

# CONTINUING VOCATIONAL TRAINING SURVEY (CVTS) 2021

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## FOREWORD

Continuing Vocational Training Survey is an international survey, which is organised every five years. The survey collects data on employers' activities related to continuing vocational training. In all participating countries, a common questionnaire and methodology are used, which allows comparing data across countries.

3,000 enterprises are surveyed. The population of the survey is enterprises with 10 or more employees, which were registered in the commercial register in November 2020 and whose main economic activity was covered by the survey (<https://www.stat.ee/en/find-statistics/methodology-and-quality/esms-metadata/40305>).

The information collected with the survey is strictly confidential and not published as microdata that could be linked to any specific enterprise. The survey results are available as aggregate data in the statistical database of Statistics Estonia at <https://andmed.stat.ee/en/stat>. The collected data are transmitted to Eurostat, and the survey results in comparison with other countries can be viewed in Eurostat database at <https://ec.europa.eu/eurostat/web/main/data/database>.

For more information on filling in the questionnaire, please contact Statistics Estonia's customer support by calling +372 625 9100 (Monday to Thursday 8:30am–04:30pm, Friday 8:30am–03:30pm) or send an e-mail to [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

## QUESTIONNAIRE

The questionnaire is divided into six parts: A) background data on the enterprise, competence of the employees and skills and knowledge that require improving; B) types of training; C) participants, subjects, providers and costs of continuing vocational training; D) outcomes of continuing vocational training and factors limiting the provision of training; E) non-provision of continuing vocational training activities; and F) initial vocational training. The data will be collected mainly for 2020.

Some questions include a reference to explanations, which is marked with an asterisk: *\* If necessary, read the explanation at the end of the questionnaire*. The explanations can be found at the end of the questionnaire, on page 15. They provide more information on the content of the questions and the concepts.

## ROUTING

Arrows indicate question routings. For example, in question A9, the routing → **A12** means that if the answer to question A9 is "No", please move on to question A12 without answering the inbetween questions.

All respondents must answer parts A, B and F.

Some questions in part C are answered if the answer to questions B1A or B1B was "Yes".

Some questions in part D are answered if the answer to questions B1A or B1B was "Yes" or some form of training was selected in question B2.

Some questions in part E are answered if the answer to questions B1A or B1B was "No" and "None of these" was selected in question B2.

## DETAILS OF THE RESPONDENT

Please provide the following information about the enterprise/organisation.

Name of enterprise/organisation: \_\_\_\_\_

Registry code: \_\_\_\_\_

Name of respondent: \_\_\_\_\_

Occupation of respondent: \_\_\_\_\_

Contact number(s) of respondent: \_\_\_\_\_

E-mail address of respondent: \_\_\_\_\_

## PART A. BACKGROUND DATA ON THE ENTERPRISE

**A2K. What was the total number of persons employed on 31 December 2020?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Persons employed (total): \_\_\_\_\_

A2N. Females: \_\_\_\_\_

A2M. Males: \_\_\_\_\_

**A4A. In 2020, what was the total number of hours worked by persons employed for the enterprise?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Hours: \_\_\_\_\_

**A7. Does the enterprise have its own training centre or a training centre shared with other enterprises?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Yes

No

**A8. Is there a specific person or unit within the enterprise having the responsibility for the organisation of continuing vocational training?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Yes

No

**A9. 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.*

*\* If necessary, read the explanation at the end of the questionnaire.*

- No → A12
- Yes, but not regularly (mainly linked to changes in personnel) → A10
- Yes, it is part of the overall planning process in the enterprise → A10

**A10. How does your enterprise usually react to future needs of skills and competences?**

*Several answers are possible.*

*\* If necessary, read the explanation at the end of the questionnaire.*

- Continuing vocational training of current staff
- Recruitment of new staff with the suitable qualifications, skills and competences
- Recruitment of new staff combined with specific training (of the recruited staff)
- Internal reorganisation to better use the existing skills and competences (in line with future needs)
- None of these

**A12. In your enterprise, which skills/competences are generally considered as most important for the development of the enterprise in the next few years?**

*Tick up to **three most important** skills/competences from the following list. If a skill does not fit exactly to one class, please select the nearest class.*

- 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
- None of these
- Do not know

**A13. Does the planning of continuing vocational training in the enterprise usually lead to a written training plan or programme?**

*\* If necessary, read the explanation at the end of the questionnaire.*

- Yes  
 No

**A14. Does your enterprise usually have an annual training budget, which includes provision for continuing vocational training?**

*\* If necessary, read the explanation at the end of the questionnaire.*

- Yes  
 No

**A15. In your enterprise, do written agreements between social partners concluded at national, regional or sector level usually cover the provision of continuing vocational training?**

*\* If necessary, read the explanation at the end of the questionnaire.*

- Yes  
 No  
 Cannot answer

**A16A. In your enterprise, are staff representatives/committees usually involved in the management process of continuing vocational training?**

- Yes → A16B  
 No → B1A  
 Cannot answer → B1A

**A16B. Which aspects of the management process of the provision of continuing vocational training are staff representatives/committees usually involved in?**

*Several answers are possible.*

- Objective setting of training  
 Establishing criteria for the selection of participants  
 Form/type of training  
 Content of training  
 Budget for training  
 Selection of external training providers  
 Evaluation/assessment of training outcomes  
 None of these

## PART B. TYPES OF CONTINUING VOCATIONAL TRAINING

**When answering the next questions, please pay attention to the different types of continuing vocational training.**

Continuing vocational training covers continuing vocational training courses and other forms of continuing vocational training.

Continuing vocational training courses refer to a training programme designed by the training provider and which has a specific goal. The training activity takes place in a group away from the active workplace (in a classroom or training centre). Includes both internal and external courses.

- Internal continuing vocational training courses are designed and managed by the enterprise itself. It is important that the enterprise itself is responsible for the content of training.
- External continuing vocational training courses are designed and managed by organisations not part of the enterprise. It is important that not the enterprise but the training provider is responsible for the content of training.

Other forms of continuing vocational training refer as a rule to training at the workplace during the work process. These mainly cover independently organised training and depend on the specific needs of the person employed.

**B1A. In 2020, did your enterprise provide internal continuing vocational training courses for its persons employed?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Yes

No

**B1B. In 2020, did your enterprise provide external continuing vocational training courses for its persons employed?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Yes

No

**B2. In 2020, did your enterprise provide any of the following other forms of continuing vocational training?**

*Several answers are possible.*

*\* If necessary, read the explanation at the end of the questionnaire.*

	Yes	No	If "Yes", how many employees took the following options of continuing vocational training? Note down the number of employees.
Guided-on-the-job training	<input type="checkbox"/>	<input type="checkbox"/>	
Job rotation, exchanges, secondments or study visits	<input type="checkbox"/>	<input type="checkbox"/>	
Conferences/workshops	<input type="checkbox"/>	<input type="checkbox"/>	
Learning or quality circles	<input type="checkbox"/>	<input type="checkbox"/>	
Self-directed learning or e-learning	<input type="checkbox"/>	<input type="checkbox"/>	
None of these	<input type="checkbox"/>	<input type="checkbox"/>	

**B3. Did the enterprise provide internal or external continuing vocational training courses for its persons employed in 2019 (incl. formal education financed by the enterprise)?**

Yes

No

**B4. Did the enterprise provide other forms of continuing vocational training for its persons employed in 2019?**

Other forms of continuing vocational training are the following:

- guided-on-the-job training
- job rotation, exchanges, secondments or study visits
- participation in learning or quality circles
- self-directed learning
- participation in conferences, workshops, trade fairs and lectures

Include only such forms of continuing vocational training that the enterprise finances fully or partially (incl. also indirectly, e.g. by paying for the working hours spent on training).

*\* If necessary, read the explanation at the end of the questionnaire.*

Yes

No

**B5. What kind of payments or financial subsidies did the enterprise receive in 2020 for the provision of continuing vocational training?**

*Several answers are possible.*

*Continuing vocational training = internal and external continuing vocational training courses and other forms of continuing vocational training*

Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)

EU subsidies (e.g. European Social Fund) → **B5B1**

Government subsidies → **B5B1**

Other sources → **B5B1**

None of these

**B5B1. Please note the amount received for the provision of continuing vocational training.**

EUR: \_\_\_\_\_

## PART C. PARTICIPANTS, SUBJECTS, PROVIDERS AND COSTS OF CONTINUING VOCATIONAL TRAINING

Answer the questions of part C, if you responded in questions B1A or B1B that your enterprise provided internal or external continuing vocational training courses.

**C1K. In 2020, how many persons employed by the enterprise participated in one or more continuing vocational training courses (either internal or external)?**

Each person should be counted only once, irrespective of the number of continuing vocational training courses the person has participated in.

Persons (total): \_\_\_\_\_

**C1N.** Females: \_\_\_\_\_

**C1M.** Males: \_\_\_\_\_

**C3K. In 2020, what was the total paid working time (in hours) spent on all internal and external continuing vocational training courses (incl. formal education)?**

*\* If necessary, read the explanation at the end of the questionnaire.*

Total (hours): \_\_\_\_\_

**C3ES.** incl. internal continuing vocational training courses (hours): \_\_\_\_\_

**C3EV.** incl. external continuing vocational training courses (hours): \_\_\_\_\_

**C5. In 2020, which skills/competences targeted by continuing vocational training courses were the most important ones in terms of paid working time spent on training?**

*Select up to three most important skills/competences from the following list. If a skill does not exactly fit one category, please select the closest category.*

- 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
- None of these

**C51. In addition to the categories listed, there may have been other categories covered by continuing vocational training courses of the enterprise. Select the categories.**

*Several answers are possible.*

- Learning national language
- Production and productivity
- Finance
- Marketing and sales
- Environment protection, energy saving, waste reduction
- Export and internationalisation
- Law
- None of these

**C4A. Some continuing vocational training courses are obligatory for enterprises, e.g. courses on occupational health and safety.**

**What share of all training hours of continuing vocational training courses (during paid working time) in 2020 was spent on such obligatory courses?**

Total working hours spent on continuing vocational training courses in the enterprise is recorded in C3K and equal 100%.

*\* If necessary, read the explanation at the end of the questionnaire.*

Obligatory courses (%): \_\_\_\_\_

**C6. In 2020, which were the most important training providers (incl. providers of obligatory courses, if not organised by the enterprise itself) used for external continuing vocational training courses in terms of paid working time spent on training?**

Select the three most important training providers from the following list (incl. providers of obligatory courses on occupational health and safety). If a provider does not exactly fit one category, please select the closest category.

*\* If necessary, read the explanation at the end of the questionnaire.*

- Schools, colleges, universities and other higher education institutions
- Public training institutions
- Private training enterprises
- Private enterprises whose main activity is not training
- Employers' associations, chambers of commerce, sector bodies
- Trade unions
- Other training providers

**C7. In 2020, what were the costs incurred by the enterprise for the provision of continuing (external or internal) vocational training courses?**

*Several answers are possible.*

*\* If necessary, read the explanation at the end of the questionnaire.*

	Yes	No	If "Yes", please record the costs incurred in euros (excl. VAT)
Payments to external training providers	<input type="checkbox"/>	<input type="checkbox"/>	
Travel and subsistence payments	<input type="checkbox"/>	<input type="checkbox"/>	
Labour costs of internal trainers for continuing vocational training courses	<input type="checkbox"/>	<input type="checkbox"/>	
Costs for the training centre, training premises or specific training rooms of the enterprise and teaching materials.	<input type="checkbox"/>	<input type="checkbox"/>	

**C7K. If the costs cannot be broken down by category, provide the total training costs in euros.**

Take into account service fees paid to the organisers of training courses, travel costs of participants, labour costs of internal trainers, costs for training rooms and any other costs related to training.

EUR: \_\_\_\_\_

## PART D. QUALITY AND OUTCOMES OF CONTINUING VOCATIONAL TRAINING COURSES

**Answer the questions of part D, if you responded in questions B1A or B1B that your enterprise provided internal or external continuing vocational training courses or in B2 that your enterprise used other forms of training.**

**D2A. Does the enterprise usually assess the outcomes of continuing vocational training activities?**

*Continuing vocational training = internal and external continuing vocational training courses and other forms of continuing vocational training*

*\* If necessary, read the explanation at the end of the questionnaire.*

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

**D2B. Which methods does the enterprise use to assess the outcomes of continuing vocational training activities?**

*Several answers are possible.*

- Certification after written or practical test
- Satisfaction survey amongst participants
- Assessment of the participants' behaviour or performance in relation to training objectives
- Assessment/measurement of the impact of training on the performance of relevant departments or the whole enterprise
- Other methods

**D3. 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?**

*Several answers are possible.*

*CVT – continuing vocational training; IVT - initial vocational training.*

- No limiting factors
- Recruitment of 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 the provision of initial vocational training than on CVT
- Major efforts in CVT realised in recent years
- Limited time available for staff to participate in CVT
- COVID-19 restrictions
- None of these

## PART E. REASONS FOR THE NON-PROVISION OF CONTINUING VOCATIONAL TRAINING ACTIVITIES IN 2020

**Answer the questions of part E, if you responded in questions B1A or B1B that your enterprise did not provide internal or external continuing vocational training courses and, in question B2, you selected "None of these".**

### **E1. What were the reasons not to provide continuing vocational training (neither continuing vocational training courses nor other forms of continuing vocational training) for persons employed in 2020?**

*Several answers are possible.*

*CVT - continuing vocational training; IVT - initial vocational training*

- The existing qualifications, skills and competences were appropriate to the current needs of the enterprise
- Recruitment of individuals with the required qualifications, skills and competences was preferred
- 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 realised in recent years
- No time available for staff to participate in CVT
- Planned CVT courses cancelled or postponed due to COVID-19 restrictions
- Other reasons

## PART F. INITIAL VOCATIONAL TRAINING (IVT)

### **F1A. In 2020, did the enterprise employ initial vocational training participants (apprentices)?**

*\* If necessary, read the explanation at the end of the questionnaire.*

- Yes → F2
- No

### **F2. Please note the reasons for providing initial vocational training for apprentices**

- By providing initial vocational training, apprentices can be schooled as potential future colleagues to meet the qualification requirements of the enterprise
- Providing initial vocational training raises the possibility of choosing the best apprentices and making them a job offer
- Providing initial vocational training minimises the risk of hiring employees who do not meet qualification requirements
- Providing initial vocational training allows using apprentices as temporary labour force to satisfy the current needs of the enterprise
- None of these

**Please give an estimation of the time it took to complete this questionnaire, including the time spent on reading the instructions and preparing the data. Indicate the total time spent by all employees.**

*Hours* \_\_\_\_\_

*Minutes* \_\_\_\_\_

**The questionnaire has been completed. Thank you for your participation!**

Question code	Question explanation
A2K	<p>The total number of persons who work in the enterprise on 31 December of the reference year regardless of the duration of their working week.</p> <p>Persons employed include:</p> <ul style="list-style-type: none"> <li>• working proprietors;</li> <li>• persons engaging in full- or part-time work and listed as persons remunerated for work;</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>• persons temporarily absent from work (e.g. on sick leave, paid leave or study leave, on strike, etc);</li> <li>• seasonal workers and home workers listed as persons remunerated for work persons working under a contract for services;</li> <li>• unpaid family workers who live together with the proprietor of the enterprise and work regularly in the enterprise but who have not signed an employment contract and receive no remuneration for their work. This category includes only persons who are not full-time paid workers in another enterprise.</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 year 2020 (e.g. for parental leave or long-time compulsory military service).</p> <p>Excluded are persons holding an apprenticeship or training contract.</p>
A4A	<p>The total number of hours worked refers to the total number of hours actually worked in the reference period (incl. overtime) by all persons employed.</p> <p>It excludes paid working time not actually worked (holidays, sick days, etc) lunch breaks, time spent on commuting to work, time spent on formal education (acquiring education) and training (courses, drills), and other time not considered actual working time.</p> <p>Excluded are persons holding an apprenticeship or training contract.</p> <p>For example, 10 full-time employees worked in the enterprise in 2020. They work 11 months in a year and have 1 month of holiday. On average, there are 168 working hours in a month. Let's assume that on average persons employed participated in training courses for 3 working days in a year. Therefore, the total working hours of the persons employed of this enterprise in 2020 would be <math>(10 \times 11 \times 168) - (10 \times 3 \times 8) = 18,240</math> hours.</p> <p>Persons employed are defined in the additional information of question A2K.</p>
A7	<p>A training centre is a training unit with training personnel, training premises and training equipment. The training centre can be located within or outside the enterprise or it can be shared with other enterprises. The ownership of the training centre is not the important issue, as some enterprises may run a training centre jointly with other enterprises, although they do not actually own it.</p>
A8	<p>A training policy describes principles related to the training of employees and includes information on identifying training needs and organising training in the organisation.</p> <p>The training policy formulates the following:</p> <ul style="list-style-type: none"> <li>• goals of training activities;</li> <li>• training needs;</li> <li>• principles of planning and organising training courses;</li> <li>• principles of estimating and reporting of training courses;</li> <li>• methods of assessing the outcomes of training courses.</li> </ul>

Question code	Question explanation
A9	This assessment concerns the need for skills and competences relevant to the overall training needs or development of the enterprise. It should refer to the method that has usually been used for the assessment of skill needs over the recent years and/or will be used for the assessment of skill needs for the year to come or for the next few years.
A10A	<p>Continuing vocational training (CVT) are training measures or activities, incl. formal education, which are financed at least partly by the enterprise for their persons employed (partial financing includes paid study leave and allowing employees to attend school during paid working hours).</p> <p>The training measures or activities must be planned in advance and must be organised or supported with the special goal of learning.</p> <p>Measures or activities financed by the Estonian Unemployment Insurance Fund, other public sector institutions or the persons employed themselves are excluded.</p> <p>Continuing vocational training courses are divided into internal CVT courses and external CVT courses. Initial vocational training of trainees or apprentices is not considered CVT.</p>
A13	<p>A training plan is the result of planning training. It is compiled for a certain period, e.g. for one year.</p> <p>The training plan may include:</p> <ul style="list-style-type: none"> <li>• goals of training activities;</li> <li>• planned shares of different training formats and types;</li> <li>• priority topics and target groups;</li> <li>• information on training providers;</li> <li>• volume, times and location of training courses;</li> <li>• planned equipment.</li> </ul>
A14	<p><u>Continuing vocational training</u> measures and activities cover both CVT courses and other forms of CVT.</p> <p><b>Internal CVT courses</b> are principally designed and managed by the enterprise itself.</p> <p>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> <p><b>External CVT courses</b> 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.</p> <p><b>Other forms of continuing vocational training</b> are typically connected to 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.</p>
A15	<p>Social partners are representative organisations of employers and persons employed (employer associations and trade unions). Social partners negotiate on a regular basis at the national, regional or sector level and conclude collective agreements (collective bargaining).</p> <p>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> <p>Agreements between the employer and works councils at the enterprise level are excluded from this definition.</p>

Question code	Question explanation
B1A	<p>CVT courses are typically clearly separated from the active workplace (learning takes place in locations specially assigned for learning, e.g. a classroom 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).</p> <p><b>Internal CVT courses</b> are principally designed and managed by the enterprise itself.</p> <p>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>
B1B	<p>CVT courses are typically clearly separated from the active workplace (learning takes place in locations specially assigned for learning, e.g. a classroom 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).</p> <p><b>External CVT courses</b> 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.</p>
B2	<ul style="list-style-type: none"> <li>• <b>Guided-on-the-job training</b> - Planned periods of training, instruction or practical experience (e.g. acquiring new work practices, learning a new technology, etc.) in the workplace using 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. Such training may be organised at a specially designated time under the instruction of a tutor, or it may be done independently.</li> <li>• <b>Job rotation, exchanges, secondments or study visits</b> - 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.</li> <li>• <b>Conferences/workshops</b> - Participation (instruction received) in conferences, workshops, trade fairs and lectures is considered as training only if they are planned in advance and if the primary intention of a person employed for participating is training/learning.</li> <li>• <b>Learning or quality circles</b> - 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. All members of a learning circle have equal status regardless of their position. Quality circles are working groups, having the objective of solving production and workplace-based problems through discussion. The working group is involved in the planning and checking activities of the enterprise, the work of the group and communication with management is mediated by a mediator. Participation in learning and quality circles is considered as training only if the primary intention of the persons employed for participating is gaining new knowledge at regular meetings.</li> <li>• <b>Self-directed learning or e-learning</b> - Self-directed learning/e-learning is a form of CVT. It 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. 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. Self-directed learning might be arranged using open and distance learning methods, video/audio tapes, correspondence, computer based methods (including the Internet, e-learning) or by means of a Learning Resources Centre. 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.</li> </ul>

Question code	Question explanation
B2A	Planned periods of training, instruction or practical experience (e.g. acquiring new work practices, learning a new technology, etc.) in the workplace using 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. Such training may be organised at a specially designated time under the instruction of a tutor, or it may be done independently.
B2B	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.
B2C	Participation (instruction received) in conferences, workshops, trade fairs and lectures is considered as training only if they are planned in advance and if the primary intention of a person employed for participating is training/learning.
B2D	<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. All members of a learning circle have equal status regardless of their position.</p> <p>Quality circles are working groups, having the objective of solving production and workplace-based problems through discussion. The working group is involved in the planning and checking activities of the enterprise, the work of the group and communication with management is mediated by a mediator.</p> <p>Participation in learning and quality circles is considered as training only if the primary intention of the persons employed for participating is gaining new knowledge at regular meetings.</p>
B2E	<p>Self-directed learning/e-learning is a form of CVT. It 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.</p> <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 the 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>
B4	<p>Other forms of continuing vocational training are typically connected to 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.</p> <ul style="list-style-type: none"> <li>• <b>guided-on-the-job training</b> - acquisition of new knowledge and skills, either at the immediate place of work or in the work situation.</li> <li>• <b>self-directed learning/e-learning</b> - acquisition of new knowledge through a learning initiative planned with the employer, where the person employed can choose the time and location</li> </ul>

Question code	Question explanation
C3K	<p>Paid working time (in hours) spent on CVT courses is the total time that all participants have spent in total in CVT courses during the reference year.</p> <p>Where courses fell only partly within the reference year, only the time spent during the reference year 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.</p> <p>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>
C4A	<p>The activities referred to under point 1 and 2 below should be considered as obligatory from the perspective of Community legislation in the sense that they are needed 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 received proper training on occupational health and safety at the workplace. This is generally, although not necessarily, tailored to the needs and conditions of the specific workplace.</p> <ol style="list-style-type: none"> <li>1. CVT activities obligatory 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).</li> <li>2. CVT activities for workers to protect themselves and others. This is for example to train doctors how to use and discard needles to avoid needle stick injuries, or to train a laboratory worker to work safely.</li> </ol> <p>This kind of training is normally included in the category "guided-on-the-job" training and cannot always be singled out. That knowledge has to be refreshed and updated regularly. Another simple example would be fire exercises.</p>
C6	<p>Providers of external CVT courses are the persons or organisations which deliver the training:</p> <ul style="list-style-type: none"> <li>• <b>Public training institutions</b> - public sector training institutions financed or guided by the government</li> <li>• <b>Private enterprises whose main activity is not training</b> - e.g. equipment suppliers, parent/associate companies;</li> </ul>

Question code	Question explanation
C7	<p><u>Payments made to external training providers</u> - fees for external courses or for external trainers or instructors (incl. those providing internal CVT). It should also include payments made to external consultants, assessors or examiners for course-related activities.</p> <p><u>Travel and subsistence payments</u> - refers to actual payments made to cover the travel and subsistence costs of persons employed participating in CVT courses. It should also include any additional payments made for time spent travelling to courses.</p> <p><u>Labour costs of internal trainers for continuing vocational training courses</u> - these costs are the labour costs of the staff of an enterprise's own training centre and other staff exclusively or partly involved in providing, designing and managing CVT courses within the enterprise. It should include:</p> <ul style="list-style-type: none"> <li>• internal trainers and staff of training centres;</li> <li>• directors and other top managers concerned with training policy;</li> <li>• instructors and training managers or officers;</li> <li>• clerical/administrative and other personnel supporting these activities.</li> </ul> <p><u>Costs for the training centre, training premises or specific training rooms of the enterprise and teaching materials</u> - these include the cost of running a training centre (excluding staff labour costs) or any other premises used for CVT courses and annual depreciation for rooms and equipment. These also refer to costs of materials bought specifically for CVT courses (e.g. a beamer, an overhead projector, flipcharts, CDROMs, paper, pencils, etc.).</p>
C7AK	<p>These are costs made to external organisations for the provision of CVT courses and services. It refers to the total amount paid in fees for external courses or for external trainers or instructors (including those providing internal CVT). It should also include payments made to external consultants, assessors or examiners for course-related activities.</p> <p>Any payments made by employers for courses that have been undertaken during the own time of persons employed should be included.</p> <p>Fees for training courses undertaken by apprentices or trainees should be excluded.</p>
C7BK	<p>This refers to actual payments made to cover the travel and subsistence costs of persons employed participating in CVT courses. It should also include any additional payments made for time spent</p>
C7CK	<p>These costs are the labour costs of the staff of an enterprise's own training centre and other staff exclusively or partly involved in providing, designing and managing CVT courses within the enterprise.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>• internal trainers and staff of training centres;</li> <li>• directors and other top managers concerned with training policy;</li> <li>• instructors and training managers or officers;</li> <li>• clerical/administrative and other personnel supporting these activities.</li> </ul> <p>Anyone dealing solely with apprenticeship training and anyone who is not a member of the normal workforce of the enterprise should be excluded. For staff engaged full-time in course related activities, the figures quoted should be the total annual labour costs of all those identified. For staff engaged only partly (for some part of their working hours) in CVT course related activities, it should be a proportion of their labour costs, reflecting the proportion of time they spent in CVT course related activities.</p>

Question code	Question explanation
C7DK	<p>These costs include the costs of running the rooms and annual depreciation for rooms and equipment. This should include the cost of running a training centre (excluding staff labour costs) or any other premises used for CVT courses. If the costs are not available from the enterprise records, then the costs may be estimated by using data on other rooms or premises of comparable size and with comparable equipment.</p> <p>This refers to costs of materials bought specifically for CVT courses. This can be equipment like a beamer, an overhead projector, flipcharts, CDRoms, paper, pencils, etc. VAT paid by the employer should be excluded from all expenses.</p>
D2A	<p>Examples of assessment:</p> <ul style="list-style-type: none"> <li>• certification after written or practical test;</li> <li>• satisfaction survey amongst participants;</li> <li>• assessment of the participants' behaviour or performance in relation to training objectives;</li> <li>• assessment/measurement of the impact of training on the performance of relevant departments or the whole enterprise.</li> </ul> <p>Continuing vocational training measures and activities cover both CVT courses and other forms of CVT.</p> <p>Internal CVT courses are principally designed and managed by the enterprise itself.</p> <p>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> <p>External CVT 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.</p> <p>Other forms of continuing vocational training are typically connected to 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.</p>
F1A	<p>An apprenticeship leads to a formal qualification or certificate, i.e. must be a formal education programme (or a component of it).</p>
TAITMISE AEG, TUNDI	<p>The total number of hours spent by employees on completing the questionnaire. The time spent on completing the questionnaire includes time spent on familiarising oneself with the questionnaire, on collecting and preparing the data required in the questionnaire.</p>
TAITMISE AEG, MINUTIT	<p>The total number of minutes spent by employees on completing the questionnaire. The time spent on completing the questionnaire includes time spent on familiarising oneself with the questionnaire, on collecting and preparing the data required in the questionnaire. The value allowed is 0-59</p>