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CONFIDENTIAL



STATISTICAL SERVICE

1444 NICOSIA

CONTINUING VOCATIONAL TRAINING SURVEY 2020

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 enterprises, in order to assist in the implementation of relevant policy measures in the public and private sector.
2. The information should be given by the person responsible for training issues (Section B-G). The information regarding the general characteristics of the enterprise (Section A) should be given either by the General Manager of the enterprise or the Accountant or any other relevant person.
3. The reference year is **2020**, unless the question refers otherwise.
4. The collection of data is carried out in accordance with the Official Statistics Law 25(I)/2021. The provision of data is *mandatory* and the Statistical Service is bound by the Official Statistics Law to treat all information obtained as **CONFIDENTIAL**. Your responses will be used solely for statistical purposes.

June, 2021

Stavros Karagiorgis

Director

Statistical Service

SECTION A			
BACKGROUND DATA ON THE ENTERPRISE (all enterprises) white cells only			Please fill the
A1	Principal Economic Activity of the enterprise (derived)	Nace Rev.2 code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A2	What was the total number of persons employed by the enterprise on 31/12/2020?	A2m Males	A2f Females
A2tot Total		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A4	In 2020, what was the total number of hours worked by persons employed for the enterprise, excluding persons employed holding an apprenticeship or training contract?		
	a) Number of working days per week	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	b) Normal hours worked per week	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	c) Average number of annual leave for each person employed	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	d) Total overtime hours worked for all persons employed during 2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	e) Total number of days of paid sick leave for all persons employed during 2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	f) Total number of hours worked for all persons employed in 2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
A5	In 2020, what were the total labour costs (direct and indirect) of persons employed by the enterprise, excluding persons employed holding an apprentice or training contract?		
		Euro (ooo,s)	
	a) Direct Labour Cost	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	a1) Total Salaries in 2020 (It includes Cost of Living Allowance, 13th salary, Commissions, Bonuses, Overtime, Holiday Fund)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	a2) Payments in Kind	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	b) Indirect Labour Cost	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	b1) Contribution of the employer to the Social Insurance Fund, Redundancy Fund, Human Resource Development Authority Fund, Social Cohesion Fund, Employer's Liability Insurance and GESY	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	b2) Payments of employer in Provident/Pension Fund, Leave Fund, Medical Schemes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	b3) Other labour cost (for training, for uniforms etc)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	c) TOTAL LABOUR COST	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

CVT STRATEGIES (all enterprises)						
This section of the questionnaire addresses Continuing Vocational Training (CVT) strategies of the enterprise.						
CVT activities relate to training fulfilling the following criteria:						
<ul style="list-style-type: none"> · 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. 						
A8	Is there a specific person or unit within the enterprise having the responsibility for the organization of CVT ?	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
A9	Does your enterprise regularly assess the future needs of skills and competences <u>of the persons employed in the enterprise</u> ? (the term "regularly" covers the recent past years and the next few years)					
	No	<input type="checkbox"/>				
	Yes, but not regularly (mainly linked to changes in personnel)	<input type="checkbox"/>				
	Yes, it is a part of the overall planning process in the enterprise	<input type="checkbox"/>				
A10	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)					
	a) Continuing vocational training of current staff	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
	b) Recruitment of new staff with the suitable qualifications, skills and competences	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
	c) Recruitment of new staff combined with specific training (of the recruited staff)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
	d) Internal reorganization to better use the existing skills and competences (in line with future needs)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
A12	In your enterprise, which skills/competences are generally considered as most important for the development of the enterprise in the next few years?					
<p>Tick the three most important skills/competences from the following list (categories "a" to "l"). Tick at least one and maximum three of the categories "a" to "l", or only category "m" in case (s)he does not know.</p>						
	a) General IT skills	<input type="checkbox"/>				
	b) IT professional skills	<input type="checkbox"/>				
	c) Management skills	<input type="checkbox"/>				
	d) Team working skills	<input type="checkbox"/>				
	e) Customer handling skills	<input type="checkbox"/>				
	f) Problem solving skills	<input type="checkbox"/>				
	g) Office administration skills	<input type="checkbox"/>				
	h) Foreign language skills	<input type="checkbox"/>				
	i) Technical, practical or job-specific skills	<input type="checkbox"/>				
	j) Oral or written communication skills	<input type="checkbox"/>				
	k) Numeracy and/or literacy skills	<input type="checkbox"/>				
	l) Other skills not listed above - Please Specify:	<input type="checkbox"/>				
	m) Do not know	<input type="checkbox"/>				

A13 Does the planning of CVT in the enterprise usually lead to a written training plan or programme ?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
A14 Does your enterprise usually have an annual training budget , which includes provision of CVT?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
A15 In your enterprise, do written agreements between social partners concluded at national, regional or sector levels usually cover the provision of CVT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not such agreements <input type="checkbox"/>
A16a In your enterprise are staff representatives/committees usually involved in the management process of CVT?	Yes <input type="checkbox"/>	No <input type="checkbox"/> → Go to B1	No staff representative s/committees <input type="checkbox"/> → Go to B1
A16b Which aspects of the management process of continuing vocational training provision are they usually involved in?			
a) Objective setting of training		Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Establishing criteria for the selection of participants or specific target groups		Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Form/type of training (eg. internal/external courses; other forms, such as guided on-the-job training etc)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Content of training		Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Budget for training		Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) Selection of external training providers		Yes <input type="checkbox"/>	No <input type="checkbox"/>
g) Evaluation/assessment of training outcomes		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION B

CONTINUING VOCATIONAL TRAINING CHARACTERISTICS (all enterprises)

This section of the questionnaire addresses Continuing Vocational Training (CVT) activities for persons employed in the enterprise.

The qualifying criteria for a CVT activity are the following:

- 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 fully or at least partly by the enterprise.

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

a) Internal CVT Courses in 2020	Yes	No
These are courses which are principally designed and managed by the enterprise itself .	<input type="checkbox"/>	<input type="checkbox"/>
b) External CVT Courses in 2020	Yes	No
These are courses which are principally designed and managed by organizations not part of the enterprise .	<input type="checkbox"/>	<input type="checkbox"/>

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

B2aflag a) **Guided on-the-job training**

Planned training through guided on-the-job training in 2020. 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 <input type="checkbox"/>	No <input type="checkbox"/> → Go to B2bflag
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B2a How many persons employed participated in **guided on-the-job training** in 2020?

Less than 10% of all persons employed	<input type="checkbox"/>
From 10% to less than 50 % of all persons employed	<input type="checkbox"/>
50 % or more of all employed persons employed	<input type="checkbox"/>

B2bflag b) **Job-rotation, exchanges, secondments or study visits**

Planned training through job rotation, exchanges, secondments or study visits in 2020. Transfers of workers from one job to another, which are not part of a planned developmental programme, should not be included	Yes <input type="checkbox"/>	No <input type="checkbox"/> → Go to B2cflag
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B2b How many persons employed participated in **job-rotation, exchanges, secondments or study visits** in 2020?

Less than 10% of all persons employed	<input type="checkbox"/>
From 10% to less than 50 % of all persons employed	<input type="checkbox"/>
50 % or more of all employed persons employed	<input type="checkbox"/>

B2cflag c) Conferences, workshops, trade fairs and lectures			
Planned training through conferences, workshops, trade fairs and lectures in 2020. 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 <input type="checkbox"/>	No <input type="checkbox"/> → Go to B2dflag
B2c How many persons employed participated in conferences, workshops, trade fairs and lectures in 2020?			
Less than 10% of all persons employed		<input type="checkbox"/>	
From 10% to less than 50 % of all persons employed		<input type="checkbox"/>	
50 % or more of all employed persons employed		<input type="checkbox"/>	
B2dflag d) Learning or quality circles			
Planned training through participation in learning or quality circles in 2020. 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 <input type="checkbox"/>	No <input type="checkbox"/> → Go to B2eflag
B2d How many persons employed participated in learning or quality circles in 2020?			
Less than 10% of all persons employed		<input type="checkbox"/>	
From 10% to less than 50 % of all persons employed		<input type="checkbox"/>	
50 % or more of all employed persons employed		<input type="checkbox"/>	
B2eflag e) Self-directed learning/e-learning			
Planned training by self-directed learning/e-learning in 2020. 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 <input type="checkbox"/>	No <input type="checkbox"/> → Go to B3a
B2e How many persons employed participated in self-directed learning/e-learning in 2020?			
Less than 10% of all persons employed		<input type="checkbox"/>	
From 10% to less than 50 % of all persons employed		<input type="checkbox"/>	
50 % or more of all employed persons employed		<input type="checkbox"/>	
B3a	Did the enterprise provide CVT Courses to its persons employed in the previous year, 2019 (internal or external)?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Enterprise did not exist <input type="checkbox"/>
B4a	Did the enterprise provide other forms of CVT to its persons employed in the previous year, 2019 (e.g. guided on-the-job training, through job rotation, through conferences, workshops, learning or quality circles, self-directed learning etc) ?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Enterprise did not exist <input type="checkbox"/>

B5	Did the enterprise contribute in 2020 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) Contributions to collective/mutual or other training funds for the provision of CVT courses	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Receipts from funds or other financial subsidies for the provision of CVT courses	<input type="checkbox"/>	<input type="checkbox"/>	→ Go to C1

B6	In 2020 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)	<input type="checkbox"/>	<input type="checkbox"/>
	b) Receipts from training funds (national, regional, sectoral)	<input type="checkbox"/>	<input type="checkbox"/>
	c) EU Subsidies (e.g. from European Social Fund)	<input type="checkbox"/>	<input type="checkbox"/>
	d) Government subsidies	<input type="checkbox"/>	<input type="checkbox"/>
	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)	<input type="checkbox"/>	<input type="checkbox"/>

Filter for the following sections of the questionnaire

If persons employed by the enterprise participated in CVT courses during the reference year 2020

[(B1a or B1b) = Yes]

Then answer
Sections C, D, F

If persons employed by the enterprise did not participate in CVT courses but did participate in other forms of CVT during the reference year 2020

**[(B1a and B1b) = No
And
(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag) = Yes]**

Then answer
Sections D, F

If persons employed by the enterprise did not participate in CVT courses nor participate in other forms of CVT during the reference year 2020

**[(B1a and B1b) = No
And
(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag) = No]**

Then answer
Sections E, F

SECTION C				
CVT PARTICIPANTS, SUBJECTS, PROVIDERS AND COST (CVT COURSES)				
<p>This section will be completed if the enterprise did provide CVT courses for their persons employed during 2020 (i.e. if the answers to questions B1a or B1b are Yes).</p>				
<p>C1 In 2020, how many persons employed by the enterprise participated in one or more CVT course(s) (either internal or external) ?</p> <p>Each person should be counted only ONCE, irrespective of the number of CVT courses the person has participated in.</p>				
		Males-C2m	Females-C2f	Total-C1tot
	Number of persons employed participating in at least one CVT course in 2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>C3 In 2020, what was the total paid working time (in hours) spent on ALL CVT courses broken down by internal or external CVT courses?</p>				
		C3i Internal CVT courses (hours)	C3e External CVT courses (hours)	C3tot Total (hours)
	Paid working time (in hours) spent on ALL CVT courses in 2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>C5 In 2020, which skills/competences targeted by CVT courses were the most important ones in terms of training hours?</p> <p>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. If a course does not fit exactly to one class please select the nearest class.</p> <p>The respondent should tick at least one and maximum three of the categories "a" to "l".</p>				
a) General IT skills			<input type="checkbox"/>	
b) IT professional skills			<input type="checkbox"/>	
c) Management skills			<input type="checkbox"/>	
d) Team working skills			<input type="checkbox"/>	
e) Customer handling skills			<input type="checkbox"/>	
f) Problem solving skills			<input type="checkbox"/>	
g) Office administration skills			<input type="checkbox"/>	
h) Foreign language skills			<input type="checkbox"/>	
i) Technical, practical or job-specific skills			<input type="checkbox"/>	
j) Oral or written communication skills			<input type="checkbox"/>	
k) Numeracy and/or literacy skills			<input type="checkbox"/>	
l) Other skills not listed above - Please Specify:			<input type="checkbox"/>	
<p>C4 Some CVT courses on occupational health and safety are obligatory. What percentage 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)?</p>				
		Percentage of training hours in 2020 (%)		
	a) Obligatory courses on health and safety at work			
	b) All other courses			
	100% = all paid working time spent on CVT courses	100%		

C6	<p>In 2020, which were the most important training providers of the enterprise used for all external CVT courses?</p> <p>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 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.</p> <p>Tick at least one and maximum three of the categories "a" to "g".</p> <table border="1"> <tr> <td>a) School, colleges, universities, and other higher education institutions</td> <td><input type="checkbox"/></td> </tr> <tr> <td>b) Public training institutions (financed or guided by the government; e.g. adult education centers)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>c) Private training companies</td> <td><input type="checkbox"/></td> </tr> <tr> <td>d) Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>e) Employer's associations, chambers of commerce, sector bodies</td> <td><input type="checkbox"/></td> </tr> <tr> <td>f) Trade Unions</td> <td><input type="checkbox"/></td> </tr> <tr> <td>g) Other Training Providers</td> <td><input type="checkbox"/></td> </tr> </table>				a) School, colleges, universities, and other higher education institutions	<input type="checkbox"/>	b) Public training institutions (financed or guided by the government; e.g. adult education centers)	<input type="checkbox"/>	c) Private training companies	<input type="checkbox"/>	d) Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)	<input type="checkbox"/>	e) Employer's associations, chambers of commerce, sector bodies	<input type="checkbox"/>	f) Trade Unions	<input type="checkbox"/>	g) Other Training Providers	<input type="checkbox"/>						
a) School, colleges, universities, and other higher education institutions	<input type="checkbox"/>																							
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f) Trade Unions	<input type="checkbox"/>																							
g) Other Training Providers	<input type="checkbox"/>																							
C7	<p>In 2020, what were the costs incurred by the enterprise in the provision of CVT courses?</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Did the enterprise incur costs in this category?</th> <th>Total Cost (Euros)</th> </tr> </thead> <tbody> <tr> <td>a) Fees and payments made to external organisations 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.</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></td> </tr> <tr> <td>b) Travel and subsistence payments of participants engaged in CVT courses.</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></td> </tr> <tr> <td>c) Labour costs of internal trainers (the staff of own training center and other staff) exclusively or partly involved in designing and managing CVT courses.</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></td> </tr> <tr> <td>d) Running costs for training centre or other premises within the enterprise and costs of teaching materials bought specifically for CVT courses, including annual depreciation for training rooms and equipment within the enterprise?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></td> </tr> </tbody> </table>					Did the enterprise incur costs in this category?		Total Cost (Euros)	a) Fees and payments made to external organisations 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 <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	b) Travel and subsistence payments of participants engaged in CVT courses .	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	c) Labour costs of internal trainers (the staff of own training center and other staff) exclusively or partly involved in designing and managing CVT courses .	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	d) Running costs for training centre or other premises within the enterprise and costs of teaching materials bought specifically for CVT courses , including annual depreciation for training rooms and equipment within the enterprise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Did the enterprise incur costs in this category?		Total Cost (Euros)																					
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c) Labour costs of internal trainers (the staff of own training center and other staff) exclusively or partly involved in designing and managing CVT courses .	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>																					
d) Running costs for training centre or other premises within the enterprise and costs of teaching materials bought specifically for CVT courses , including annual depreciation for training rooms and equipment within the enterprise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>																					
C7sub	<p>Total costs in the exceptional case that an enterprise cannot establish a costs breakdown using the above framework</p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>euros</th> </tr> </thead> <tbody> <tr> <td>e) Costs- "sub-total only"</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>C7sub <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></td> </tr> </tbody> </table>					Yes	No	euros	e) Costs- "sub-total only"	<input type="checkbox"/>	<input type="checkbox"/>	C7sub <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>												
	Yes	No	euros																					
e) Costs- "sub-total only"	<input type="checkbox"/>	<input type="checkbox"/>	C7sub <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>																					

SECTION D

OUTCOMES (training enterprises)

The following question(s) are to be answered by enterprises that provided CVT courses or other forms of CVT for their persons employed during 2020.

D2a	Does the enterprise usually assess the outcomes of CVT activities?		
	a) Yes, for all activities	<input type="checkbox"/>	
	b) Yes, for some activities	<input type="checkbox"/>	
	c) No, proof of participation is sufficient	<input type="checkbox"/>	→ Go to D COV-19

D2b	Which assessment methods are used?		
		Yes	No
	a) Certification after written or practical test	<input type="checkbox"/>	<input type="checkbox"/>
	b) Satisfaction survey amongst participants	<input type="checkbox"/>	<input type="checkbox"/>
	c) Assessment of participants' behavior or performance in relation to training objectives	<input type="checkbox"/>	<input type="checkbox"/>
	d) Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise	<input type="checkbox"/>	<input type="checkbox"/>
	e) Other	<input type="checkbox"/>	<input type="checkbox"/>

D COV-19 COVID-19

Did the restrictions due to the COVID-19 pandemic have any of the following effects on the provision of CVT courses or other forms of CVT in your enterprise in 2020?

	Yes	No
a) The restrictions due to the COVID-19 pandemic had no effects on the provision of CVT courses and other forms of CVT (no effects)	<input type="checkbox"/>	<input type="checkbox"/>
b) Less CVT activities than planned	<input type="checkbox"/>	<input type="checkbox"/>
c) Fewer persons participating in CVT	<input type="checkbox"/>	<input type="checkbox"/>
d) Less hours spent on CVT activities	<input type="checkbox"/>	<input type="checkbox"/>
e) Organisation of CVT activities that would not have taken place otherwise	<input type="checkbox"/>	<input type="checkbox"/>
f) Changes to the content of the CVT activities	<input type="checkbox"/>	<input type="checkbox"/>
g) Introduction or increased share of CVT activities organised as online or hybrid training	<input type="checkbox"/>	<input type="checkbox"/>
h) Introduction or increased share of CVT activities organised as self-directed learning (i.e. non-taught learning activities)	<input type="checkbox"/>	<input type="checkbox"/>
i) Increased cost of CVT due to health measures	<input type="checkbox"/>	<input type="checkbox"/>
j) Other - Please specify:	<input type="checkbox"/>	<input type="checkbox"/>

FACTORS LIMITING CVT PROVISION IN 2020 (training enterprises)

The following question is to be answered by enterprises that provided CVT courses or other forms of CVT for their persons employed during 2020.

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

	Yes	No
a) The level of the training provided was appropriate to the needs of the enterprise (no limiting factors)	<input type="checkbox"/>	<input type="checkbox"/>
b) The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences	<input type="checkbox"/>	<input type="checkbox"/>
c) Difficulties in assessing training needs in the enterprise	<input type="checkbox"/>	<input type="checkbox"/>
d) Lack of suitable offers of CVT courses in the market	<input type="checkbox"/>	<input type="checkbox"/>
e) High costs of CVT courses	<input type="checkbox"/>	<input type="checkbox"/>
f) Higher focus on IVT provision than on CVT	<input type="checkbox"/>	<input type="checkbox"/>
g) Major efforts in CVT realized in recent years	<input type="checkbox"/>	<input type="checkbox"/>
h) High workload and limited time available for staff to participate in CVT	<input type="checkbox"/>	<input type="checkbox"/>
i) Other reasons	<input type="checkbox"/>	<input type="checkbox"/>

SECTION E

REASONS FOR NON-PROVISION OF CVT ACTIVITIES DURING 2020 (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 2020.

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

	Yes	No
a) The existing qualifications, skills and competences of the persons employed were appropriate to the current needs of the enterprise	<input type="checkbox"/>	<input type="checkbox"/>
b) The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences	<input type="checkbox"/>	<input type="checkbox"/>
c) Difficulties in assessing training needs in the enterprise	<input type="checkbox"/>	<input type="checkbox"/>
d) Lack of suitable offers of CVT courses in the market.	<input type="checkbox"/>	<input type="checkbox"/>
e) High costs of CVT courses.	<input type="checkbox"/>	<input type="checkbox"/>
f) Higher focus on IVT provision than on CVT.	<input type="checkbox"/>	<input type="checkbox"/>
g) Major efforts in CVT made in recent years	<input type="checkbox"/>	<input type="checkbox"/>
h) High workload and no time available for staff to participate in CVT	<input type="checkbox"/>	<input type="checkbox"/>
i) Cancellation or postponement of planned training activities due to the restrictions related to the COVID-19 pandemic	<input type="checkbox"/>	<input type="checkbox"/>
j) Other reasons	<input type="checkbox"/>	<input type="checkbox"/>

SECTION F

IVT – Initial Vocational Training (all enterprises)

This section of the questionnaire refers to Initial Vocational Training (IVT) participants (apprentices) in the enterprise.

The criteria to define this training, i.e. the apprenticeship, are the following:

- The apprenticeship must be a formal educational programme (or a component of it).
- The completion of the apprenticeship is mandatory to obtain a qualification or certification for this programme.
- The duration of the programme is from 6 months to 6 years.
- The apprentice receives remuneration.

F1 Does your enterprise usually **employ Initial Vocational Training (IVT) participants (apprentices)**?

	Yes	No
The participants (apprentices) are usually employed in the enterprise.	<input type="checkbox"/>	<input type="checkbox"/>
An apprenticeship leads to a formal qualification or certificate, i.e. must be a formal education programme (or a component of it).		↓ Go to G1

F2 For which **main reason(s)** does your enterprise usually provide Initial Vocational Training or offer apprenticeships?

	Yes	No
a) To qualify future employees according to the needs of the enterprise	<input type="checkbox"/>	<input type="checkbox"/>
b) To choose the best apprentices for future employment after completion of apprenticeship	<input type="checkbox"/>	<input type="checkbox"/>
c) To avoid possible mismatch with enterprise needs in case of external	<input type="checkbox"/>	<input type="checkbox"/>
d) To make use of the productive capacities of apprentices already during their apprenticeship	<input type="checkbox"/>	<input type="checkbox"/>
e) Other reasons (e.g. to make the enterprise more attractive to potential staff)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION G	
GENERAL INFORMATION (all enterprises)	
G1	If you have any comments about the survey, please write down below:
G2	Name of the person who answered the questionnaire:
G3	Position in the enterprise:
G4	Telephone 1:
G5	Telephone 2:
G6	Fax:
G7	E-mail 1:
G8	E-mail 2:
G9	Time needed to fill out this questionnaire:

SECTION H						
COMPLETION (FOR OFFICIAL USE ONLY)						
H1	Is the questionnaire complete?	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
		➤Go to H3				
H2	Mode of completion:					
	a) Web questionnaire	<input type="checkbox"/>				
	b) Telephone interview	<input type="checkbox"/>				
	c) Personal interview	<input type="checkbox"/>				
	d) Sent by email	<input type="checkbox"/>				
	e) Sent by fax	<input type="checkbox"/> ➤Go to H4				
H3	What was the reason for not completing the questionnaire?					
	a) The enterprise has closed	<input type="checkbox"/>				
	b) The enterprise cannot be located	<input type="checkbox"/>				
	c) The enterprise refuses to cooperate	<input type="checkbox"/>				
	d) The enterprise was closed during the collection of the data	<input type="checkbox"/>				
	e) Other reasons for non completion - Please specify:	<input type="checkbox"/>				
H4	Any other comments:					
H5	Supervisor code:					
H6	Date of Checking:					