

CONTINUING VOCATIONAL TRAINING SURVEY IN ENTERPRISES 1994 (CVTS)

Methods and definitions



STATISTISCHES AMT DER EUROPÄISCHEN GEMEINSCHAFTEN
STATISTICAL OFFICE OF THE EUROPEAN COMMUNITIES
OFFICE STATISTIQUE DES COMMUNAUTÉS EUROPÉENNES

L-2920 Luxembourg — Tél. (352) 43 01-1 — Télex COMEUR LU 3423
B-1049 Bruxelles, rue de la Loi 200 — Tél. (32-2) 299 11 11

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Y. Franchet
Directeur général

CONTINUING VOCATIONAL TRAINING SURVEY IN ENTERPRISES 1994 (CVTS)

Methods and definitions

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Chapter 1 INTRODUCTION

1.1 Origin of the survey

The Continuing Vocational Training Survey (CVTS) was part of the action programme for the development of continuing vocational training in the European Community (FORCE) based on Council Decision 90/267/EEC of 29 May 1990. One of the various transnational measures envisaged under this programme was the exchange of comparable data on continuing vocational training.

It was envisaged that, to begin with, in close cooperation with the Eurostat Working Party on Education and Training Statistics and with the competent organizations in the Member States, the data available to them would be systematically collated and, on the basis of work already carried out at national level, comparable concepts and a common methodological framework would be developed for use in all Member States. On the basis of this preliminary work, questionnaires would then be sent to a representative sample of undertakings for the purpose of a specific survey of their CVT activities.

That survey, now generally known by the abbreviation CVTS, is the subject of this publication.

1.2 Preparing for the survey at Community level

In consultation with the FORCE Committee and the Eurostat Working Party on Education and Training Statistics, a special working group was set up to coordinate the preparatory work for the CVTS, on which all Member States, the Commission - through the Task Force Human Resources (TFHR) - Eurostat and top employers' and workers' organizations were represented. The Member States each sent two representatives: a statistical expert and a representative of the ministries responsible for vocational training. The TFHR was also assisted by the FORCE Technical Assistance Office and the Centre for Training Policy Studies at Sheffield University.

The CVTS common framework described below and the associated definitions and recommended methods were drawn up by this working group.

1.3 Scope of this publication

This publication describes the conceptual background to CVTS and how the requirements worked out at Community level were implemented in the 12 Member States of 1994. It also gives a quantitative overview of the findings of the survey in summary form for EUR12.

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.

Table 1

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

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

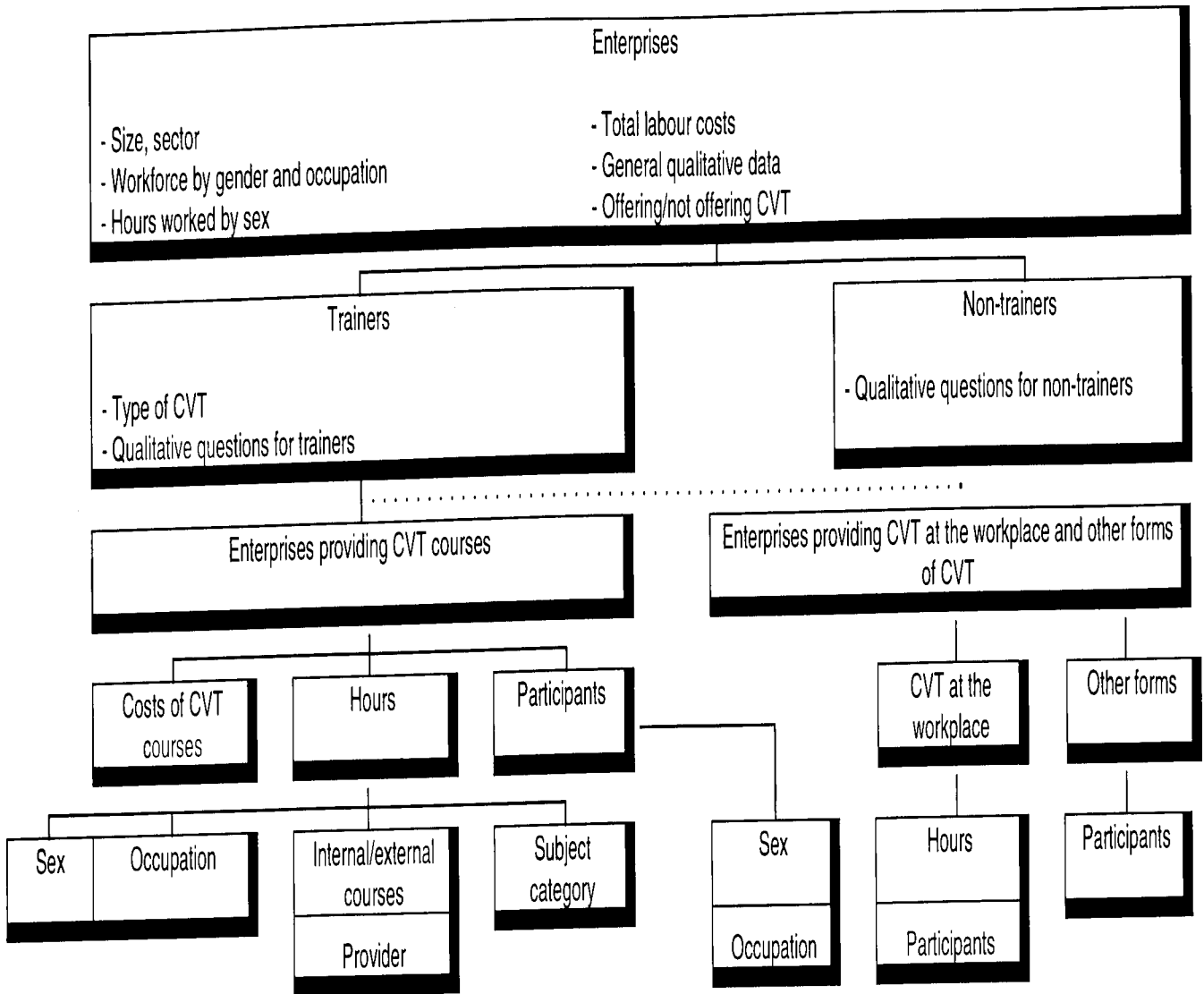


Table 2

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

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)

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.

Chapter 5 METHODS

5.1 CVTS Working Group recommendations

International statistical surveys and comparisons in the fields of education and culture must always take account of the historical characteristics of each nation, which are after all a valuable heritage for the EU. The same applies for vocational education and training. The preparation and conduct of the CVTS took this into account in that Member States were not asked to proceed all in the same way. Rather, a number of criteria and principles for method were laid down, which had to be met by all Member States. They also had the necessary freedom to adapt their procedures to national circumstances. The Working Group's criteria for the design of the survey were as follows:

5.1.1 Questionnaires

The Member States were free to transpose the Community's requirements into the national questionnaires on their own responsibility. This included producing the necessary explanatory notes, checklists and guidance for the work of interviewers in the firms.

5.1.2 Survey methods

Member States were asked to develop their own method of survey on the basis of the requirements set out in the foregoing chapters and to inform the Commission of the outcome of this preparatory work and forward all necessary documents. This enabled the Commission to seek changes for the sake of a better coordinated procedure through bilateral talks if necessary. In general, Member States were free to opt for

- a written survey,
- telephone interviews,
- direct personal interviews

or a combination of these. They were also free to decide whether the enterprise should be confronted with the complete scheme of questions right away or whether there should first be a preliminary survey to ascertain, among other things, who in the firm should be contacted with more detailed questions.

5.1.3 Sample of enterprises

The sample of enterprises was basically to be designed in such a way as to ensure representative results for each combination of economic activity and enterprise size category involved in the CVTS with sufficient quality. This requirement for a representative sample applied equally to both trainers and non-trainers. Member States were free to complement the main sample, if it satisfied all these conditions, with sub-samples for specific matters.

a) Main sample

The main sample was to be stratified at least by the seven groups of activities and six enterprise size categories mentioned previously. So far as possible, the main sample was also to be designed to provide sufficiently representative results for the 20 economic sectors referred to previously.

The enterprises to be surveyed were to be selected so as also to cover the workforce within each combination of sector and size category proportionately. The aim was a main sample designed to achieve responses from at least:

- 1000 enterprises in Luxembourg and Ireland
- 1500 enterprises in Belgium, Denmark, Spain, Greece, the Netherlands and Portugal
- 2000 enterprises in Germany, France, Italy and the United Kingdom.

b) Sub-samples

If sub-samples were used to provide more details of certain matters, they were to be just as representative as the main sample. This applied in particular for sub-samples of enterprises providing CVT at the workplace.

In such a case, the sub-sample size was to be at least:

- 300 enterprises in Luxembourg and Ireland
- 400 enterprises in Belgium, Denmark, Spain, Greece, the Netherlands and Portugal
- 500 enterprises in Germany, France, Italy and the United Kingdom.

In the case of larger enterprises (over 50 employees), sub-samples of the workforce could also be taken. In such cases, the sub-sample had to be representative of all employees by activity and function and comprise at least the following:

- 25% of all employees or 50 persons, whichever was the greater, for enterprises with a workforce of 50 to 999
- at least 250 persons for enterprises with a workforce of 1000 or more.

Member States were to endeavour to achieve at least the following minimum response rates from the sample of enterprises (by reminder letters and telephone contacts):

- normally 50 % and
- 60% at the first stage of a multi-stage survey.

5.2 Methods used in national surveys

The following section is based largely on the technical reports of the Member States, showing in detail the procedures followed at national level. They were passed to the Commission by the respective national authorities as part of the overall CVTS programme.

5.2.1 Belgium

1. Structure of the sample

1.1 Sampling frame

The frame from which the sample was chosen was the VAT register, which contains all the country's enterprises, broken down by region.

1.2 Method of selection

The survey was designed as a stratified sample. The sampling unit was the enterprise. Stratification was by kind of economic activity (7 groups) and size of enterprise (6 classes).

1.3 Regional aspects

The regional distribution of the sample of enterprises was set as follows:

- Flemish Region: 60%
- Walloon Region: 25%
- Brussels Region: 15%

This distribution corresponds roughly to the regional distribution of Belgian enterprises and to the country's total workforce. Enterprises with establishments in more than one region of the country were allocated according to their place of domicile, place of principal activity or location of the head office.

1.4 Scope of the sample

The sample comprised a total of 1,038 enterprises.

2. Conduct of the survey

2.1 Collection procedure

The survey proceeded as follows:

- A written survey was carried out by polling organisations.
- Detailed interviews were conducted by two research institutes belonging to higher education establishments (ICHEC - Institut catholique des Hautes Etudes commerciales in Brussels and De Vlerick School of Management in Ghent). These interviews paid particular attention to continuing training at the workplace.

In the majority of cases, the questionnaire was sent directly to the enterprises in question at the time of the written survey. It was then followed up by telephone or interview. The research institutes' interviews were always prepared by telephone and the questionnaire sent to the contact persons in preparation for the interview.

2.2 Field work

Whether the firms in question were trainers or non-trainers was first established at a preliminary stage of the survey. The trainers were then surveyed on the basis of a questionnaire with the following three main parts:

Part 1: General structural information about the enterprise

Part 2: Qualitative information on CVT

Part 3: Quantitative information on CVT

The non-trainers were surveyed in abbreviated form; in addition to the Part 1 mentioned above, they were asked qualitative questions about their personnel policy and their attitude to continuing vocational training for their employees.

3. The sample achieved

Number of data sets supplied to Eurostat:	1,038
of which for:	
- Trainers:	828
- Non-trainers:	210

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	98 %	98 %	100 %	100 %

- Subject categories	83 %
- Providers	80 %

(3) CVT at the workplace

- Total participants:	83 %
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(4) Personnel policy and attitude to CVT

- Trainers:	99 %
- Non-trainers:	81 %

5. Grossing-up procedure

Two weighting factors were used to gross-up the sample, the second being introduced only in connection with CVT at the workplace for certain optional variables.

5.2.2 Denmark

1. Structure of the sample

1.1 Sampling frame

The sampling frame was a register kept by Danmarks Statistik, which, in addition to all enterprises required to pay VAT, also contained the local units.

This register is updated monthly.

1.2 Method of selection

The survey was designed as a stratified random sample. The sampling unit was the local unit (enterprise or plant). Stratification was according to the economic activity and size of the local unit in terms of the number of employees.

1.3 Regional aspects

Stratification took account of the regional distribution of the sample. However, the survey was not conducted separately by region.

1.4 Scope of the sample

The sample comprised a total of 2,180 local units.

2. Conduct of the sample

2.1 Collection procedure

The survey consisted of telephone interviews and a written survey. It was followed up by telephone.

2.2 Field work

The field work was divided into two stages.

In the first stage it was ascertained who was a trainer and who a non-trainer. This stage included telephone interviews to answer the qualitative questions. In the second stage, the quantitative data for the trainers was collected.

3. The sample achieved

Number of data sets supplied to Eurostat:	1,718
of which for:	
- Trainers:	1,567
- Non-trainers:	151

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	30 %	42 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
33 %	33 %	32 %	33 %	32 %

- Subject categories	31 %
- Providers	33 %

(3) CVT at the workplace

- Total participants:	32 %
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(4) Personnel policy and attitude to CVT

- Trainers:	99 %
- Non-trainers:	100 %

5. Grossing-up procedure

Two weighing factors were used when grossing-up the sample; the second one refers to training providers.

5.2.3 Germany

1. Structure of the sample

1.1 Sampling frame

The following were used to construct the sample:

- the file in manufacturing industry
- the file "Monthly survey of the wholesale and retail trade, hotels and restaurants", and
- the file "Annual survey of commercial intermediation"

As none of the three card files is structured according to NACE Rev. 1, some recoding was necessary. The NACE Rev. 1 activities

60-63	Transport
64	Communication
67	Auxiliary activities of financial intermediation, and
K+O	Real estate, renting business activities and other services

had to be omitted from the survey in Germany because of the lack of sampling frames.

1.2 Method of selection

The survey was designed as a stratified random sample.

Stratification was by 16 activities and 6 size categories.

1.3 Geographical scope

The survey covered all 16 Länder of the Federal Republic of Germany. It was not stratified regionally, however.

1.4 Scope of the sample

a) Main survey

The main survey took in 9,186 enterprises.

b) Additional survey

500 of the enterprises taking part in the main survey were then selected for an additional survey. This additional survey was geared to the topics "Availability of quantitative data on CVT" and "CVT at the workplace in practice".

2. Conduct of the survey

2.1 Collection procedure

a) Preliminary and main survey

All the information from the preliminary and main surveys was collected in writing.

b) Additional survey on training at the workplace

The additional survey on training at the workplace took the form of personal interviews in the enterprises.

2.2 Field work

The survey was designed in two stages: a preliminary and a main survey. The questionnaire for the preliminary survey contained 4 questions on the structure of the enterprises and a further 4 questions to enable the enterprises to be divided into trainers and non-trainers. Trainers were asked what types of training they provided.

The scheme of questions in the main survey was divided into 7 modules. Depending on their answers to the preliminary survey, enterprises were divided into 4 types and each had to answer a specific combination of modules:

Type 1

- a) Enterprises with internal or external courses, training at the workplace and other forms of training
- b) Enterprises with internal or external courses and training at the workplace

Type 2

- c) Enterprises with only internal or external courses
- d) Enterprises with internal or external courses and other forms of training

Type 3

- e) Enterprises with training at the workplace and other forms of training
- f) Enterprises with only training at the workplace
- g) Enterprises with only other forms of training

Type 4

- h) Enterprises with no CVT

3. The sample achieved

For data protection reasons, Germany supplied Eurostat only with aggregated data. The following information therefore relates to the data available at national level.

Number of available data sets:	4,081
of which for:	
- Trainers:	3,822
- Non-trainers:	259

4. Completeness of the microdata in relation to important variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
86 %	83 %	83 %	85 %	76 %

- Subject categories	56 %
- Providers	69 %

(3) CVT at the workplace

- Total participants:	19 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	100 %

5. Grossing-up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.4 Greece

1. Structure of the sample

1.1 Sampling frame

The sample was selected on the basis of the register from the 1988 census of local units. The content of the register was restructured to obtain a data file of enterprises suitable for a CVTS. The economic activity was recoded to correspond to NACE Rev 1. The register was then updated using the 1992 survey of industry and supplemented from administrative documents.

Apart from information identifying the undertakings, the sampling frame so obtained contained among other things a classification by economic activity, the average number of employees in the year and a regional key. NACE Rev 1 sector F (construction) was not contained in the register and was not included in the survey.

1.2 Method of selection

The survey was designed as a stratified random sample. Stratification was by economic activity (18 groups) and size of enterprise, measured as the number of employees (6 groups).

1.3 Regional aspects

The survey covered the whole of Greece. It was not conducted separately by region.

1.4 Scope of the sample

The sample covered a total of 1,500 enterprises.

2. Conduct of the survey

2.1 Collection procedure

The survey was mainly carried out in writing using a questionnaire sent by post. In addition, interviews were held where the questionnaire was completed in the enterprise by a trained interviewer or by officials of the National Statistical Service (NSSG).

2.2 Field work

The letters sent to the enterprises contained:

- A covering letter to the head of the enterprise, explaining the purpose and importance of the survey
- two copies of the questionnaire and
- an accompanying document with detailed definitions.

If the enterprises did not reply within a reasonable time, they were sent a reminder. They were then followed up by telephone. If this was unsuccessful, the enterprises were visited.

3. The sample achieved

Number of data sets supplied to Eurostat:	1,290
of which for:	
- Trainers:	404
- Non-trainers:	886

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	98 %

- Subject categories	100 %
- Providers	100 %

(3) CVT at the workplace

- Total participants:	93 %
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(4) Personnel policy and attitude to CVT

- Trainers:	99 %
- Non-trainers:	91 %

5. Grossing up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.5 Spain

1. Structure of the sample

1.1 Sampling frame

The sampling frame was the "Directorio Central de Empresas" (DIRCE) of the Instituto Nacional de Estadística (INE). This register of enterprises is based on administrative documents and is supplemented by the INE using information from its statistical surveys. Where the DIRCE did not show the nature of the enterprises' economic activities, this was obtained by the Ministry of Labour approaching enterprises with 10 or more employees. The data stored in the DIRCE represented the situation as at 1 October 1992.

1.2 Method of selection

The survey was designed as a stratified random sample. Stratification was according to 20 activities as per NACE Rev2, 6 size categories and the Spanish territorial units at NUTS II level.

1.3 Geographical range

The survey covered the entire national territory with the exception of the overseas provinces of Ceuta and Melilla.

1.4 Scope of the sample

The first phase of the survey covered 12,000 enterprises. 3,400 enterprises were surveyed in the second phase.

2. Conduct of the survey

2.1 Collection procedure

The data was collected in a written survey. Subsequent telephone contacts and personal interviews in the enterprises served to guide and check the written survey.

2.2 Field work

The survey was planned and conducted in two phases:

The purpose of the first phase was to establish which enterprises had offered their employees CVT during the reference period. In the second phase, the corporate characteristics of the trainers and non-trainers were ascertained. Trainers were also asked about the forms of training and other information on the subject.

3. The sample achieved

Number of data sets supplied to Eurostat:	4,550
of which for:	
- Trainers:	2,733
- Non-trainers:	1,817

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	84 %	100 %

- Subject categories	96 %
- Providers	100 %

(3) CVT at the workplace

- Total participants:	100 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	100 %

5. Grossing-up procedure

Two weighting factors were used when grossing-up the sample: one factor for the enterprise data and a second factor for the data concerning the employees and the financial aspects.

5.2.6 France

1. Structure of the sample

1.1 Sampling frame

The sample was taken from a data file held by CEREQ. It contains the enterprises from whom levies were collected by the regional vocational training supervisory authorities in 1992 under Regulation No 24/83.

1.2 Method of selection

The survey was designed as a stratified random sample. The sampling unit was the enterprise. The sample was stratified according to the enterprises' kind of economic activity and their size, measured as the number of employees.

1.3 Regional aspects

The sample was not stratified by region.

1.4 Scope of the sample

a) Main survey

The sample used for the main survey comprised 10,929 enterprises and therefore 12% of the units contained in the sampling frame.

b) Additional survey on CVT at the workplace

The sample for the additional survey was drawn from among the enterprises that had already taken part in the main survey. It comprised 500 enterprises.

2. Conduct of the survey

2.1 Collection method

The data was collected by means of

- questionnaires sent to the enterprises by post
- telephone interviews and follow-up telephone calls, and
- personal interviews (predominantly for the additional survey).

2.2 Field work

For the field work, three complementary questionnaires were sent out:

- a general questionnaire on CVT in the enterprises
- an answer sheet with questions about the frequency and forms of CVT provided at the workplace
- a special questionnaire on CVT at the workplace.

The field work was conducted in two waves.

The first wave began in March 1994 and consisted of

- mailing the questionnaires
- telephone follow-up for the general questionnaire and the answer sheets on CVT at the workplace
- reminder letters for the general questionnaire to enterprises with less than 250 employees,
- personal interviews at enterprises with 250 or more employees that failed to respond to the written questionnaire.

The second wave became necessary because the first wave failed to achieve the necessary number of replies. It began in the autumn of 1994 and involved the mailing of further questionnaires and telephone follow-up.

There were also telephone and personal interviews, conducted by CEREQ and confined to enterprises with more than 5,000 employees that had still not responded.

The additional survey was carried out on the basis of the replies concerning CVT at the workplace. The data was obtained during interviews with the heads of certain departments in the enterprises selected.

3. The sample achieved

Number of data sets supplied to Eurostat:	1,916
of which for:	
- Trainers:	1,732
- Non-trainers:	184

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	79 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

- Subject categories	98 %
- Providers	96 %

(3) CVT at the workplace

- Total participants:	100 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	100 %

5. Grossing-up procedure

The sample was grossed-up using four weighting factors:

- Factor 1: Grossing-up of the data on the enterprise
- Factor 2: Grossing-up of the data on the Employees and costs
- Factor 3: Grossing-up of the data on the enterprise for the enterprises with information on CVT at the workplace
- Factor 4: Grossing-up of the data on the Employees and costs for the enterprises with CVT at the workplace

5.2.7 Ireland

1. Structure of the sample

1.1 Sampling frame

The sampling frame was formed by three different sources:

- the FAS Levy/Grant Register of enterprises in the sectors "Manufacturing industry, construction and car repair shops"
- the Dun and Bradstreet Register of enterprises in the distribution sector, and
- the Kompass register of service enterprises.

1.2 Method of selection

The CVTS was conducted as a stratified random sample. It was stratified according to 18 branches of NACE Rev 1 and 6 enterprise size categories, measured by the number of employees. NACE branch E "Electricity, gas and water" was omitted. NACE branch I "Transport, storage and communications" was not subdivided.

1.3 Regional aspects

There was no regional sub-division.

1.4 Scope of the sample

A total of 1,000 enterprises were drawn for the sample.

2. Conduct of the survey

2.1 Collection procedure

All the enterprises in the sample were sent a letter of notification from the Director General of FAS asking for their assistance. The survey was conducted in the form of interviews.

2.2 Field work

Apart from the hotels/restaurants sector, all interviews were conducted by FAS staff. In the Hotels/restaurants sector, CERT was responsible for the interviews.

The interviews were arranged by telephone. The questionnaire was completed in full during the interview or else left with the enterprises to complete.

3. The sample achieved

Number of data sets supplied to Eurostat:	654
of which for:	
- Trainers:	548
- Non-trainers:	106

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

- Subject categories	100 %
- Providers	100 %

(3) CVT at the workplace

- Total participants:	100 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	96 %

5. Grossing-up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.8 Italy

1. Structure of the sample

1.1 Sampling frame

The sample was taken from a register of enterprises (SIRIO) kept by ISTAT.

1.2 Method of selection

The survey was designed as a stratified random sample. Stratification was by 20 activities and 6 enterprise size categories based on the number of employees. The sampling unit was the enterprise.

1.3 Regional aspects

The survey covered the whole of Italy. Regional aspects were taken into account when the sample was taken.

1.4 Scope of the sample

A previous survey recording, among other things, expenditure on staff training, showed the need for a relatively large sample if there was to be a large enough number of trainers in each stratum. For this reason, a total of 27,046 enterprises in Italy were approached during the survey. The result was 16,415 useable responses.

2. Conduct of the survey

2.1 Collection procedure

The survey was conducted partly in written form and partly by means of interviews. Interviews were held only where the above survey had shown that enterprises trained their staff. The survey was based on a comprehensive questionnaire containing additional questions for national purposes.

2.2 Field work

The CVTS profited from the current legal position, which requires enterprises to respond if a survey is conducted as part of the National Statistical Programme. Enterprises were offered telephone advice to help in completing the written survey, and many took advantage of it.

3. The sample achieved

Number of data sets supplied to Eurostat:	16,415
of which for:	
- Trainers:	5,159
- Non-trainers:	11,256

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	100 %

- Subject categories	100 %
- Providers	99 %

(3) CVT at the workplace

- Total participants:	100 %
-----------------------	-------

(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	86 %

5. Grossing-up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.9 Luxembourg

1. Structure of the sample

1.1 Sampling frame

As a basis for selecting the enterprises, STATEC used the information it had available to draw up a comprehensive list of all enterprises active in Luxembourg in the sectors covered by the CVTS. The list represented the position in March 1992. It was amended and updated using a CEPS/INSTEAD annual survey of enterprises in the industrial sector.

1.2 Method of selection

The survey was designed as a stratified random sample. Stratification was by economic activity (9 groups of NACE or 7 groups of NACE Rev 1) and enterprise size category (6 groups) measured by the number of employees. The sampling unit was the enterprise.

1.3 Regional aspects

The sample was not broken down regionally.

1.4 Scope of the sample

The sample comprised 950 enterprises.

2. Conduct of the survey

2.1 Collection procedure

The survey took the form of personal interviews. It was based on a general questionnaire and a special questionnaire with the questions for the trainers.

2.2 Field work

Following a preliminary announcement of the survey in the press, all the selected enterprises received a letter explaining the aims and method of the survey and notifying them of the interviewer's visit. The interviewers then filled out the questionnaires in the course of their discussions in the firms. Several visits were often required.

3. The sample achieved

Number of data sets supplied to Eurostat:	950
of which for:	
- Trainers:	575
- Non-trainers:	375

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	99 %	100 %	99 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
99 %	98 %	94 %	98 %	97 %

- Subject categories	95 %
- Providers	95 %

(3) CVT at the workplace

- Total participants:	97 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	100 %

5. Grossing-up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.10 Netherlands

1. Structure of the sample

1.1 Sampling frame

The General Business Register (GPR) kept by the CBS was used as the sampling frame. This is an administrative register containing the name, address, size category and economic activity according to the NACE classification of all Dutch enterprises. It is updated monthly.

1.2 Method of selection

A total of four stratified random samples were drawn. They were stratified by economic activity (22 groups) and by enterprise size category (6 classes), measured by the number of employees. The sampling unit was the enterprise.

1.3 Regional aspects

The survey was not broken down regionally.

1.4 Scope of the sample

The first sample contained over 13,000 enterprises. It was used to break the enterprises down according to the training they offered, if any. Three further samples were then drawn:

- | | |
|--|-------------------|
| - Trainers with internal and external courses: | 7,000 enterprises |
| - Trainers with CVT at the workplace: | 1,700 enterprises |
| - Non-trainers: | 1,400 enterprises |

2. Conduct of the survey

2.1 Collection procedure

The survey was conducted partly in writing and partly in the form of interviews.

2.2 Field work

The survey based on the first sample was held in November 1993 in written form using a short questionnaire requiring Yes/No answers. Once the trainers and non-trainers had been identified, it was followed by

- the written survey of trainers with external and internal courses, using a detailed questionnaire
- interviews of trainers with CVT at the workplace and those providing "other" forms of CVT
- the written survey of non-trainers

3. The sample achieved

For data protection reasons, The Netherlands supplied Eurostat only with aggregated data. The following information therefore relates to the data available at national level.

Number of available data sets:	6,409
of which for:	
- Trainers:	5,318
- Non-trainers:	1,091

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	n.r.	100 %	100 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	92 %	n.r.	100 %	100 %

n.r. = not requested

- Subject categories	85 %
- Providers	86 %

(3) CVT at the workplace

- Total participants:	100 %
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(4) Personnel policy and attitude to CVT

- Trainers:	100 %
- Non-trainers:	100 %

5. Grossing-up procedure

Two weighting factors were used when grossing-up the sample: one factor for the enterprise data and a second factor for the data concerning the Employees and the financial aspects.

5.2.11 Portugal

1. Structure of the sample

1.1 Sampling frame

The sample was drawn from the register of enterprises held by the Statistical Department of the Ministry of Employment and Social Security. This register contained the data from the personnel survey of 1992.

1.2 Method of selection

The survey was designed as a stratified random sample. Stratification was by 20 activities and 6 enterprise size categories.

1.3 Regional aspects

The survey covered the mainland of Portugal. It was not broken down by region.

1.4 Scope of the sample

a) Preliminary survey

The sample for the preliminary survey contained 6,003 enterprises.

b) Main survey

The main survey covered 5,216 enterprises, of which:

- Trainers: 1,556 enterprises
- Non-trainers: 3,660 enterprises

2. Conduct of the survey

2.1 Collection procedure

For the preliminary survey, the enterprises received through the post a short questionnaire that was confined to questions on continuing vocational training. The main survey consisted of a written questionnaire and personal interviews in the enterprises that provided training. Any queries were dealt with by telephone.

2.2 Field work

Trainers were first sent the relevant questionnaire by post together with information about the importance of the survey and notification of the interview including a timetable with dates for visits. The interviews were conducted by ten teams of enumerators who covered the whole country in the course of three months. Non-trainers were consulted in writing with a separate questionnaire; as well as all the necessary information, they were also sent a pre-franked envelope to return the questionnaire.

3. The sample achieved

Number of data sets supplied to Eurostat:	3,870
of which for:	
- Trainers:	1,088
- Non-trainers:	2,782

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
28 %	21 %	21 %	27 %	27 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	100 %	100 %	94 %

- Subject categories	100 %
- Providers	99 %

(3) CVT at the workplace

- Total participants:	56 %
-----------------------	------

(4) Personnel policy and attitude to CVT

- Trainers:	94 %
- Non-trainers:	52 %

5. Grossing-up procedure

The sample was grossed-up using a weighting factor that took account of the number of enterprises and the number of employees in each stratum.

5.2.12 United Kingdom

1. Structure of the sample

1.1 Sampling frame

The sample was drawn from British Telecom's "Business Database". This is a list of all 1.8 million firms in the United Kingdom who have a business telephone line. This register's individual data sets are classified according to the type of economic activity and the Employees size class of the respective firms. It is updated monthly.

1.2 Method of selection

The survey was based on a stratified random sample. The sampling unit was the local unit. The above register allowed stratification by 18 activities and 7 size categories.

In the transport, storage and communications and the electricity, gas and water sectors, the large enterprises were drawn as units for the purpose of the survey. The reason for this was that in these enterprises the training functions are highly centralized.

1.3 Regional aspects

The sample was not stratified regionally.

1.4 Scope of the sample

A total of 4,123 establishments were contacted for the survey.

2. Conduct of the survey

2.1 Collection procedure

The survey used

- telephone interviews
- questionnaires for completion by the respondents, and
- personal interviews.

2.2 Field work

The field work was conducted in two waves. The first wave began in October 1994. It involved:

- initial contact by telephone
- mailing questionnaires for completion by trainers
- visiting trainers for the purpose of personal interviews
- interviews in departments of enterprises providing CVT at the workplace
- telephone interviews with non-trainers.

The second wave began in mid December 1994. It was mainly conducted by telephone, and questionnaires for completion by respondents were sent out only if this seemed necessary to help in estimating particular data.

A third of the interviews with trainers were also held during the second wave.

3. The sample achieved

Number of data sets supplied to Eurostat:	2,110
of which for:	
- Trainers:	1,876
- Non-trainers:	234

4. Completeness of the microdata in relation to important selected variables

(1) Total enterprise

Employees			Total hours worked	Total labour cost
Total	by sex	by occupation		
100 %	100 %	100 %	97 %	98 %

(2) Participation in CVT courses

Participants			Time spent	Total cost
Total	by sex	by occupation		
100 %	100 %	99 %	100 %	59 %

- Subject categories	98 %
- Providers	96 %

(3) CVT at the workplace

- Total participants:	100 %
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(4) Personnel policy and attitude to CVT

- Trainers:	97 %
- Non-trainers:	99 %

5. Grossing-up procedure

Two weighting factors were used when grossing-up the sample: one factor for the enterprise data and a second factor for the data concerning the Employees and the financial aspects.

Chapter 6 FINDINGS

An initial presentation of the CVTS findings is given in STATISTICS IN FOCUS 1996. The detailed findings will be published in a separate volume. The following tables are confined to a presentation of the enterprises surveyed, showing the extent to which those enterprises have already introduced continuing vocational training and what forms of continuing vocational training are provided.

1. Providers and Non-Providers by Member State

COMMISSION EUROPEENNE

	All enterprises	Providers of				Non-Providers
		any training	external courses	internal courses	CVT in the work situation	
		1000	%	%	%	
EUR 12	898.7	58	39	23	38	42
Belgium	26.8	46	41	40	31	54
Denmark	34.3	87	71	49	58	13
Germany	178.7	85	58	33	57	15
Greece	14.9	16	7	8	5	84
Spain	116.2	27	19	9	10	73
France	114.3	64	47	34	38	36
Ireland	7.7	77	58	35	56	23
Italy	128.8	15	8	5	5	85
Luxembourg	2.3	60	48	19	26	40
Netherlands	47.1	56	42	19	21	44
Portugal	31.9	13	10	7	8	87
United Kingdom	195.7	81	48	27	66	19

2. Providers and Non-Providers by size band, EUR 12

Size band (workforce)	All enterprises	Providers of				Non-Providers
		any training	external courses	internal courses	CVT in the work situation	
		1000	%	%	%	
10 to 49	729.7	52	32	17	33	48
50 to 99	88.1	75	59	38	50	25
100 to 199	51.4	83	71	53	58	17
200 to 499	16.6	90	81	70	68	10
500 to 999	7.0	94	89	82	74	6
1000 and more	5.8	98	86	86	83	2
Total	898.7	58	39	23	38	42

3. Providers and Non-Providers by industrial activity, EUR 12

Industrial activity	All enterprises	Providers of				Non-Providers
		any training	external courses	internal courses	CVT in the work situation	
	1000	%	%	%	%	%
Section C Mining and quarrying	6.2	42	30	16	27	58
Section D Manufacturing industry						
15-16 Food	35.9	50	34	19	30	50
17-19 Textiles	56.4	26	13	8	16	74
21-22 Paper and printing	28.9	59	41	23	38	41
23-26 Manufacture of non-metallic	42.1	57	39	26	37	43
27-28 Manufacture of metals	58.4	59	41	22	39	41
29-33 Manufacture of machinery	48.1	62	48	27	40	38
34-35 Manufacture of transport	8.7	56	40	27	31	44
20,36,37 Other types of manufacture	33.3	41	23	12	24	59
Section E Electricity, gas and water	3.0	81	76	57	48	19
Section F Construction	127.2	51	34	15	29	49
Section G Wholesale and retail trade						
50 Sales and repair of vehicles	42.5	76	61	28	45	24
51 Wholesale trade	89.2	57	40	26	36	43
52 Retail trade and repairs	75.4	64	37	23	45	36
Section H Hotels and restaurants	65.7	57	25	21	49	43
Section I Transport and communication						
60-63 Transport	38.0	48	34	21	27	52
64 Post and telecommunications	1.6	66	54	45	39	34
Section J Financial intermediation						
65-66 Financial intermediation	15.1	87	75	65	65	13
67 Auxiliary activities	4.1	79	54	24	49	21
Sections K+O Real estate	118.9	73	52	35	50	27
TOTAL	898.7	58	39	23	38	42

ANNEX I - Statistical Classification of Economic Activities (NACE Rev.1)

Section A Agriculture, hunting and fishery

- 05 Agriculture, hunting and related service activities
- 02 Forestry, logging and related service activities

Section B Fishing

- 05 Fishing, operation of fish hatcheries and fish farms, service activities incidental to fishing

Section C Mining and quarrying

- 10 Mining of coal and lignite, extraction of peat
- 11 Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying
- 12 Mining of uranium and thorium ores
- 13 Mining of metal ores
- 14 Other mining and quarrying

Section D Manufacturing

- 15 Manufacture of food products and beverages
- 16 Manufacture of tobacco products
- 17 Manufacture of textiles
- 18 Manufacture of wearing apparel, dressing and dyeing of fur
- 19 Tanning and dressing of leather, manufacture of luggage, handbags, saddlery, harness and footwear
- 20 Manufacture of wood and of products of wood and cork (except furniture), manufacture of articles of straw and plaiting materials
- 21 Manufacture of pulp, paper and paper products
- 22 Publishing, printing and reproduction of recorded media
- 23 Manufacture of coke, refined petroleum products and nuclear fuel
- 24 Manufacture of chemicals and chemical products
- 25 Manufacture of rubber and plastic products
- 26 Manufacture of other non-metallic mineral products
- 27 Manufacture of basic metals
- 28 Manufacture of fabricated metal products, except machinery and equipment
- 29 Manufacture of machinery and equipment n.e.c.
- 30 Manufacture of office machinery and computers
- 31 Manufacture of electrical machinery and apparatus n.e.c.
- 32 Manufacture of radio, television and communication equipment and apparatus
- 33 Manufacture of medical, precision and optical instruments, watches and clocks

- 34 Manufacture of motor vehicles, trailers and semitrailers
- 35 Manufacture of other transport equipment
- 36 Manufacture of furniture, manufacturing n.e.c.
- 37 Recycling

Section E Electricity, gas and water supply

- 40 Electricity, gas, steam and hot water supply
- 41 Collection, purification and distribution of water

Section F Construction

- 45 Construction

Section G Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods

- 50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
- 51 Wholesale trade and commission trade, except of motor vehicles and motorcycles
- 52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

Section H Hotels and restaurants

- 55 Hotels and restaurants

Section I Transport, storage and communication

- 60 Land transport, transport via pipelines
- 61 Water transport
- 62 Air transport
- 63 Supporting and auxiliary transport activities, activities of travel agencies
- 64 Post and telecommunications

Section J Financial intermediation

- 65 Financial intermediation, except insurance and pension funding
- 66 Insurance and pension funding, except compulsory social security
- 67 Activities auxiliary to financial intermediation

Section K Real estate, renting and business activities

- 70 Real estate activities
- 71 Renting of machinery and equipment without operator and of personal and household goods

- 72 Computer and related activities
- 73 Research and development
- 74 Other business activities

**Section L Public administration and defence,
compulsory social security**

- 75 Public administration and defence, compulsory
social security

Section M Education

- 80 Education

Section N Health and social work

- 85 Health and social work

**Section O Other community, social and
personal service activities**

- 90 Sewage and refuse disposal, sanitation and
similar activities
- 91 Activities of membership organization n.e.c.
- 92 Recreational, cultural and sporting activities
- 93 Other service activities

**Section P Private households with
employed persons**

- 95 Private households with employed persons

**Section Q Extra-territorial organizations and
bodies**

- 99 Extra-territorial organizations and bodies

ANNEX II - International Standard Classification of Occupations [ISCO-88(COM)]

- 1 Legislators, senior officials and managers**
- 11 Legislators and senior officials**
 - 111 Legislators and senior government officials
 - 114 Senior officials of special-interest organisations
- 12 Corporate managers**
 - 121 Directors and chief executives
 - 122 Production and operations managers
 - 123 Other specialist managers
- 13 Managers of small enterprises**
 - 131 Managers of small enterprises
- 2 Professionals**
- 21 Physical, mathematical and engineering science professionals**
 - 211 Physicists, chemists and related professionals
 - 212 Mathematicians, statisticians and related professionals
 - 213 Computing professionals
 - 214 Architects, engineers and related professionals
- 22 Life science and health professionals**
 - 221 Life science professionals
 - 222 Health professionals (except nursing)
 - 223 Nursing and midwifery professionals
- 23 Teaching professionals**
 - 231 College, university and higher education teaching professionals
 - 232 Secondary education teaching professionals
 - 233 Primary and pre-primary education teaching professionals
 - 234 Special education teaching professionals
 - 235 Other teaching professionals
- 24 Other professionals**
 - 241 Business professionals
 - 242 Legal professionals
 - 243 Archivists, librarians and related information professionals
 - 244 Social science and related professionals
 - 245 Writers and creative or performing artists
 - 246 Religious professionals
 - 247 Public service administrative professionals
- 3 Technicians and associate professionals**
- 31 Physical and engineering science associate professionals**
 - 311 Physical and engineering science associate professionals
 - 312 Computer associate professionals
 - 313 Optical and electronic equipment operators
 - 314 Ship and aircraft controllers and technicians
 - 315 Safety and quality inspectors
- 32 Life science and health associate professionals**
 - 321 Life science technicians and related associate professionals
 - 322 Health associate professionals (except nursing)
 - 323 Nursing and midwifery associate professionals
- 33 Teaching associate professionals**
 - 331 Primary education teaching associate professionals
 - 332 Pre-primary education teaching associate professionals
 - 333 Special education teaching associate professionals
 - 334 Other teaching associate professionals
- 34 Other associate professionals**
 - 341 Finance and sales associate professionals
 - 342 Business services agents and trade brokers
 - 343 Administrative associate professionals
 - 344 Customs, tax and related government associate professionals
 - 345 Police inspectors and detectives
 - 346 Social work associate professionals
 - 347 Artistic, entertainment and sports associate professionals
 - 348 Religious associate professionals
- 4 Clerks**
- 41 Office clerks**
 - 411 Secretaries and key-board operating clerks
 - 412 Numerical clerks
 - 413 Material-recording and transport clerks
 - 414 Library, mail and related clerks
 - 419 Other office clerks
- 42 Customer services clerks**
 - 421 Cashiers, tellers; and related clerks
 - 422 Client information clerks
- 5 Service workers and shop and market sales workers**
- 51 Personal and protective services workers**
 - 511 Travel attendants and related workers
 - 512 Housekeeping and restaurant services workers
 - 513 Personal care and related workers
 - 514 Other personal services workers
 - 516 Protective services workers
- 52 Models, Salespersons and demonstrators**
 - 521 Fashion and other models
 - 522 Shop, stall and market salespersons and demonstrators
- 6 Skilled agricultural and fishery workers**
- 61 Skilled agricultural and fishery workers**
 - 611 Market gardeners and crop growers
 - 612 Animal producers and related workers
 - 613 Crop and animal producers
 - 614 Forestry and related workers
 - 615 Fishery workers, hunters and trappers

7 Craft and related trades workers

71 Extraction and building trades workers

- 711 Miners, shottirers, stone cutters and carvers
- 712 Building frame and related trades workers
- 713 Building finishers and related trades workers
- 714 Painters, building structure cleaners and related trades workers

72 Metal, machinery and related trades workers

- 721 Metal moulders, welders, sheet-metal workers, structural-metal preparers and related trades workers
- 722 Blacksmiths, tool-makers and related trades workers
- 723 Machinery mechanics and fitters
- 724 Electrical and electronic equipment mechanics and fitters

73 Precision, handicraft, craft printing and related trades workers

- 731 Precision workers in metal and related materials
- 732 Potters, glass-makers and related trades workers
- 733 Handicraft workers in wood, textile, leather and related materials
- 734 Craft printing and related trades workers

74 Other craft and related trades workers

- 741 Food processing and related trades workers
- 742 Wood treaters, cabinet-makers and related trades workers
- 743 Textile, garment and related trades workers
- 744 Pelt, leather and shoemaking trades workers

8 Plant and machine operators and assemblers

81 Stationary-plant and related operators

- 811 Mining and mineral-processing plant operators
- 812 Metal-processing plant operators
- 813 Glass, ceramics and related plant operators
- 814 Wood-processing- and paper-making plant operators
- 815 Chemical-processing-plant operators
- 816 Power production and related plant operators
- 817 Industrial robot operators

82 Machine operators and assemblers

- 821 Metal- and mineral-products machine operators
- 822 Chemical products machine operators
- 823 Rubber- and plastic-products machine operators
- 824 Wood-products machine operators
- 825 Printing-, binding- and paper-products machine operators
- 826 Textile-, fur- and leather products machine operators
- 827 Food and related products machine operators
- 828 Assemblers
- 829 Other machine operators not elsewhere classified
- 83 Drivers and mobile plant operators**
- 831 Locomotive engine drivers and related workers
- 832 Motor vehicle drivers
- 833 Agricultural and other mobile plant operators
- 834 Ships' deck crews and related workers

9 Elementary occupations

91 Sales and services elementary occupations

- 911 Street vendors and related workers
- 912 Shoe cleaning and other street services elementary occupations
- 913 Domestic and related helpers, cleaners and launders
- 914 Building caretakers, window and related cleaners
- 915 Messengers, porters, doorkeepers and related workers
- 916 Garbage collectors and related labourers

92 Agricultural, fishery and related labourers

- 921 Agricultural, fishery and related labourers

93 Labourers in mining, construction, manufacturing and transport

- 931 Mining and construction labourers
- 932 Manufacturing labourers
- 933 Transport labourers and freight handlers

0 Armed forces

01 Armed forces

- 011 Armed forces

ES Clasificación de las publicaciones de Eurostat**TEMA**

- 0 Diversos (rosa)
- 1 Estadísticas generales (azul oscuro)
- 2 Economía y finanzas (violeta)
- 3 Población y condiciones sociales (amarillo)
- 4 Energía e industria (azul claro)
- 5 Agricultura, silvicultura y pesca (verde)
- 6 Comercio exterior (rojo)
- 7 Comercio, servicios y transportes (naranja)
- 8 Medio ambiente (turquesa)
- 9 Investigación y desarrollo (marrón)

SERIE

- A Anuarios y estadísticas anuales
- B Estadísticas coyunturales
- C Cuentas y encuestas
- D Estudios e investigación
- E Métodos
- F Estadísticas breves

GR Ταξινόμηση των δημοσιεύσεων της Eurostat**ΘΕΜΑ**

- 0 Διάφορα (ροζ)
- 1 Γενικές στατιστικές (βαθύ μπλε)
- 2 Οικονομία και δημοσιονομικά (βιολετί)
- 3 Πληθυσμός και κοινωνικές συνθήκες (κίτρινο)
- 4 Ενέργεια και βιομηχανία (μπλε)
- 5 Γεωργία, δάση και αλιεία (πράσινο)
- 6 Εξωτερικό εμπόριο (κόκκινο)
- 7 Εμπόριο, υπηρεσίες και μεταφορές (πορτοκαλί)
- 8 Περιβάλλον (τουρκουάζ)
- 9 Έρευνα και ανάπτυξη (καφέ)

ΣΕΙΡΑ

- A Επετηρίδες και ετήσιες στατιστικές
- B Συγκυριακές στατιστικές
- C Λογαριασμοί και έρευνες
- D Μελέτες και έρευνα
- E Μέθοδοι
- F Στατιστικές εν συντομία

IT Classificazione delle pubblicazioni dell'Eurostat**TEMA**

- 0 Diverse (rosa)
- 1 Statistiche generali (blu)
- 2 Economia e finanze (viola)
- 3 Popolazione e condizioni sociali (giallo)
- 4 Energia e industria (azzurro)
- 5 Agricoltura, foreste e pesca (verde)
- 6 Commercio estero (rosso)
- 7 Commercio, servizi e trasporti (arancione)
- 8 Ambiente (turchese)
- 9 Ricerca e sviluppo (marrone)

SERIE

- A Annuari e statistiche annuali
- B Statistiche sulla congiuntura
- C Conti e indagini
- D Studi e ricerche
- E Metodi
- F Statistiche in breve

FI Eurostatin julkaisuluokitus**Aihe**

- 0 Sekalaista (vaaleanpunainen)
- 1 Yleiset tilastot (yönsininen)
- 2 Talous ja rahoitus (violetti)
- 3 Väestö- ja sosiaalitilastot (keltainen)
- 4 Energia ja teollisuus (sininen)
- 5 Maa- ja metsätalous, kalastus (vihreä)
- 6 Ulkomaankauppa (punainen)
- 7 Kauppa, palvelut ja liikenne (oranssi)
- 8 Ympäristö (turkoosi)
- 9 Tutkimus ja kehitys (ruskea)

SARJA

- A Vuosikirjat ja vuositilastot
- B Suhdannetilastot
- C Laskennat ja kyselytutkimukset
- D Tutkimukset
- E Menetelmät
- F Tilastokatsaukset

DA Klassifikation af Eurostats publikationer**EMNE**

- 0 Diverse (rosa)
- 1 Almene statistikker (mørkeblå)
- 2 Økonomi og finanser (violet)
- 3 Befolkning og sociale forhold (gul)
- 4 Energi og industri (blå)
- 5 Landbrug, skovbrug og fiskeri (grøn)
- 6 Udenrigshandel (rød)
- 7 Handel, tjenesteydelser og transport (orange)
- 8 Miljø (turkis)
- 9 Forskning og udvikling (brun)

SERIE

- A Årbøger og årlige statistikker
- B Konjunkturstatistikker
- C Tællinger og rundspørger
- D Undersøgelser og forskning
- E Metoder
- F Statistikoversigter

EN Classification of Eurostat publications**THEME**

- 0 Miscellaneous (pink)
- 1 General statistics (midnight blue)
- 2 Economy and finance (violet)
- 3 Population and social conditions (yellow)
- 4 Energy and industry (blue)
- 5 Agriculture, forestry and fisheries (green)
- 6 External trade (red)
- 7 Distributive trades, services and transport (orange)
- 8 Environment (turquoise)
- 9 Research and development (brown)

SERIES

- A Yearbooks and yearly statistics
- B Short-term statistics
- C Accounts and surveys
- D Studies and research
- E Methods
- F Statistics in focus

NL Classificatie van de publikaties van Eurostat**ONDERWERP**

- 0 Diverse (roze)
- 1 Algemene statistiek (donkerblauw)
- 2 Economie en financiën (paars)
- 3 Bevolking en sociale voorwaarden (geel)
- 4 Energie en industrie (blauw)
- 5 Landbouw, bosbouw en visserij (groen)
- 6 Buitenlandse handel (rood)
- 7 Handel, diensten en vervoer (oranje)
- 8 Milieu (turkoois)
- 9 Onderzoek en ontwikkeling (bruin)

SERIE

- A Jaarboeken en jaarstatistieken
- B Conjunctuurstatistieken
- C Rekening en enquêtes
- D Studies en onderzoeken
- E Methoden
- F Statistieken in het kort

SV Klassifikation av Eurostats publikationer**ÄMNE**

- 0 Diverse (rosa)
- 1 Allmän statistik (mörkblå)
- 2 Ekonomi och finans (lila)
- 3 Befolkning och sociala förhållanden (gul)
- 4 Energi och industri (blå)
- 5 Jordbruk, skogsbruk och fiske (grön)
- 6 Utrikeshandel (röd)
- 7 Handel, tjänster och transport (orange)
- 8 Miljö (turkos)
- 9 Forskning och utveckling (brun)

SERIE

- A Årsböcker och årlig statistik
- B Konjunkturstatistik
- C Redogörelser och enkäter
- D Undersökningar och forskning
- E Metoder
- F Statistiköversikter

DE Gliederung der Veröffentlichungen von Eurostat**THEMENKREIS**

- 0 Verschiedenes (rosa)
- 1 Allgemeine Statistik (dunkelblau)
- 2 Wirtschaft und Finanzen (violett)
- 3 Bevölkerung und soziale Bedingungen (gelb)
- 4 Energie und Industrie (blau)
- 5 Land- und Forstwirtschaft, Fischerei (grün)
- 6 Außenhandel (rot)
- 7 Handel, Dienstleistungen und Verkehr (orange)
- 8 Umwelt (türkis)
- 9 Forschung und Entwicklung (braun)

REIHE

- A Jahrbücher und jährliche Statistiken
- B Konjunkturstatistiken
- C Konten und Erhebungen
- D Studien und Forschungsergebnisse
- E Methoden
- F Statistik kurzgefaßt

FR Classification des publications d'Eurostat**THÈME**

- 0 Divers (rose)
- 1 Statistiques générales (bleu nuit)
- 2 Économie et finances (violet)
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Under the four-year Community action programme for the development of continuing vocational training (FORCE), a specific sample survey on continuing vocational training (CVTS) was carried out in 1994 in the then 12 EC Member States. The survey covered all continuing vocational training activities involving an enterprise's employees with the exception of initial training of apprentices or trainees with a special training contract.

The survey was based on a common methodological framework using comparable concepts and a common frame questionnaire. The survey unit was the 'enterprise' with a workforce of 10 or more, and the reference period was the calendar year 1993.

The overall sample of enterprises (50 000 in total — EUR 12) was designed in such a way as to lead to results representative of the national economy and of each size and sector of enterprise included in the survey. Sectors excluded from the survey were agriculture, forestry, fishing, public services including health and education, and domestic staff.

This publication details the origin of the survey, as well as its aim and contents. It sets out also the scheme of questions to be answered, as well as the definition to be used. Finally, it gives details of the methods employed in the various national surveys.

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