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CONFIDENTIAL

STATISTICAL SERVICE

1444 NICOSIA

CONTINUING VOCATIONAL TRAINING SURVEY 2015

FOR OFFICIAL USE ONLY	
S/N	<input type="text"/>
Legal Status	<input type="text"/>
Enterprise Size	<input type="text"/>
NACE	<input type="text"/>

Principal economic activity of the enterprise

GENERAL INFORMATION:

1. The Continuing Vocational Training is carried out every five years in all European Countries in accordance with the Regulation of the European Council 1552/2005. Its objective is to collect data on vocational training in order to assist in the implementation of relevant policy measures in the public and private sector.
2. The main objective of the survey is to collect data on vocational training provided by enterprises for their employees. The information should be given by the person responsible for training issues. The information regarding the general characteristics of the enterprise (part A) should be given by the General Manager of the enterprise or the Accountant.
3. The reference year is 2015, unless the question refers otherwise.
4. The collection of data is carried out in accordance with the Statistics Law 15(I)/2000. The Statistical Service is bound by the Statistics Law to treat all information obtained as CONFIDENTIAL. Your responses will be used solely for statistical purposes.

George Chr. Georgiou
Director
Statistical Service

March, 2016

SECTION A			
BACKGROUND DATA ON THE ENTERPRISE			
A1. What was the total number of persons employed by the enterprise on 31/12/2015?	Males	Females	Total
A2. Total number of hours worked by persons employed for the enterprise in 2015, excluding persons employed holding an apprenticeship or training contract.			
a) Number of working days per week			
b) Normal hours worked per week			
c) Average number of annual leave for each employee			
d) Overtime during 2015 (total number of actual hours worked)			
e) Total number of Sick leave (which was paid)			
f) Total number of hours worked in 2015 = (persons employed*A2b*52)+A2d– (persons employed *13 *A2b/A2a)–(A2e*A2b/A2a)- (persons employed*A2c*A2d/A2a)			
A3. Total labour costs (direct and indirect) of persons employed by the enterprise in 2015, excluding persons employed holding an apprentice or training contract.			
			Euro 000,s
a) Direct Labour Cost (a1+a2)			
a1) Total Salaries in 2015 (It includes Cost of Living Allowance, 13th salary, Commissions, Bonuses, Overtime, Holiday Fund)			
a2) Payments in Kind			
b) Indirect Labour Cost (b1+b2+b3).....			
b1) Contribution of the employer to the Social Insurance Fund, Redundancy Fund, Human Resource Development Authority Fund, Social Cohesion Fund and Employer's Liability Insurance.....			
b2) Payments of employer in Provident/Pension Fund, Leave Fund, Medical Schemes .			
b3) Other labour cost (for training, for uniforms etc)			
c) TOTAL (a+b).....			

CVT STRATEGIES

This section of the questionnaire addresses Continuing Vocational Training (CVT) strategies of the enterprise.

CVT activities relate to training fulfilling the following criteria:

- The training must be planned in advance.
- The training must be organized or supported with the specific goal of learning.
- The training must be financed at least partly by the enterprise.

A4. Is there a specific person or unit within the enterprise having the responsibility for the organization of CVT?	Yes	No
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A5. Does your enterprise regularly assess regularly the 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 a part of the overall planning process of 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)		
	Yes	No
a) Continuing vocational training of current staff		
b) Recruitment of new staff with the suitable qualifications, skills and competences		
c) Recruitment of new staff combined with specific training (of the recruited staff)		
d) Internal reorganization 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 (categories “a” to “m”).		
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 (please specify)		
m) Do not know		

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 of CVT?	Yes	No	
A10. In your enterprise, do written agreements between social partners concluded at national, regional or sector levels usually cover the provision of CVT?	Yes	No	Not applicable
A11a. In your enterprise are staff representatives/committees usually involved in the management process of CVT?	Yes	No → Go to B1	No staff representatives/committees → Go to B1
A11b. Which aspects of the management process of continuing vocational training provision are they usually involved in?			
	Yes	No	
a) Objective setting of training			
b) Establishing criteria for the selection of participants or specific target groups			
c) Form/type of training (internal/external courses; other forms, such as guided on-the-job training etc)			
d) Content of training			
e) Budget of training			
f) Selection of external training providers			
g) Evaluation/assessment of training outcomes			

SECTION B		
CONTINUING VOCATIONAL TRAINING CHARACTERISTICS		
<p>This section of the questionnaire addresses Continuing Vocational Training (CVT) activities for persons employed in the enterprise.</p> <p>The qualifying criteria for a CVT activity are the following:</p> <ul style="list-style-type: none"> • 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. 		
B1. In 2015, did your enterprise provide internal or external CVT courses?		
a) Internal CVT Courses in 2015 These are courses which are principally designed and managed by the enterprise itself	Yes	No
b) External CVT Courses, These are courses which are principally designed and managed by organizations not part of the enterprise	Yes	No
B2. In 2015, did your enterprise provide any of the following other forms of CVT?		
a) Guided on-the-job training.		
Planned training through guided-on-the-job training in 2015. Planned periods of training, instruction or practical experience undertaken in the work place using the normal tools of work, either at the immediate place of work or in the work situation	Yes	No → Go to B2b
B2a: How many persons employed participated in guided on-the-job training in 2015?		
Less than 10% of all persons employed		
From 10% to less than 49% of all persons employed		
50% or more of all employed persons employed		
b) Job-rotation, exchanges, secondments or study visits.		
Planned training through job rotation, exchanges, secondments or study visits in 2015. Transfers of workers from one job to another, which are not part of a planned developmental programme, should <u>not</u> be included.	Yes	No → Go to B2c
B2b: How many persons employed participated in job-rotation, exchanges, secondments or study visits in 2015?		
Less than 10% of all persons employed		
From 10% to less than 49% of all persons employed		
50% or more of all employed persons employed		

c) Conferences, workshops, trade fairs and lectures.			
Planned training through conferences, workshops, trade fairs and lectures in 2015. Participation 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.	Yes	No	→ Go to B2d
B2c: How many persons employed participated in conferences, workshops, trade fairs and lectures in 2015?			
Less than 10% of all persons employed			
From 10% to less than 49% of all persons employed			
50% or more of all employed persons employed			
d) Learning or quality circles.			
Planned training through participation in learning or quality circles in 2015. 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 organization, work procedures and work places. Quality circles are working groups with the objective of solving production and work place problems through discussion.	Yes	No	→ Go to B2e
B2d: How many persons employed participated in learning or quality circles in 2015?			
Less than 10% of all persons employed			
From 10% to less than 49% of all persons employed			
50% or more of all employed persons employed			
e) Self-directed learning/e-learning.			
Planned training by self-directed learning/e-learning in 2015. 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	Yes	No	→ Go to B3a
B2e: How many persons employed participated in self-directed learning/e-learning in 2015?			
Less than 10% of all persons employed			
From 10% to less than 49% of all persons employed			
50% or more of all employed persons employed			
B3a. Did the enterprise provide CVT Courses to its persons employed in the previous year, 2014?	Yes	No	Enterprise did not exist
B4a. Did the enterprise provide other forms of CVT to its persons employed in the previous year, 2014?	Yes	No	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 CVT courses?			
	Yes	No	Euros
a) CVT Contributions			
b) CVT Receipts		→ Go to C1	
B6. In 2015 which measures did your enterprise usually benefit from for providing CVT?			
	Yes	No	
a) Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)			
b) Receipts from training funds (national, regional, sectoral)			
c) Eu Ssubsidies (e.g. European Social Fund)			
d) Government subsidies			
e) Other sources (e.g. receipts from private foundations, receipts from external bodies/persons for the use of the enterprise's own training center, receipts for training provision to external bodies/persons that are not part of the enterprise)			

SECTION C

CVT PARTICIPANTS, SUBJECTS, PROVIDERS AND COST (CVT COURSES)

This section will be completed if the enterprise did provide CVT courses for their persons employed during 2015(i.e. if the answers to questions B1a or B1b are Yes).

C1. In 2015, how many persons employed by the enterprise participated in one or more CVT course (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 persons employed participating in at least one CVT course in 2015			

C2. In 2015, what was the total paid working time (in hours) spent on ALL CVT courses broken down by internal or external CVT course?

	Internal CVT courses (hours)	External CVT courses (hours)	Total (hours)
Paid working time (in hours) spent on ALL CVT courses in 2015			

C3. In 2015, which skills/competences were the most important ones in terms of training hours?
 Tick the **three most important** skills/competences 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) Skills not listed above	

C4. Some CVT courses on occupational health and safety are obligatory. What share of all training hours in CVT courses in 2015 was spent on such obligatory courses on health and safety at work (CVT courses during paid working time)?

	Share of training hours (%)
Obligatory courses on health and safety at work	
Any other reason (all other courses)	
100% = all paid working time spent on CVT courses	100%

C5. In 2015, which were the most important training providers of the enterprise used for all external CVT 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) School, colleges, universities, and other higher education institutions	
b) Public training institutions (financed or guided by the government; e.g. adult education centers)	
c) Private training companies	
d) Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)	
e) Employer’s associations, chambers of commerce, sector bodies	
f) Trade Unions	
g) Other Training Providers	

C6. Costs incurred by the enterprise for the provision of CVT courses in 2015.			
	Did the enterprise incur costs in this category		Euros
a) Fees and payments made to external organizations 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.	Yes	No	
b) Travel and subsistence payments of participants engaged in CVT courses	Yes	No	
c) Labour costs of internal trainers (staff of own training center and other staff exclusively or partly involved in designing and managing CVT courses).	Yes	No	
d) Costs for training center, training premises or specific training rooms of the enterprise , in which CVT courses take place and costs for teaching materials for CVT courses. (Annual depreciation for rooms and equipment, running costs for training centre or other premises and costs of materials bought specifically for CVT courses).....	Yes	No	
Total costs in the exceptional case that an enterprise cannot establish a costs breakdown using the above framework.			
	Yes	No	Euros
e) Costs- "sub-total only"			

SECTION D		
OUTCOMES (training enterprises)		
<p>The following question(s) is to be answered by enterprises that provided CVT courses or other forms of CVT for their persons employed during 2015 (If B1=Yes and B2=Yes or B1=No and B2=Yes).</p>		
<p>D1a. Does the enterprise usually assess the outcomes of CVT activities?</p>		
a) Yes, for all activities		
b) Yes, for some activities		
c) No, proof of participation is sufficient		→ Go to D2
<p>D1b. Which methods are used?</p>		
	Yes	No
a) Certification after written or practical test		
b) Satisfaction survey amongst participants		
c) Assessment of participants' behavior or performance in relation to training objectives		
d) Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise		
d) Other		
<p>D2. FACTORS LIMITING CVT PROVISION IN 2015 (training enterprises)</p> <p>Did any of the following factors limit the provision of CVT courses or other forms of CVT in your enterprise in 2015?</p>		
	Yes	No
a) The level of training provided was appropriate to the needs of the enterprise (no limiting factors)		
b) The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences		
c) Difficulties in assessing training needs in the enterprise		
d) Lack of suitable offers of CVT courses in the market		
e) High costs of CVT courses		
f) Higher focus on IVT provision than on CVT		
g) Major efforts in CVT realized in recent years		
h) High workload and limited time available for staff to participate in CVT		
i) Other reasons		

SECTION E

REASONS FOR NON-PROVISION OF CVT ACTIVITIES DURING 2015

(non-training enterprises)

The following question is to be answered by enterprises that did not provide CVT (neither courses nor other forms of CVT) for their persons employed in 2015 (those who answered No in questions B1 and B2).

E1. What were the **reasons not to** provide CVT (**neither courses nor other forms of CVT**) for persons employed in 2015?

	Yes	No
a) The existing qualifications, skills and competences of the persons employed were appropriate to the current needs of the enterprise		
b) The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences		
c) Difficulties in assessing training needs in the enterprise		
d) Lack of suitable offerings of CVT courses in the market		
e) High costs of CVT courses		
f) Higher focus on IVT provision than on CVT		
g) Major efforts in CVT made in recent years		
h) High workload and no time available for staff to participate in CVT		
i) Other reasons		

SECTION F		
IVT – Initial Vocational Training		
F1. Does your enterprise usually employ IVT participants (apprentices)?		
IVT participants (apprentices) usually employed in the enterprise An apprenticeship leads to a formal qualification or certificate , i.e. must be a formal education programme (or a component of it)	Yes	No
		End of questionnaire
F2. For which main reason(s) does your enterprise usually provide IVT/offer apprenticeships?		
	Yes	No
a) To qualify future employees according to the needs of the enterprise		
b) To choose the best apprentices for future employment after completion of apprenticeship		
c) To avoid possible mismatch with enterprise needs in case of external recruitment		
d) To make use of the productive capacities of apprentices already during their apprenticeship		
e) Other reasons (e.g. to make the enterprise more attractive to potential staff) ..		

Name of the persons that gave the information: Date:

Position in the enterprise:

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Name of the interviewer: Date:

Checked by: Date :