

Chapter 3 STRUCTURE OF THE SURVEY

3.1 Basic structure

The survey's first task was to use a representative sample to divide all the enterprises within the field of investigation into "trainers" and "non-trainers". The results of this first part of the survey provided the essential reference values for calculating indicators for international comparisons. The second part of the survey contained a detailed list of questions for enterprises that offered participation in CVT measures, whilst the "non-trainers" were asked only relatively few specific questions.

Member States had the option of using different approaches and different samples to collect the data from "trainers", "non-trainers" and for CVT at the workplace.

Figure 1 shows the structure of the survey.

3.2 Scheme of questions

The survey's scheme of questions was largely set out in mandatory form, and the breakdown of the quantitative data was also prescribed. The results of the pre-tests were taken into account in order to remove certain quantitative data from the compulsory part of the programme where it was evident that the data in question could not be provided in all Member States or for all enterprises. Because the Commission also considered this data very important, it was included in the models for the Member States but identified as data outside the mandatory programme.

The specification of all quantitative information is given in Table 2.

Figure 1

General overview of the structure of the CVTS

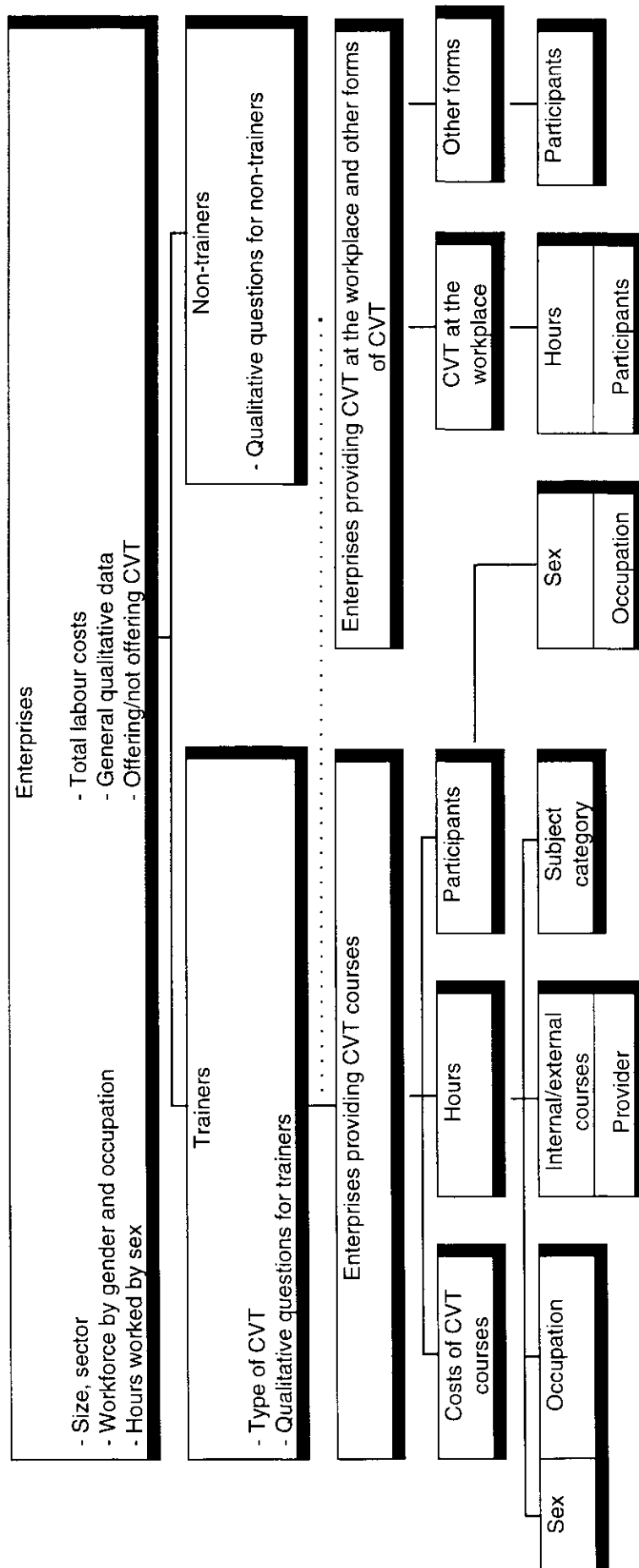


Table 2

Specification of quantitative CVTS data

Variable	Total	Subject category	Provider	Sex	Occupation	Age
Employees	+	NA	NA	+	+	*
Hours worked	+	NA	NA	+	-	-
Labour costs	+	NA	NA	-	-	-
CVT offered by the enterprise:						
- Courses	+	NA	NA	NA	NA	NA
- External courses	+	NA	NA	NA	NA	NA
- Internal courses	+	NA	NA	NA	NA	NA
- CVT at the workplace	+	NA	NA	NA	NA	NA
- "Other" CVT	+	NA	NA	NA	NA	NA
Number of hours spent on:						
- Courses	+	+	NA	+	+	-
- External courses	+	*	+	-	-	-
- Internal courses	+	*	NA	-	-	-
- CVT at the workplace	+	*	NA	*	*	-
- "Other" CVT	-	-	-	-	-	-
Number of participants on:						
- Courses	+	-	-	+	+	*
- External courses	-	-	-	-	-	-
- Internal courses	-	-	-	-	-	-
- CVT at the workplace	+	-	-	*	*	-
- "Other" CVT	+	-	-	-	-	-
Costs incurred for:						
- Courses	+	-	-	-	-	-
- External courses	-	-	-	-	-	-
- Internal courses	-	-	-	-	-	-
- CVT at the workplace	-	-	-	-	-	-
- "Other" CVT	-	-	-	-	-	-

Legend: + = data for the mandatory programme
 * = data outside the mandatory programme but nevertheless requested
 - = data not requested
 NA = not applicable

3.2.1 Mandatory section of the scheme of questions

The scheme of questions that was mandatory for all Member States had the following sections:

3.2.1.1 Structural questions for all enterprises

By way of introduction, the following structural characteristics of the enterprises were first ascertained, giving a basic picture of them:

- Size, sector
- Total workforce
- Number of apprentices and trainees
- Number of employees for the purposes of this survey broken down by sex and occupation
- Number of hours worked broken down by sex of the employees
- Total labour costs during 1993 (excluding those relating to apprentices and trainees)
- Forms of CVT in which employees took part during 1993

3.2.1.2 Quantitative questions for trainers

The number of participants was always asked for all forms of training.

For providers of external and internal courses, a detailed list of questions was prepared relating inter alia to the following information:

- the breakdown of participants according to sex and occupation
- the time spent, according to categories of participants, subject categories and type of course (external/internal) for external courses additionally:
- the time spent according to provider
- costs according to cost type, plus payments to third parties
- contributions to collective funding arrangements, less grants and subsidies received from them (net expenditure)

In the case of CVT at the workplace, the following were to be stated:

- the number of participants
- the total time spent

3.2.1.3 Qualitative questions for trainers

The qualitative questions for trainers were concerned in particular with the status of CVT within the enterprise and with its concept of continuing training:

- Methods of analysing the manpower and skill needs
- Use of external advice and assistance for assessing manpower and skill needs
- Existence of a company or collective agreement covering continuing vocational training for particular categories of workers
- Existence of an internal training centre, suitably equipped and with its own personnel
- Existence of a special budget for initial and continuing vocational training
- Existence of a continuing training plan or programme
- Delivery of training schemes for specific groups of employees
- Likely significance of the various forms of CVT over the next ten years

3.2.1.4 Qualitative questions for non-trainers

Enterprises that did not offer their employees any continuing vocational training during 1993 were asked primarily for the reasons and how the enterprise sought to ensure that it had the essential numbers of skilled personnel. They were also asked whether the absence of training in 1993 was merely an exception.

3.2.2 Quantitative data outside the mandatory scheme of questions

In addition to the mandatory scheme of questions, it was agreed with the Member States that they should try to obtain the following data from as many enterprises as possible:

- Workforce by age
- Course participants by age
- Participants in training at the workplace by sex and occupation
- Time spent on internal and external courses by subject category
- Time spent on training at the workplace broken down by subject categories and by sex and occupation of the participants