



EUROPEAN COMMISSION
EUROSTAT

Directorate F: Social statistics

Unit F-3: Labour market and lifelong learning

**Continuing Vocational Training Survey (CVTS)
2005 CVTS (CVTS 3) scientific-use files –
anonymisation methods**

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Background information

The Continuing Vocational Training Survey (CVTS) is one of the surveys identified in [Commission Regulation No 1000/2007](#) amending [Commission Regulation \(EC\) No 831/2002](#) as being eligible for microdata access for scientific purposes.

Commission Regulation (EC) No 831/2002 was repealed in June 2013 by [Commission Regulation \(EU\) No 557/2013](#) on access to confidential data for scientific purposes. CVTS remains eligible for being available for scientific purposes under the new legal framework.

Commission Regulation (EU) No 557/2013 considers two types of confidential data for scientific purposes:

- Secure-use files (non-anonymised data available so far only in Eurostat safe centre)
- Scientific-use files (anonymised data transmitted to researchers on electronic devices)

Article 7(3) of Commission Regulation (EU) No 557/2013 states that: *"in cooperation with national statistical authorities, the Commission (Eurostat) shall prepare datasets for research use which target the different types of confidential data for scientific purposes. When preparing a dataset for research use, the Commission (Eurostat) and the national statistical authorities shall take into account the risk and the impact of unlawful disclosure of confidential data."*

This document describes the anonymisation methods for the CVTS 3 (reference year 2005) scientific-use files agreed with national statistical authorities which provided the CVTS data.

The CVTS 3 scientific-use files (SUF) are released subject to the agreement of national statistical authorities on the research project submitted by the eligible researcher¹.

CVTS 3 in the form of secure-use files is not available.

Basic principles for the anonymisation criteria

Although some protection is derived from the fact that CVTS 3 is a sample survey, there is a need for further safeguards in compiling scientific-use files, which enable scientists to access data outside the "safe centres" of official statistics. The methods described below attach particular importance to coarsening those categorical variables that a potential data intruder might use as overlaps with confidential CVTS 3 data.

The anonymisation method consists in a differentiation of the criteria described in annex 1 according to the number of persons employed. A differentiation should indeed be made between enterprises with a high disclosure risk (large enterprises) and enterprises with a low disclosure risk. A threshold of 1000 persons employed is used to define large enterprises on a common basis for all countries².

Two types of datasets

The criteria 1, 2, 3 and 4 below are common to all countries who agreed to deliver anonymised data to researchers (heading "I. Standard dataset"). An additional dataset might be included for countries allowing for more details. This is described under heading "II. Optional dataset B".

¹ See the procedure <http://ec.europa.eu/eurostat/web/microdata/overview>.

² Please note that the definition of large enterprises chosen for CVTS 3 anonymisation differs from the general definition of large enterprises in business statistics (http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Enterprise_size).

I. STANDARD DATASET

The following four principles are applied to define the standard anonymised dataset for each participating country. This allows providing all data on a set of common but restricted anonymisation criteria.

1. The costs variables are anonymised in the following way for all enterprises³:

- The variables C7sub (direct CVT course costs), C8a (contributions) and C8b (receipts) are replaced by a set of five new variables each. The new variables are expressed in relation to
 - total training costs (C7tot+PAC)
 - persons employed (A2tot05)
 - participants (CVT courses) (C1tot)
 - training hours (CVT courses) (C3tot)
 - total labour costs (A5)

Example for C7sub: C7subtot (C7sub as a percentage of total training costs), C7subemp (C7sub per person employed), C7subpar (C7sub per participant), C7subhour (C7sub per training hour) and C7sublab (C7sub as a percentage of total labour costs).

- Five new variables are created to reflect the labour costs of participants ('personnel absence cost' $PAC=C3tot*A5/A4$), i.e. PACtot (PAC as a percentage of total training costs), PACemp (PAC per person employed), PACpar (PAC per participant), PAChour (PAC per training hour) and PAClab (PAC as a percentage of total labour costs).
- C7tot is replaced with a new total (C7tot+PAC = total training costs) and for this new total four new variables are created as described in annex 1 (C7totemp – per person employed, C7totpar – per participant, C7tothour – per training hour and C7totlab – as a percentage of total labour costs).
- The components of C7sub (C7a, C7b, C7c, C7d) are provided in percentages of C7sub and of total training costs (C7tot+PAC).
- F2tot is provided per IVT participant (F1tot05). The components of the total IVT costs (F2a, F2b, F3a and F3b) are provided in percentages of F2tot and per IVT participant (F1tot05).

2. For all enterprises, some variables are removed from the dataset or modified. This concerns the following variables:

- All ID-Variables are removed, except COUNTRY, WEIGHT and a new modified ENTERPR as sequential number⁴.
- C4tot is omitted, as the variable C3tot gives the same information.
- F2cflag and F2c are removed, because there are only a few isolated figures.

³ To allow for a coherent set of data for small, medium and large enterprises even though some of these variables could be derived by researchers (according to the availability of the total number of persons employed).

⁴ The variable EXTRA2 is kept in the French file as explained in the section 'remarks' below.

3. For large enterprises (1000+ persons employed⁵), the following anonymisation criteria would apply:

- NACE 6 is used (see annex 2).
- The value of A2tot05 is not given but replaced by a unique value (=1000).
- The values for the following variables are modified as described in annex 1:
 - A2tot04, A2m05, A2f05, A3a, A3b, A3c, A4, A4m, A4f, A5
 - B2a, B2b, B2c, B2d, B2e
 - C1tot, C1m, C1f, C2a, C2b, C2c
 - C3tot, C3i, C3e, C4m, C4f, C5a to C5i, C6a to C6g
 - F1tot05, F1m05, F1f05

4. For small and medium enterprises, the criteria '3' above are relaxed as follows.

- NACE 6 is used (see annex 2).
- The variable A2tot05 is kept as total number.⁶
- The following variables are kept as absolute values:
 - A2tot04, A2m05, A2f05, A3a, A3b, A3c, A4, A4m, A4f, A5
 - B2a, B2b, B2c, B2d, B2e
 - C1tot, C1m, C1f, C2a, C2b, C2c
 - C3tot, C3i, C3e, C4m, C4f, C5a to C5i, C6a to C6g
 - F1tot05, F1m05, F1f05

II. OPTIONAL DATASET B

The following dataset can be made available for certain countries where national rules allow for more details (see table 1). This set allows providing additional data using wider anonymisation criteria.

For the optional dataset B, the point of departure is given by the 20 economic sectors of the NACE 20 classification used for drawing the sample for the survey. If on the basis of expansion factors some economic sectors are revealed as particularly vulnerable in a given country, they have to be pooled together with other economic sectors within sections. The exceptions are notified in table 1 below.

OPTIONAL DATASET B FOR SMALL AND MEDIUM ENTERPRISES (10-999 PERSONS EMPLOYED)

- The cost variables are treated as in the standard dataset.
- NACE 20 (see annex 2) is used, or other grouping applicable at national level but more detailed than NACE 6 as explained above.
- The variable A2tot05 is kept as total number.⁶
- The following variables are kept as absolute values:
 - A2tot04, A2m05, A2f05, A3a, A3b, A3c, A4, A4m, A4f, A5
 - B2a, B2b, B2c, B2d, B2e

⁵ Common limit applicable to all countries even though some countries apply higher limits nationally (e.g. 2000+ in Germany).

⁶ All variables representing shares of A2tot05 in annex 1 are kept in the file to allow for a unique structure in all anonymised datasets (standard dataset, optional dataset B).

- C1tot, C1m, C1f, C2a, C2b, C2c
- C3tot, C3i, C3e, C4m, C4f, C5a to C5i, C6a to C6g
- F1tot05, F1m05, F1f05

Table 1 – Availability of datasets by country

Country	Standard dataset	Optional dataset B
BE	Y	N
BG	Y	Y
CZ	Y	N
DK	Y	Y
DE	Y	Y ⁽¹⁾
EE	Y	Y
IE	N	N
EL	N	N
ES	Y	Y
FR	Y	N
IT	N	N
CY	Y	N
LV	Y	Y
LT	N	N

Country	Standard dataset	Optional dataset B
LU	Y	N
HU	Y	N
MT	N	N
NL	N	N
AT	N	N
PL	Y	N
PT	Y	N
RO	Y	N
SI	N	N
SK	N	N
FI	Y	N
SE	Y	N
UK	Y	Y
NO	Y	Y

(1) 15 groups as described in below.

Note: no CVTS 3 data available for HR.

REMARKS FOR RESEARCHERS

NACE groups: NACE 6 and NACE 20 are described in annex 2.

For all variables, values like '9 999 999 998' (not applicable) and '9 999 999 999' (no answer) are kept.

It is reminded that in some countries, non-training enterprises might have costs (contributions).

IVT related data: it is difficult to compare the number of IVT participants (F1tot05) all over the year with the number of persons employed at the end of the year. The variable has been anonymised using the latter although the results have not a real meaning as such. The data should be used for classification purposes. An additional ratio by CVT participant (C1tot) is also available.

COUNTRY SPECIFIC REMARKS

- For Germany, the data for C8 and F3 cannot be disseminated. The variables C8a, C8b, F3a and F3b are set to zero. C7tot and F2tot are recalculated accordingly (C7tot=C7sub). The corresponding 'flags' variables are however maintained.

15 NACE groups as follows:

1501	C10-C14, D23-D26
1502	D15-D16
1503	D17-D19
1504	D20+D36-D37, D21-D22
1505	D27-D28
1506	D29, D30-D33
1507	D34-D35
1508	E40-41
1509	F45
1510	G50+G52
1511	G551
1512	H55
1513	I60-I63, I64
1514	J65-J66, J67
1515	K+O

- For France, the variable EXTRA2 is kept as it contains data on the monthly average number of persons employed in 2005. The data is anonymised in the same way as described in items 3 and 4 above. A variable "RatioExtra2A2 (Extra2/A2tot05*100) is added to allow for correcting all variables in percentages of A2tot05 accordingly if needed.
- In Belgium, the following information is suppressed for certain enterprises: all the information relating to enterprise No 42 should be set to missing, except for variables: Country, Weight, A1 (NACE 6 set to '5'), B1a (set to '1'), B1b (set to '1').

Coverage of small enterprises

The BE, EE, CY, LV and HU files contain data on small enterprises but this might correspond to mismatch between the files used to draw the sample and the actual situation when the survey was carried out.

Quality issues

Some variables or codes are considered of low quality by certain Member States as follows:

DE: variable D14

It is advised that sub-items 'a' to 'e' of Question D14 are combined into a new single yes / no.

PT: variables C8a (contributions CVT) and F3a (contributions IVT) are set to zero (as for Germany) in the dataset because of too low quality.

FI: Variables F1, F2 and F3

There were some discrepancies between CVTS 3 data and data drawn from IVT participant register concerning the number of participants and the distribution of participants within the company. Therefore the Finnish data on IVT participants is not reliable enough for international comparison.

Annex 1: Variable list and codes for CVTS 3 anonymised datasets

Variable name	Variable Group	Variable description	Treatment	Specification/Description
COUNTRY	ID	Country code		Country specific coding, for Germany = DE
ENTERPR	ID	Enterprise ID	Replace with a sequential number	Lower bound = 1 Upper bound = 999996
WEIGHT	ID	Weight with two decimal positions – decimal operator “.”		>= 1
NACE_SP	ID	Sampling plan NACE – category economic activity	Delete	
SIZE_SP	ID	Sampling plan size group	Delete	
NSTRA_SP	ID	Sampling plan – Number of enterprises in the stratum defined by NACE_SP and SIZE_SP, i.e. the population	Delete	
N_SP	ID	Sampling plan - Number of sampled enterprises from the sample-frame in the stratum defined by NACE_SP and SIZE_SP	Delete	
SUB_SP	ID	Sub-sample indicator, shows if enterprise belongs to sub-sample	Delete	
N_RESPST	ID	Number of responding enterprises in the stratum defined by NACE_SP and SIZE_SP, i.e. the population	Delete	
N_EMPREG	ID	Number of persons employed according to the register	Delete	
RESPONSE	ID	Response indicator		only enterprises with response = 1
PROC	ID	Record data collection method	Delete	
IDLANGUA	ID	Language identification	Delete	
IDREGION	ID	Region identification NUTS - level 1	Delete	
EXTRA1	ID	Extra variable 1	Delete	
EXTRA2	ID	Extra variable 2	Delete	Except in France (monthly average number of persons employed in 2005): kept for small and medium enterprises, set to 1000 for large enterprises) Additional variable for France: RatioExtra2A2=Extra2/A2tot05*100
EXTRA3	ID	Extra variable 3	Delete	
A1	Core	Actual NACE code	NACE 6 or NACE 20	NACE 6 for standard dataset NACE 20 for optional dataset B
A2tot04	Key	Total number of persons employed 31-12-2004	Original data if A2tot05≤999; if A2tot05≥1000: Ratio 2004 to 2005	999998 = not applicable A2tot04ratio = A2tot04/A2tot05

A2tot05	Core	Total number of persons employed 31-12-2005	Original data up to 999; unique code 1000 if $A2tot05 \geq 1000$	Without changes except for large enterprises (unique code: 1000)
A2m05		Total number of males employed 31-12-2005	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Percentage of all persons employed	999999 = no answer $A2m05perc = (A2m05/A2tot05) * 100$
A2f05		Total number of females employed 31-12-2005	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Percentage of all persons employed	999999 = no answer $A2f05perc = (A2f05/A2tot05) * 100$
A3a		Persons employed - Under 25 years of age	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Percentage of all persons employed	999999 = no answer $A3aperc = (A3a/A2tot05) * 100$
A3b		Persons employed - 25 to 54 year of age	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Percentage of all persons employed	999999 = no answer $A3bperc = (A3b/A2tot05) * 100$
A3c		Persons employed - 55 years and older	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Percentage of all persons employed	999999 = no answer $A3cperc = (A3c/A2tot05) * 100$
A4	Key	Total number of hours worked in the reference year 2005 by persons employed	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Per person employed	$A4ratio = A4/A2tot05$
A4m		Total number of hours worked in the reference year 2005 by male persons employed	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Per male person employed	999999999999 = no answer $A4mratio = A4m/A2m05$
A4f		Total number of hours worked in the reference year 2005 by female persons employed	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Per female person employed	999999999999 = no answer $A4fratio = A4f/A2f05$
A5	Key	Total labour costs (direct + indirect) of all persons employed in the ref year 2005	Original data if $A2tot05 \leq 999$; if $A2tot05 \geq 1000$: Per person employed	$A5ratio = A5/A2tot05$

A6		SIGNIFICANTLY new technologically improved products or services or methods of producing or delivering products and services during the reference year.		0 = no 1 = yes 9 = no answer
B1a	Core	Internal CVT courses		0 = no 1 = yes
B1b	Core	External CVT courses		0 = no 1 = yes
B2aflag	Core	Flag - on-the-job training		0 = no 1 = yes
B2a		Participants in other form of CVT - On-the job training	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable 999999 = no answer B2aperc = (B2a/A2tot05)*100
B2bflag	Core	Flag - job rotation		0 = no 1 = yes
B2b		Participants in other form of CVT - Job-rotation, exchanges, secondments or study visits	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable 999999 = no answer B2bperc = (B2b/A2tot05)*100
B2cflag	Core	Flag - Learning and quality circles		0 = no 1 = yes
B2c		Participants in other form of CVT - Learning or quality circles	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable 999999 = no answer B2cperc = (B2c/A2tot05)*100
B2dflag	Core	Flag - self-directed learning		0 = no 1 = yes
B2d		Participants in other form of CVT - Self-directed learning	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable 999999 = no answer B2dperc = (B2d/A2tot05)*100
B2eflag	Core	Flag - attendance at conferences etc.		0 = no 1 = yes
B2e		Participants in other form of CVT - Attendance at conferences, etc.	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable 999999 = no answer B2eperc = (B2e/A2tot05)*100
B3a		CVT courses for persons employed in the previous year 2004		0 = no 1 = yes 8 = not applicable 9 = no answer
B3b		Expect to provide CVT courses for persons employed during the next year 2006		0 = no 1 = yes 9 = no answer

B4a		Other forms of CVT for persons employed in the previous year 2004		0 = no 1 = yes 8 = not applicable 9 = no answer
B4b		Expect to provide other forms of CVT for persons employed during the next year 2006		0 = no 1 = yes 9 = no answer
C1tot	Key	Total CVT course participants	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of all persons employed	999998 = not applicable $C1totperc = (C1tot/A2tot05)*100$
C1m		CVT course participants - Male	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of male persons employed	999998 = not applicable 999999 = no answer $C1mperc = (C1m/A2m05)*100$
C1f		CVT course participants - Female	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of female persons employed	999998 = not applicable 999999 = no answer $C1fperc = (C1f/A2f05)*100$
C2a		CVT participants - Under 25 years of age	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of persons employed under 25 years	999998 = not applicable 999999 = no answer $C2aperc = (C2a/A3a)*100$
C2b		CVT participants - 25 to 54 year of age	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of persons employed 25 to 54 years	999998 = not applicable 999999 = no answer $C2bperc = (C2b/A3b)*100$
C2c		CVT participants - 55 years and older	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of persons employed 54 years and older	999998 = not applicable 999999 = no answer $C2cperc = (C2c/A3c)*100$
C3tot	Key	Paid working time (in hours) spent on all CVT courses	Original data if A2tot05≤999; if A2tot05≥1000: Per person employed and per participant	9999999998 = not applicable $C3totemp = C3tot/A2tot05$ $C3totpar = C3tot/C1tot$
C3i		Paid working time (in hours) for internal CVT courses	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999999 = not applicable 9999999999 = no answer $C3iperc = (C3i/C3tot)*100$

C3e		Paid working time (in hours) for external CVT courses	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999998 = not applicable 9999999999 = no answer C3eperc = (C3e/C3tot)*100
C4tot	Key	Paid working time (in hours) spent on all CVT courses	Delete	
C4m		Paid working time (in hours) in CVT courses - Male	Original data if A2tot05≤999; if A2tot05≥1000: Per male person employed and per male participant	9999999998 = not applicable 9999999999 = no answer C4memp = C4m/A2m05 C4mpar = C4m/C1m
C4f		Paid working time (in hours) in CVT courses - Female	Original data if A2tot05≤999; if A2tot05≥1000: Per female person employed and per female participant	9999999998 = not applicable 9999999999 = no answer C4femp = C4f/A2f05 C4fpar = C4f/C1f
C5a		Paid working time in hours - Languages, Foreign (222) and Mother Tongue (223)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999998 = not applicable 9999999999 = no answer C5aperc = (C5a/C3tot)*100
C5b		Paid working time in hours - Sales (341) and Marketing (342)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999998 = not applicable 9999999999 = no answer C5bperc = (C5b/C3tot)*100
C5c		Paid working time in hours - Accounting (344) and Finance (343), Management and Administration (345) and Office work(346)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999998 = not applicable 9999999999 = no answer C5cperc = (C5c/C3tot)*100
C5d		Paid working time in hours - Personal skills/development (090) , Working life (347)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	9999999998 = not applicable 9999999999 = no answer C5dperc = (C5d/C3tot)*100

C5e		Paid working time in hours - Computer science (481) and Computer use (482)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	999999998 = not applicable 999999999 = no answer C5eperc = (C5e/C3tot)*100
C5f		Paid working time in hours - Engineering, Manufacturing and Construction (5)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	999999998 = not applicable 999999999 = no answer C5fperc = (C5f/C3tot)*100
C5g		Paid working time in hours - Environment protection (850) and Occupational health and safety (862)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	999999998 = not applicable 999999999 = no answer C5gperc = (C5g/C3tot)*100
C5h		Paid working time in hours - Personal services (81), Transport services (84), Protection of property and persons (861) and Military (863)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	999999998 = not applicable 999999999 = no answer C5hperc = (C5h/C3tot)*100
C5i		Paid working time in hours - Other training subjects	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time on all CVT courses	999999998 = not applicable 999999999 = no answer C5iperc = (C5i/C3tot)*100
C6a		Paid working time (in hours) - Schools, colleges, universities and other higher education institutions	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer C6aperc = (C6a/C3e)*100
C6b		Paid working time (in hours) - Public training institutions (financed or guided by the government; e.g. adult education centre)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer C6bperc = (C6b/C3e)*100
C6c		Paid working time in (hours) - Private training companies	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer C6cperc = (C6c/C3e)*100

C6d		Paid working time (in hours) - Private companies whose main activity is not training, (equipment suppliers, Parent / Associate companies)	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer $C6dperc = (C6d/C3e)*100$
C6e		Paid working time (in hours) - Employer's associations, chambers of commerce, sector bodies	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer $C6eperc = (C6e/C3e)*100$
C6f		Paid working time (in hours) - Trade unions	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer $C6fperc = (C6f/C3e)*100$
C6g		Paid working time (in hours) - Other training providers	Original data if A2tot05≤999; if A2tot05≥1000: Percentage of paid working time for external CVT courses	999999998 = not applicable 999999999 = no answer $C6gperc = (C6g/C3e)*100$
C7aflag		Flag - fees		0 = no 1 = yes 8 = not applicable 9 = no answer
C7a		CVT course costs - Fees and payments for courses for persons employed	Percentage of subtotal cost (C7sub) and total training costs (C7tot+PAC)	999999998 = not applicable 999999999 = no answer $C7apercC7s = (C7a/C7sub)*100$ $C7apercC7t = C7a/(C7tot+PAC)*100$
C7bflag		Flag - travel costs		0 = no 1 = yes 8 = not applicable 9 = no answer
C7b		CVT course costs - Travel and subsistence payments	Percentage of subtotal cost (C7sub) and total training costs (C7tot+PAC)	999999998 = not applicable 999999999 = no answer $C7bpercC7s = (C7b/C7sub)*100$ $C7bpercC7t = C7b/(C7tot+PAC)*100$
C7cflag		Flag - Labour costs trainers		0 = no 1 = yes 8 = not applicable 9 = no answer

C7c		CVT course costs - Labour costs of internal trainers	Percentage of subtotal cost (C7sub) and total training costs (C7tot+PAC)	999999998 = not applicable 999999999 = no answer $C7cpercC7s = (C7c/C7sub)*100$ $C7cpercC7t = C7c/(C7tot+PAC)*100$
C7dflag		Flag - Training centre and teaching materials etc.		0 = no 1 = yes 8 = not applicable 9 = no answer
C7d		CVT course costs - Training centre, or rooms and teaching materials for CVT courses	Percentage of subtotal cost (C7sub) and total training costs (C7tot+PAC)	999999998 = not applicable 999999999 = no answer $C7dpercC7s = (C7d/C7sub)*100$ $C7dpercC7t = C7d/(C7tot+PAC)*100$
C7sflag		"Sub-total only" flag	Delete	
C7sub	Key	CVT costs sub-total	Percentage of total training costs, per person employed, per participant, per training hour, percentage of total labour costs	999999998 = not applicable $C7subtot = (C7sub/(C7tot+PAC))*100$ $C7subemp = C7sub/A2tot05$ $C7subpar = C7sub/C1tot$ $C7subhour = C7sub/C3tot$ $C7sublab = C7sub/A5*100$
PAC	Key	Personal absence cost - to be calculated (PAC=C3tot*A5/A4)	Percentage of total training costs, per person employed, per participant, per training hour, percentage of total labour costs	999999998 = not applicable $PACtot = (PAC/(C7tot+PAC))*100$ $PACemp = PAC/A2tot05$ $PACpar = PAC/C1tot$ $PAChour = PAC/C3tot$ $PAClab = PAC/A5*100$
C8aflag		Flag - CVT contributions		0 = no 1 = yes 8 = not applicable 9 = no answer
C8a		Contributions CVT	Percentage of total training costs, per person employed, per participant, per training hour, percentage of total labour costs	999999998 = not applicable 999999999 = no answer $C8atot = (C8a/(C7tot+PAC))*100$ $C8aemp = C8a/A2tot05$ $C8apar = C8a/C1tot$ $C8ahour = C8a/C3tot$ $C8alab = C8a/A5*100$
C8bflag		Flag - CVT receipts	(could also be deleted if the number of cases with receipts is too small)	0 = no 1 = yes 8 = not applicable 9 = no answer

C8b		Receipts CVT	Percentage of total training costs, per person employed, per participant, per training hour, percentage of total labour costs	9999999998 = not applicable 9999999999 = no answer $C8btot = (C8b/(C7tot+PAC))*100$ $C8bemp = C8b/A2tot05$ $C8bpar = C8b/C1tot$ $C8bhour = C8b/C3tot$ $C8blab = C8b/A5*100$
C7tot	Key	Total CVT cost	Replaced with a new total (total training cost = $C7tot+PAC$), per person employed, per participant, per training hour, percentage of total labour costs	9999999998 = not applicable $C7totemp = (C7tot+PAC)/A2tot05$ $C7totpar = (C7tot+PAC)/C1tot$ $C7tothour = (C7tot+PAC)/C3tot$ $C7totlab = (C7tot+PAC)/A5*100$
C9a1		Migrants and ethnic minorities - employed		0 = no 1 = yes 8 = not applicable 9 = no answer
C9a2		Migrants and ethnic minorities - specific courses		0 = no 1 = yes 8 = not applicable 9 = no answer
C9b1		Persons with a disability - employed		0 = no 1 = yes 8 = not applicable 9 = no answer
C9b2		Persons with a disability - specific courses		0 = no 1 = yes 8 = not applicable 9 = no answer
C9c1		Persons without formal qualifications - employed		0 = no 1 = yes 8 = not applicable 9 = no answer
C9c2		Persons without formal qualifications - specific courses		0 = no 1 = yes 8 = not applicable 9 = no answer
C9d1		Persons at risk of losing job / redundancy - employed		0 = no 1 = yes 8 = not applicable 9 = no answer
C9d2		Persons at risk of losing job / redundancy - specific courses		0 = no 1 = yes 8 = not applicable 9 = no answer
C10a1		Part-time contract persons - employed		0 = no 1 = yes 8 = not applicable 9 = no answer

C10a2		CVT courses geared to part-time contract holders		0 = no 1 = yes 8 = not applicable 9 = no answer
C10b1		Fixed term contract persons - employed		0 = no 1 = yes 8 = not applicable 9 = no answer
C10b2		CVT courses geared to fixed term contract holders		0 = no 1 = yes 8 = not applicable 9 = no answer
D1		Own or shared training centre		0 = no 1 = yes, own training centre 2 = yes, shared training centre 3 = yes, both own and shared training centre 8 = not applicable 9 = no answer
D2		Person or unit within your enterprise with responsibility for the organisation of CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
D3		Enterprise makes use of an external advisory service		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D4		Enterprise implements regular formal procedures with the objective of evaluating the future skills needs of the enterprise		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D5		Conduct structured interviews with its employees with the objective of establishing the specific training needs of persons employed		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D6		Planning of CVT in the enterprise lead to a written training plan or programme		0 = no 1 = yes 8 = not applicable 9 = no answer
D7		Annual training budget, which includes provision for CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
D8		Measure the satisfaction of the persons trained after the training		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D9		After the training assess the trainees to establish whether the targeted skills were in fact successfully acquired		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer

D10		Enterprise assess the participants' occupational behaviour and change in performance following the training		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D11		Measures the impact of training on business performance through the use of indicators		0 = never 1 = occasionally 2 = often 3 = always 8 = not applicable 9 = no answer
D12		National, sectorial or other agreements between the social partners, which influenced the CVT plans, policies and practices		0 = no 1 = yes 2 = do not know 8 = not applicable 9 = no answer
D13		Existence of a formal structure		0 = no 1 = yes 8 = not applicable 9 = no answer
D13a		Role of formal structure - Objective and priority setting for CVT activities		0 = no 1 = yes 8 = not applicable 9 = no answer
D13b		Role of formal structure - Establishing the criteria for the selection of the target population who should participate to CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
D13c		Role of formal structure - The subject matter of the CVT activity		0 = no 1 = yes 8 = not applicable 9 = no answer
D13d		Role of formal structure - The budgeting process related to CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
D13e		Role of formal structure - The procedure for the selection external CVT providers		0 = no 1 = yes 8 = not applicable 9 = no answer
D13f		Role of formal structure - Evaluation of training outcomes		0 = no 1 = yes 8 = not applicable 9 = no answer
D14a		Publicly-funded advisory service aimed at identifying training needs and/or developing training plans		0 = no 1 = yes 7 = item skipped in national questionnaire 8 = not applicable 9 = no answer
D14b		Financial subsidies towards the costs of training persons employed		0 = no 1 = yes 7 = item skipped in national questionnaire 8 = not applicable 9 = no answer

D14c		Tax relief on expenditure on training persons employed		0 = no 1 = yes 7 = item skipped in national questionnaire 8 = not applicable 9 = no answer
D14d		Procedures to ensure the standards of trainers (e.g. by national registers, assessment etc.)		0 = no 1 = yes 7 = item skipped in national questionnaire 8 = not applicable 9 = no answer
D14e		Provision of recognised standards and frameworks for qualifications and certification		0 = no 1 = yes 7 = item skipped in national questionnaire 8 = not applicable 9 = no answer
D15a		The high costs of CVT courses		0 = no 1 = yes 8 = not applicable 9 = no answer
D15b		The lack of suitable CVT courses in the market		0 = no 1 = yes 8 = not applicable 9 = no answer
D15c		Difficulties in assessing the enterprise's CVT needs		0 = no 1 = yes 8 = not applicable 9 = no answer
D15d		A major training effort was realised in a previous year		0 = no 1 = yes 8 = not applicable 9 = no answer
D15e		The high workload and the limited available time of persons employed		0 = no 1 = yes 8 = not applicable 9 = no answer
D15f		The current level of training is appropriate to the enterprises needs		0 = no 1 = yes 8 = not applicable 9 = no answer
D15g		A higher focus on IVT than CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
D15h		Other reasons		0 = no 1 = yes 8 = not applicable 9 = no answer
E1a		The existing skills and competences corresponded to the current needs of the enterprise		0 = no 1 = yes 8 = not applicable 9 = no answer
E1b		The enterprise's preferred strategy was to recruit individuals with the required skills and competencies		0 = no 1 = yes 8 = not applicable 9 = no answer

E1c		The enterprise had difficulties in assessing its needs concerning CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
E1d		The lack of suitable CVT courses in the market		0 = no 1 = yes 8 = not applicable 9 = no answer
E1e		The costs of CVT courses were too high for the enterprise.		0 = no 1 = yes 8 = not applicable 9 = no answer
E1f		The enterprise preferred to focus on IVT rather than CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
E1g		An investment in CVT was made in a previous year and did not require to be repeated in 2005		0 = no 1 = yes 8 = not applicable 9 = no answer
E1h		The persons employed had no available time to participation in CVT		0 = no 1 = yes 8 = not applicable 9 = no answer
E1i		Other reasons		0 = no 1 = yes 8 = not applicable 9 = no answer
F1tot05	Core	Total number of IVT participants in the enterprise during 2005	Original data if $A2_{tot05} \leq 999$; if $A2_{tot05} \geq 1000$: Ratio of all persons employed and of CVT participants	$F1_{tot05}ratioA2 = F1_{tot05}/A2_{tot05}$ $F1_{tot05}ratioC1 = F1_{tot05}/C1_{tot}$ (see the section 'remarks for researchers' above for the use of this variable)
F1m05		Total number of male IVT participants in the enterprise during 2005	Original data if $A2_{tot05} \leq 999$; if $A2_{tot05} \geq 1000$: Percentage of all IVT participants	999999 = no answer $F1m05perc = (F1m05/F1_{tot05}) * 100$
F1f05		Total number of female IVT participants in the enterprise during 2005	Original data if $A2_{tot05} \leq 999$; if $A2_{tot05} \geq 1000$: Percentage of all IVT participants	999999 = no answer $F1f05perc = (F1f05/F1_{tot05}) * 100$
F2aflag		Flag - IVT individual labour costs		0 = no 1 = yes 8 = not applicable 9 = no answer
F2a		IVT Costs - Labour costs of individuals registered on an IVT activity	Per IVT participant	9999999998 = not applicable 9999999999 = no answer $F2apar = F2a/F1_{tot05}$
F2bflag		Flag - IVT other costs		0 = no 1 = yes 8 = not applicable 9 = no answer

F2b		IVT Costs - Other costs - training fees, travel costs, teaching materials, costs of training centres etc.	Percentage of total IVT costs and per IVT participant	9999999998 = not applicable 9999999999 = no answer $F2btot = F2b/(F2b + F3a - F3b)*100$ $F2bpar = F2b/F1tot05$
F2cflag		Flag - IVT trainer or mentor labour costs	Delete	
F2c		IVT Costs - Labour costs of IVT trainers or mentors	Delete	
F3aflag		Flag IVT contributions		0 = no 1 = yes 8 = not applicable 9 = no answer
F3a		Contributions IVT	Percentage of total IVT costs and per IVT participant	9999999998 = not applicable 9999999999 = no answer $F3atot = F3a/(F2b + F3a - F3b)*100$ $F3apar = F3a/F1tot05$
F3bflag		Flag IVT receipts	(could also be deleted if the number of cases with receipts is too small)	0 = no 1 = yes 8 = not applicable 9 = no answer
F3b		Receipts IVT	Percentage of total IVT costs and per IVT participant (could also be deleted if the number of cases with receipts is too small)	9999999998 = not applicable 9999999999 = no answer $F3btot = F3b/(F2b + F3a - F3b)*100$ $F3bpar = F3b/F1tot05$
F2tot	Key	Total IVT Costs (F2b + F3a - F3b)	Per IVT participant	9999999998 = not applicable $F2totIVTpar = (F2b + F3a - F3b)/F1tot05$

Annex 2: NACE Rev. 1.1 groups

NACE 6 classification of enterprises (also used for CVTS data dissemination on Eurostat website):

01	NACE D	Manufacturing
02	NACE G	Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods
03	NACE J	Financial intermediation
04	NACE K	Real estate, renting and business activities
05	NACE O	Other community, social and personal service activities
06	NACE C, E, F, H and I	Mining and quarrying; Electricity, gas, water; Construction; Hotels and restaurants; Transport, communication

NACE 20 classification of enterprises

2001	C10-C14
2002	D15-D16
2003	D17-D19
2004	D21-D22
2005	D23-D26
2006	D27-D28
2007	D29-D33
2008	D34-D35
2009	D20+D36-D37
2010	E40-41
2011	F45
2012	G50
2013	G51
2014	G52
2015	H55
2016	I60-I63
2017	I64
2018	J65-J66
2019	J67
2020	K+O