

Chapter 2 AIM AND CONTENTS OF THE SURVEY

The following objectives for the survey were appended to the Council's FORCE Decision of 29 May 1990: The data obtained from the representative sample of enterprises was to provide information about

- the number of individuals taking part in training;
- the number of participants per type of activity and size category;
- the cost of training;
- training in the enterprise and outside;
- outside training per type of training institution;
- training by area in the undertaking;
- duration of training in the undertaking;
- participation by gender.

Because of the different systems of continuing vocational training in the Member States of the EU, it was not possible to shape these questions into a uniform questionnaire that could be used for all surveys at national level. The CVTS Working Party therefore decided on an outline questionnaire on which the Member States would base a scheme of questions for their respective surveys in the light of their specific national circumstances.

Two pre-tests were used to ascertain the enterprises' willingness to provide information, the data available in them and the best means of obtaining it. Evaluation of these pre-tests led to the survey concept described below.

2.1 Continuing vocational training within the meaning of the CVTS

For CVTS purposes, continuing vocational training covered all vocational training activities for employees except for the initial training of apprentices and trainees with a special training contract.

The activities had to be planned in advance and be wholly or partly funded by the enterprise (directly or indirectly).

For the purpose of this survey, the following continuing training activities were covered:

- (a) External and internal CVT courses
 - external courses: designed and managed by a provider not part of the enterprise
 - internal courses: designed and managed by the enterprise itself.
- (b) CVT at the workplace
 - staff participating in planned learning over a predetermined period in order to acquire know-how and gain practical experience at the workplace or in the work situation using the usual work tools.
- (c) Other forms of CVT
 - instruction at conferences, workshops, lectures and seminars, where the primary purpose is training;
 - planned learning through job rotation, exchanges, secondments and quality circles;
 - self-learning through open and distance learning, video/audio tapes, correspondence courses, computer-based methods or the use of Learning Resource Centres.

The initial training of new recruits should be shown separately under training at the workplace.

2.2 Survey unit

The CVTS survey unit was the enterprise. It was defined according to the rules laid down in the Community Regulation on company statistics. (1)

The decision to prefer the enterprise to the local unit (establishment) as the survey unit was taken after the sampling frames available at national level for the sample survey had been determined. Deciding on the local unit would also have entailed the risk of losing information on CVT activities undertaken centrally, since they are known only at enterprise level.

2.3 Economic activities

The enterprises consulted were categorized according to their principal economic activity in accordance with the NACE Rev 1 nomenclature (2).

The following NACE Rev 1 activities were excluded from the CVTS:

Sections A and B	Agriculture, forestry and fishing
Sections L, M and N	Public administration, health and education
Section P	Households employing domestic staff
Section Q	Extra-territorial bodies

In order to satisfy the Community's need for information, the common framework called for the possibility of making analyses classified according to 20 sectors of activity.

Table 1 shows these sectors of activity.

The complete NACE Rev 1 (two digits) is given in Annex 1.

(1) Definition according to Council Regulation (EEC) No 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community: "The enterprise is the smallest combination of legal units that is an organizational unit producing goods or services, which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. An enterprise carries out one or more activities at one or more locations. An enterprise may be a sole legal unit."

(2) See Council Regulation (EEC) No 3037/90 of 9 October 1990 on the statistical classification of economic activities in the European Community (Official Journal of the European Communities, L 293, 24 October 1990).

For cross-classifications the activities were combined into the following seven groups:

- | | | |
|----|------------------------------|---|
| 01 | Section D
27-35 | Manufacture of metal products;
machinery and transport equipment |
| 02 | Section D
15-26 and 36-37 | Other manufacture |
| 03 | Section F | Construction |
| 04 | Sections G and H | Wholesale, retail and repair;
hotels and restaurants |
| 05 | Section I | Transport, storage and communications |
| 06 | Sections J, K, O | Finance and related services and
other services |
| 07 | Sections C and E | Other (mining and quarrying; electricity, gas and water) |

2.4 Size categories

The survey covered all enterprises with a workforce of 10 or more.

The selection of enterprises had to be structured in such a way that the survey permitted certain analyses for the following enterprise size categories:

- | | | | | |
|-----------------------|---|------|-----|------|
| Number of employees:- | - | 10 | to | 49 |
| | - | 50 | to | 99 |
| | - | 100 | to | 249 |
| | - | 250 | to | 499 |
| | - | 500 | to | 999 |
| | - | 1000 | and | over |

The enterprise size was determined by the number of employees working in establishments on the territory of the respective Member State.

2.5 Reference period

The 1993 calendar year was taken as the reference period. Where information had to be given as at a reporting date, that date was 31 December 1993; if there were high seasonal fluctuations, annual averages were to be given as well.

CVTS

**Classification of enterprises by economic activity
according to NACE Rev 1**

01	Section C	Mining and quarrying
	Section D	Manufacturing industry
02	15-16	Food, beverages and tobacco products
03	17-19	Textiles, clothing and leather products
04	21-22	Paper and printing
05	23-26	Manufacture of non-metallic products (chemicals)
06	27-28	Manufacture of metals and metallic products
07	29-33	Manufacture of machinery (including electrical equipment)
08	34-35	Manufacture of transport equipment
09	20, 36, 37	Other types of manufacture
10	Section E	Electricity, gas and water
11	Section F	Construction
	Section G	Wholesale and retail trade and repairs
12	50	Sale and repair of vehicles
13	51	Wholesale trade (except for vehicles)
14	52	Retail trade and repairs (except for vehicles)
15	Section H	Hotels and restaurants
	Section I	Transport, storage and communications
16	60-63	Transport
17	64	Post and telecommunications
	Section J	Financial intermediation
18	65-66	Financial intermediation (Banking and insurance)
19	67	Auxiliary activities
20	Sections K+O	Real estate, renting business activities and other services