

Chapter 4 DEFINITIONS

4.1 Definition and characteristics of the structural information on the enterprise

4.1.1 Total workforce

The following definitions were based on the findings for the workforce statistics:

The workforce of an enterprise includes all persons who are employed by the enterprise, whether or not they have a formal contract of employment.

These persons also include working owners, managers and field staff.

The workforce does not include persons who are currently working at the enterprise but who are paid by another enterprise (e.g. employees of firms under contract).

4.1.2 "Employees" for CVTS purposes

The focus of the CVTS is on continuing rather than initial training. For this reason, the survey should disregard training provided for apprentices and trainees. The term "employees" for CVTS purposes therefore covers the entire personnel of the enterprise as defined under 4.1.1, with the exception of apprentices and trainees.

4.1.3 Apprentices and trainees

Apprentices and trainees are employees who have a special training contract. Employees who are called trainees but have a normal employment contract should not be included under this heading.

4.1.4 New recruits

New recruits are all persons who have been recruited in the last 12 months.

4.1.5 Occupation

The breakdown by occupation referred to the occupation corresponding to the activity performed at the time of the survey. Occupations were classified according to ISCO 88 (COM) major groups 1-5 and 7-9. Full details of this classification are given in Annex 2.

The following occupations were distinguished for the survey:

- Managers and scientific staff (ISCO groups 1 and 2)
- Associate professional and technical staff (ISCO group 3)
- Clerical, secretarial, service and shop workers (ISCO groups 4 and 5)
- Craft and trade workers and operatives and elementary occupations (ISCO groups 7,8 and 9).

4.1.6 Total days/hours worked

This refers to the total number of days or hours actually worked by all employees, excluding apprentices and trainees, in the reference year. It includes time worked during normal periods of work, time worked in addition to normal periods of work and generally paid at a higher rate (overtime), time spent at the place of work standing by or during which no work is done, and short rest periods. It does not include time spent on paid leave, paid public holidays, paid sick leave, fixed meal breaks and time spent travelling between home and the workplace.

4.1.7 Total labour costs

Total labour costs represent all expenditure borne by employers in order to employ workers. They should include:

- direct pay
- bonuses and gratuities
- payments for days not worked
- benefits in kind
- statutory social security contributions and family allowances
- non-statutory payments
- other social expenditure
- vocational training costs (gross)
- taxes, less subsidies

4.2 Description of the forms of continuing vocational training

4.2.1 Training courses

Courses are events designed solely for the purpose of providing vocational training. They take place away from the place of work, e.g. in a classroom or training centre in which a group of people receive instruction from teachers/tutors/lecturers for a period of time specified in advance by those organising the course. Training or vocational education provided by flexible or distance learning methods at a place and for a period determined by the trainee is not to be counted as a course but is a category of its own considered separately in the survey.

Two types of course are distinguished:

- (a) External training courses
These are designed and managed by organisations that are not a part of the enterprise in question. The determining feature is not the place where the course takes place. It could be held on the premises of the enterprise in question.
- (b) Internal training courses
These are courses designed and managed by the enterprise itself, even if held outside the enterprise, e.g. in hotel conference rooms.

4.2.2 Training at the workplace

This means planned periods of training, coaching, instruction or practical experience, using the usual tools of work, either at the immediate place of work or in the work situation.

The work situation may also mean that the training takes place in an environment largely resembling the usual place of work with the usual tools of work available. If necessary, normal output can continue to be produced during the training activity. In detail, this form of continuing training may be characterised as follows:

- It often includes practical "hands on" experience using the normal tools of work.
- It is often highly specific to the current or future everyday tasks of the individual receiving it.
- It is often, but not always, delivered on a one-to-one basis by a superior or a colleague and more rarely by a full-time staff trainer.
- It is important that the primary purpose of the activity is the development or improvement of skills and not the contribution to the enterprise's output.
- If this activity does contribute to the enterprise's output, it should nevertheless be included so long as the main objective is training.

4.2.3 Conferences, seminars, workshops, etc.

Attendance at conferences, workshops and seminars should be counted as training only when the primary purpose of the employee attending them is to extend or update his knowledge.

4.2.4 Job rotation, exchanges, quality circles, etc.

Such actions were to be included only if they were planned in advance for the purpose of developing the knowledge and skills of the workers concerned. Normal transfers of workers from one job to another which are not part of a planned development programme were to be excluded.

4.2.5 Self-learning (open and distance learning courses, video/audio tapes, correspondence courses, computer-based methods or the use of a Learning Resources Centre)

The feature of this type of training is that it is the trainee/learner himself who manages the training time and the place at which the learning takes place.

4.3 Definitions for the quantitative data on external and internal training courses

4.3.1 Number of participants

For CVTS purposes, a participant in courses is a person who has taken part in one or more CVT courses at some time during the year. Each person should be counted once only irrespective of the number of times he or she has participated in courses during the year.

When completing the questionnaire, enterprises had therefore to proceed as follows:

A person who took part in two external courses and one internal course during the year was counted

- once as a participant in external courses
- once as a participant in internal courses and
- once under "total course participants"

So-called "participations" were thus reduced to "participants".

4.3.2 Days/hours on courses

The total number of days/hours spent on courses was related to the total time that all participants spent on CVT courses during the reference period. Where courses were only partly within the reference period, only the time spent during the reference period was to be included. The number of days/hours was to include only the actual training time and not any periods of working or time spent travelling to the place of training. Only time that would otherwise have been paid working time was to be included.

4.3.3 Subject categories

The subject categories to be shown in the questionnaire were arrived at by the CVTS working group in the light of the Commission's requirements (see Table 3)

Table 3

CVTS

Classification of Training Subjects

Training Courses Related to the Firm's General Operation

- 1 Management and Organisational Techniques
- 2 Human Resources Management, including Personal Development
- 3 Job and Environment Safety
- 4 Data Processing
- 5 Accounts/Finance
- 6 Marketing
- 7 Languages

Training Courses Related to the Firm's Specific Activity

- 8 Production Techniques for Goods and Services
of which:
- 9 Operation and Maintenance of Automated Systems
- 10 Quality Control
- 11 Development of New Materials, Products and Services

Other Training

- 12 Other Training Subjects

4.3.4 Course providers

Course providers were the persons or organizations delivering the courses. The Outline Questionnaire contained the following list of possible providers:

- Universities and other Higher Education establishments
- Further education colleges
- Commercial organizations, e.g. private training providers
- Producers/suppliers of equipment
- Non-profit-making organisations, e.g. employer associations, voluntary associations, Trade Unions
- "Parent" company
- Other providers

4.3.5 Course costs

Where the employees of an enterprise had taken part in courses, the enterprises were to state the costs involved. Costs of courses for apprentices and trainees were to be excluded. In the case of longer courses, only the portion of costs accruing in the one year reference period were to be shown.

(1) Labour costs of course participants

This was an estimate of the portion of labour costs of the time spent by participants on internal and external courses.

(2) Travel and subsistence payments made to CVT participants

The statement of these costs was to include all payments made to participants for the time spent travelling to and from courses.

(3) Labour costs associated with internal trainers and other staff engaged in CVT related activities

If the enterprise has any staff engaged in designing, managing or conducting CVT courses, an estimate was to be given here of the labour costs involved. It should include:

- internal trainers and staff of training centres
- directors and other top managers concerned with training policy
- instructors and training managers or officers
- clerical/administrative support to these activities.

For staff engaged part-time in course-related activities, the estimate was to be the appropriate proportion of their labour costs.

(4) Costs of premises (including training centres), materials and equipment for courses

This was to include all the costs of:

- running a training centre (except staff costs)
- furnishing the course premises
- equipment and materials bought specifically for the courses.

If the premises, equipment and materials were used only partly for CVT courses, the estimate was to be only a corresponding proportion of their total cost.

(5) Course fees and other payments to external organisations

All payments made by the enterprise to third parties for CVT courses were to be shown under this heading. This included in particular fees for participation in external courses and for external trainers or instructors (including those providing internal CVT). It also included payments to external consultants for course-related activities.

(6) Levies and grants for CVT courses

In order to estimate the enterprise's actual costs for CVT courses, this heading was intended to show the difference between the enterprise's contributions to collective training funds and the grants received for CVT provision from State and other sources. Such grants and levies were to be included only if directly related to CVT for their employees, i.e. they should not be related to company taxation, economic development or the training of apprentices.

4.4 Definitions for training at the workplace

4.4.1 Number of participants

Here, too, every participant was counted only once, irrespective of how often he or she had participated in this form of CVT during the reference period.

4.4.2 Days/hours on courses

A clear distinction had to be made here between CVT and normal work in the production process. For this reason, any interruption of CVT caused by demands of the production process on the participants had to be deducted from the training time. The same applied for longer breaks. They also had to be deducted.