- the aim of the training is to teach the worker new skills or to improve his existing skills;
- the training financed fully or at least partly by the enterprise (which can be done indirectly, e.g. through contributions paid to training funds or by providing available working time).

It does not matter whether the (main) initiative for vocational training was taken by the employer or the employee, or whether it is mandatory (e.g. legal obligation) or not.

In this questionnaire, a distinction is made between the different types of continuing vocational training:

COURSES (def. 4)

- **INTERNAL** CVT courses : training courses principally designed and managed by the enterprise itself (def. 6).
- **EXTERNAL** CVT courses : training courses principally designed and managed by organisations not part of the enterprise (def. 7).

OTHER FORMS of continuing vocational training (def. 5)

- Guided on-the-job training (def. 8)
- Planned training through job rotation, exchanges, secondments or study visits (def. 9)
- Planned training through conferences, workshops, trade fairs and lectures (def. 10)
- Planned training through participation in learning or quality circles (def. 11)
- Planned training by self-directed learnings (def. 12)

Click here to download the **glossary** containing all definitions (in PDF format).

The questionnaire must be completed online. If, however, you would like to take a look at the questionnaire as a whole, you can open it **here** as a PDF version (for reading only).

Please enter whole numbers only in the entire questionnaire.

CONTACT PERSON

Contact person in the company (for this questionnaire)

Name and surname
Position
E-mail
Phone

SECTION A - BACKGROUND DATA ON THE ENTERPRISE AND CVT STRATEGIES
(To be completed by all enterprises)

A1 What was the total number of persons employed (def. 13) by the enterprise?

	Males	Females	Total
Total workforce on 31.12.2020			
Total workforce on 31.12.2019			

A2 In 2020, what was the **total number of hours worked** (def. 14) by all persons employed by the enterprise?

hours.

A3 In 2020, what were the **total labour costs (direct and indirect)** (def. 15) of all persons employed by the enterprise?

EUR

A4 Is there a **specific person or unit** within the enterprise having the **responsibility for the organisation of CVT**?

☐ YES ☐ NO

A5 Does your enterprise **regularly assess the future needs** of skills and competences in the enterprise?
(*regularly* covers the recent past years and the next few years)

☐ NO
☐ YES, but not regularly (mainly linked to changes in personnel)
☐ YES, it is part of the overall planning process in the enterprise

A6 How does your enterprise usually **react to future needs of skills and competences**?
(i.e. how did the enterprise react up to now when confronted to future skill needs?)

(multiple responses possible)

☐ By continuing vocational training of current staff
☐ By recruitment of new staff with the suitable qualifications, skills and competences
☐ By recruitment of new staff combined with specific training (of the recruited staff)
☐ By an Internal reorganisation to better use the existing skills and competences (in line with future needs)

A7 In your enterprise, which **skills/competences** are generally considered **as most important** for the development of the enterprise in the next few years?
Tick the **three most important** skills/competences from the following list.
Note: Please tick at least one and maximum three of the categories.

	Tick the three most important			Do not know	
	<input type="checkbox"/>	<input type="checkbox"/>	or:	<input type="checkbox"/>	<input type="checkbox"/>
General IT skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
IT professional skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Management skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Team working skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Customer handling skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Office administration skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Foreign language skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Technical, practical or job-specific skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Oral or written communication skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Numeracy and/or literacy skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other skills not listed above	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

A8 Does the **planning of CVT** in the enterprise usually lead to a **written training plan or programme**?

☐ YES ☐ NO

A9 Does your enterprise usually have an **annual training budget** which includes **provision for CVT**?

☐ YES ☐ NO

A10 In your enterprise, do **written agreements between social partners** (def. 16) concluded at national, regional or sector levels usually cover the provision of CVT?

☐ YES ☐ NO ☐ Do not know ☐ There are no written agreements between social partners that apply to our company

A11 In your enterprise, are **staff representatives/committees** usually involved in the **management process of CVT**?

☐ YES ☐ NO ☐ There are no staff representatives or committees in the enterprise

A12 Which aspects of the management process of continuing vocational training provision are they usually involved in?
(multiple responses possible)

☐ Objective setting of training
☐ 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

SECTION B - CHARACTERISTICS OF CONTINUING VOCATIONAL TRAINING
(To be completed by all enterprises)

This section of the questionnaire addresses continuing vocational training (CVT)(def. 2) activities for persons employed in the enterprise.

B1 In 2020, did your enterprise provide internal or external CVT courses?

a) Internal CVT courses (def. 6) (Courses which are principally designed and managed by the enterprise itself)

☐ YES ☐ NO

b) External CVT courses (def. 7) (Courses which are principally designed and managed by organisations not part of the enterprise)

☐ YES ☐ NO

B2 In 2020, did your enterprise provide any of the following other forms of CVT ?

If so, what percentage of all employees participated?

	NO	YES		
		< 10% of employees	from 10 to 49% of employees	50% or more of employees
a) Guided-on-the-job training (def. 8) (Planned periods of training, instruction or practical experience undertaken in the workplace using normal tools of work, either at the immediate place of work or in the work situation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Planned training through job rotation, exchanges, secondments or study visits (def. 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Planned training through conferences, workshops, trade fairs and lectures (def. 10) (Participation (instruction received) in these events is counted as training only when they are planned in advance and the primary intention of a person employed participating in them is training/learning.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Planned training through participation in learning or quality circles (def. 11) (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 with the objective of solving production and workplace problems through discussion.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Planned training by self-directed learning/e-learning (def. 12) (Self-directed learning occurs when an individual engages in a planned learning initiative where he or she manages the settings of the learning initiative/activity in terms of time schedule and location. This covers e-learning when it is self-directed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B3 Did the enterprise provide internal and/or external CVT courses to its persons employed in the previous year, i.e. in 2019?

☐ YES ☐ NO ☐ The enterprise did not exist in 2019

B4 Did the enterprise provide other forms of CVT to its persons employed in the previous year, i.e. in 2019?

☐ YES ☐ NO ☐ The enterprise did not exist in 2019

B5 Did the enterprise contribute (def. 17) in 2020 to collective/mutual or other training funds?

☐ YES ☐ NO

If so, what was the amount?

EUR

B6 Did the enterprise receive payments in 2020 from external funds (or public authorities) or any other financial subsidies (def. 18) for the provision of CVT courses?

☐ YES ☐ NO

If so, what was the amount?

EUR

B7 Which measures does your enterprise generally benefit from for providing CVT?
(multiple responses possible)

- ☐ Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)
- ☐ Receipts from training funds (national, regional, sector)
- ☐ EU subsidies (e.g. European Social Fund)
- ☐ Government subsidies
- ☐ Other sources (e.g. receipts from private foundations, receipts from external bodies/persons for the use of the enterprise's own training centre, receipts for training provision to external bodies/persons that are not part of the enterprise)

SECTION C - INTERNAL AND EXTERNAL COURSES

(To be completed by enterprises that provided CVT courses (internal or external) for their persons employed)

- C1 In 2020, how many persons employed by the enterprise participated (def. 19) in one or more CVT course(s) (either internal or external)?
Each person should be counted only ONCE, irrespective of the number of CVT courses the person has participated in.

	Males	Females	Total
Number of participants			

- C2 In 2020, what was the total paid working time (def. 20) (in hours) spent on all CVT courses broken down by internal or external CVT courses?

	Internal course	External course	Total
Paid working time (in hours)			

- C3 In 2020, which skills/competences targeted by CVT courses were the most important ones in terms of training hours?
Tick the three most important skills/competences from the following list i.e. the most important in relation to the number of all training hours.
Note: Please tick at least one and maximum three of the categories.

	Tick the three most important
General IT skills	<input type="checkbox"/>
IT professional skills	<input type="checkbox"/>
Management skills	<input type="checkbox"/>
Team working skills	<input type="checkbox"/>
Customer handling skills	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>
Office administration skills	<input type="checkbox"/>
Foreign language skills	<input type="checkbox"/>
Technical, practical or job-specific skills	<input type="checkbox"/>
Oral or written communication skills	<input type="checkbox"/>
Numeracy and/or literacy skills	<input type="checkbox"/>
Other skills not listed above	<input type="checkbox"/>

- C4 Some CVT courses on occupational health and safety are obligatory (def. 21). What share of all training hours in CVT courses in 2020 was spent on such obligatory courses on health and safety at work (CVT courses during paid working time)?

% of all internal/external training

- C5 In 2020, which were the most important training providers (def. 22) the enterprise used for all external CVT courses?
Tick the three most important training providers from the following list i.e. the most important in relation to the number of all training hours in external courses.
Note: Please tick at least one and maximum three of the categories.

	Tick the three most important
Schools, colleges, universities and other higher education institutions	<input type="checkbox"/>
Public training institutions (financed or guided by the government, e.g. adult education centres)	<input type="checkbox"/>
Private training companies	<input type="checkbox"/>
Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)	<input type="checkbox"/>
Employers' associations, chambers of commerce, sector bodies	<input type="checkbox"/>
Trade unions	<input type="checkbox"/>
Other training providers	<input type="checkbox"/>

- C6 In 2020, what were the types of costs (and their level) incurred by the enterprise for the provision of CVT courses? (Please tick the relevant information and then indicate the amount).

	Yes
a) Fees and payments for courses for persons employed (def. 23) (Payments made to external organisations and trainers for courses for the provision of CVT courses and services, including course fees, the cost of assessors and examiners and the cost of external trainers used to support internal courses.)	<input type="checkbox"/>
Costs in EUR	<input type="text"/>
b) Travel and subsistence costs of the participants (def. 24)	<input type="checkbox"/>
Costs in EUR	<input type="text"/>
c) Labour costs of internal trainers for CVT courses (def. 25) (Labour costs of staff of own training centre and other staff exclusively or partly involved in designing and managing CVT courses.)	<input type="checkbox"/>
Costs in EUR	<input type="text"/>
d) Costs for training centres, training premises or specific training rooms of the enterprise, in which CVT courses take place and costs for teaching materials for CVT courses (def. 26) (Annual depreciation for rooms and equipment, running costs for training centre or other premises and costs of materials bought specifically for CVT courses.)	<input type="checkbox"/>
Costs in EUR	<input type="text"/>

You have not indicated all the amounts relating to the types of costs that you have ticked.
If you are unable to provide a cost breakdown for your enterprise, please enter a total cost figure below.

Total costs of internal and external courses (a + b + c + d) in EUR :

SECTION D - QUALITY & OUTCOMES

(To be completed by enterprises that provided CVT courses (internal or external) or other forms of CVT for their persons employed)

D1 Does the enterprise usually **assess** the outcomes of CVT activities?

- ☐ Yes, for all activities
- ☐ Yes, for some activities
- ☐ No, proof of participation is sufficient

D2 Which methods are used? (multiple responses possible)

- ☐ 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 assessment methods

D3 Did any of the following factors limit the provision of CVT courses or other forms of CVT in your enterprise in 2020?

- ☐ Yes, there were limiting factors
- ☐ No, there were no limiting factors. The level of the training provided was appropriate to the needs of the enterprise.

If so, which ones ? (multiple responses possible)

- ☐ Reduction of planned training activities due to the restrictions related to the COVID-19 pandemic
- ☐ The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences
- ☐ Difficulties in assessing training needs in the enterprise
- ☐ Lack of suitable offers of CVT courses in the market.
- ☐ High costs of CVT courses
- ☐ Higher focus on IVT (Initial vocational training) provision than on CVT
- ☐ Major efforts in CVT made in recent years
- ☐ High workload and limited time available for staff to participate in CVT
- ☐ Other reasons

SPECIAL SECTION - COVID-19 IMPACT

(To be completed by enterprises that provided CVT courses (internal or external) or other forms of CVT for their persons employed)

This part of the questionnaire aims to measure the impact of restrictions in the context of COVID-19 on the offer of CVT or other forms of continuing vocational training in the enterprise.

S1 In 2020, due to COVID-19:

- a) The number of CVT in your enterprise
- b) The number of participants in CVT in your enterprise
- c) The number of hours dedicated to CVT in your enterprise

decreased	remained unchanged	increased
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S2 Did the restrictions due to the COVID-19 pandemic have any of the following effects in your enterprise in 2020?

- a) Organisation of CVT activities that would not have taken place otherwise
- b) Changes to the content of the CVT activities
- c) Introduction or increased share of CVT activities organised as self-directed learning (i.e. non-taught learning activities)
- d) Increased cost of CVT due to health measures
- e) Other (please specify):

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

S3 What was the share of CVT activities organised as online or hybrid training in your enterprise?

- a) in 2020: % of all internal/external training
- b) in 2019: % of all internal/external training

SECTION E - REASONS FOR THE NON-PROVISION OF CVT ACTIVITIES IN 2020

(To be completed by enterprises that did not provide any CVT (neither courses nor other forms of CVT) for their persons employed in 2020)

E1 What were the reasons not to provide CVT (neither CVT courses nor other forms of CVT) for persons employed in 2020? (multiple responses possible)

- ☐ Cancellation or postponement of planned training activities due to the restrictions related to the COVID-19 pandemic
- ☐ The existing qualifications, skills and competences 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 competences
- ☐ Difficulties in assessing training needs in the enterprise
- ☐ Lack of suitable offers of CVT courses in the market
- ☐ High costs of CVT courses
- ☐ Higher focus on IVT provision than on CVT
- ☐ Major efforts in CVT made in recent years
- ☐ High workload and no time available for staff to participate in CVT
- ☐ Other reasons

SECTION F - IVT – INITIAL VOCATIONAL TRAINING
(To be completed by all enterprises)

This section addresses the initial professional training (def. 3) followed in your company during 2020.

Initial vocational training refers to concomitant (accompanying) or mixed apprenticeship systems in which apprentices are provided with theoretical vocational education in conjunction with practical training in an enterprise in order to prepare for a specific profession. The aim of this training should be to obtain an officially recognized diploma or certificate as part of a formal plan of secondary or post-secondary education. Examples: DAP vocational aptitude diploma; CCP Vocational Capacity Certificate; Master Craftsmanship.

F1 Does your enterprise usually employ **IVT participants?**
(**apprentices** of secondary education or Master Craftsmanship)

☐ YES ☐ NO

F2 For which **main reason(s)** does your enterprise usually **provide IVT?**
(**multiple responses possible**)

- ☐ 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 already during their apprenticeship
- ☐ Other reasons

COMMENTS

Would you like to add any details or explanations concerning the answers you provided in this questionnaire?

END OF QUESTIONNAIRE

STATEC thanks you for your precious collaboration.