

Confidential when complete

QUESTIONNAIRE | ENGLISH

Reference Period: 2025

Continuing vocational training (CVT) are training measures or activities with the primary aim of obtaining new competences or developing and improve the existing ones and which must be financed at least partly by the enterprises for their persons employed. CVT must be planned in advance and organised or supported with the intention of learning.

Note: The reference year for this questionnaire is the year **2025**. This questionnaire is accompanied by a **Supporting Document** that provides definitions and examples for many questions.

Enterprise's information

Kindly write down the Enterprise's information below:

Enterprise Name:

Enterprise Address:

Respondent's contact information

Kindly write down the respondent's contact information below:

Name and Surname

Position held

Telephone/Mobile No.

Email

SECTION A: BACKGROUND DATA ON THE ENTERPRISE

A1. What is the **principal economic activity** of the enterprise? _____
E.g. manufacturing of food products, retail of household goods, etc.

A2. What was the **average total number of persons employed** by the enterprise during **2025**?

- Include any persons employed directly by the enterprise such as working owners, part-timers, unpaid family workers, paid persons employed absent for a short period (e.g. sick leave), seasonal workers and home workers.
- Exclude any persons employed under apprenticeship or training contracts.

	Average total number of persons employed
Males	
Females	
Total	

A3. In **2025**, what was the **total number of hours worked** by all persons employed by the enterprise? *(Choose one option only)*

- Include actual hours worked (in the enterprise or teleworking) during normal periods of work; overtime; paid standby; paid short rest periods; and training hours.
- Exclude hours not worked (paid or unpaid) e.g. leave, public holidays, sick leave, maternity/parental leave, and other paid or unpaid leave.

1. Specify € _____ -> A9
2. Do not know

A4. On average, how many **actual hours per day** did a typical employee in your enterprise work?
(Including any paid overtime hours but excluding any hours worked by apprentices)

Actual hours per day: _____

A5. On average, how many **days of annual leave** does a typical employee in your enterprise take?
(Including vacation leave, sick leave, injury leave)

Days of annual leave: _____

A6. On average, how many **days of public or bank holidays** would a typical employee in your enterprise take?

Days of public or bank holidays: _____

A7. Are there any **other days off work** that your employees are entitled to?

1. Yes
2. No -> A9

A8. On average, how many **additional days off work** would your employees be entitled to?

Additional days off work: _____

A9. In **2025**, what were the **total labour costs** (direct and indirect) for persons employed by the enterprise? *(Choose one option only)*

- *Include direct pay/wages, bonuses, allowances, benefits in kind, payments for hours/days not worked, social security contributions, vocational training costs, taxes and other imputed contributions e.g. health insurance.*

1. Specify €_____ -> B1
2. Do not know

A10. What is the **average annual salary** of employees in your company?

Average annual salary: €_____

- *Please consider the lowest salary, the highest salary, and the salary of the most common position.*
- *Exclude any additional payments, such as bonuses, from this figure.*

A11. What is the **average annual additional payment** (e.g. bonus, commission) that an average employee in your company receives?

Average annual additional payment: €_____

A12. On average, what was the **total number of overtime hours worked** by all employees during **2025**?

Total number of overtime hours worked: _____

A13. What is the **average hourly rate paid for overtime work** in your enterprise during **2025**?

Average hourly rate paid for overtime work: €_____

SECTION B: CVT STRATEGIES

This section of the questionnaire focuses on the enterprise's continuing vocational training (CVT) strategies.

CVT covers planned and organised training activities aimed at acquiring new skills or enhancing existing ones. These activities must be partially financed by the enterprise for its employees, including unpaid family workers and casual workers. However, activities apprenticeship or training contracts are excluded. CVT is distinct from incidental learning and Initial Vocational Training (IVT), and can be conducted on-site, online, or through blended learning approaches.

CVT activities meet the following criteria:

- The training is planned in advance.
- The training is organised or supported specifically for learning purposes.
- The training is financed fully or at least partly by the enterprise.

B1. Is there a specific person or unit within the enterprise responsible for organising CVT? *(Choose one option only)*

1. Yes
2. No

B2. Does your enterprise regularly assess future skills and competence needs in the enterprise? *(Choose one option only)*

"Regularly" refers to recent past years and the next few years.

1. Yes, but not regularly (mainly linked to changes in personnel)
2. Yes, it is part of the overall planning process in the enterprise
3. No

B3. How does your enterprise usually respond to future skill and competence needs?

(Choose all that apply. The option 'None of the above' can only be chosen on its own.)

a	Continuing vocational training for current staff	<input type="checkbox"/>	
b	Recruiting new staff with suitable qualifications, skills and competences	<input type="checkbox"/>	
c	Recruiting new staff and providing them with specific training	<input type="checkbox"/>	
d	Internal reorganisation to better use existing skills/competences and meet future needs	<input type="checkbox"/>	
e	None of the above	<input type="radio"/>	

B4. Which skills/competences are generally considered most important for your enterprise's development over the next few years?

(Choose the three most important)

		Choose the three most important
a	General IT skills	<input type="checkbox"/>
b	IT professional skills	<input type="checkbox"/>
c	Management skills	<input type="checkbox"/>
d	Teamwork skills	<input type="checkbox"/>
e	Customer handling skills	<input type="checkbox"/>
f	Problem-solving skills	<input type="checkbox"/>
g	Office administration skills	<input type="checkbox"/>
h	Foreign language skills	<input type="checkbox"/>
i	Technical, practical, or job-specific skills	<input type="checkbox"/>
j	Oral or written communication skills	<input type="checkbox"/>
k	Numeracy and/or literacy skills	<input type="checkbox"/>
l	Other skills not listed above, specify: _____	<input type="checkbox"/>
o	Do not know	<input type="radio"/>

B5. Does planning for CVT in the enterprise usually result in a written training plan or programme? *(Choose one option only)*

1. Yes
2. No

B6. Does your enterprise usually have an annual training budget which includes funds for CVT? *(Choose one option only)*

1. Yes
2. No

B7. In your enterprise, do written agreements between social partners (at national, regional, or sector levels) usually cover the provision of CVT? *(Choose one option only)*

1. Yes
2. No
3. Not applicable (no written agreements between social partners in the country)

B8. Are staff representatives/committees usually involved in the management process of CVT? *(Choose one option only)*

1. Yes
2. No -> C1
3. Not applicable (no staff representatives/committees) -> C1

B9. Which aspects of CVT management are staff representatives/committee usually involved in?

(Choose all that apply. The option 'None of the above' can only be chosen on its own.)

a	Setting objectives for training	<input type="checkbox"/>
b	Establishing criteria for the selection of participants or target groups	<input type="checkbox"/>
c	Determining the type or form of training (e.g. internal, external courses, guided-on-the-job training)	<input type="checkbox"/>
d	Content of training	<input type="checkbox"/>
e	Budget of training	<input type="checkbox"/>
f	Selection of external training providers	<input type="checkbox"/>
g	Evaluation/assessment of training outcomes	<input type="checkbox"/>
h	None of the above	<input type="radio"/>

SECTION C: CVT CHARACTERISTICS

This section addresses continuing vocational training (CVT) activities for persons employed in the enterprise.

CVT activities meet the following criteria:

- The training is planned in advance.
- The training is organised or supported specifically for learning purposes.
- The training is financed fully or at least partly by the enterprise.

C1. In **2025**, did your enterprise provide **internal** or **external CVT courses** to its employees?
(Choose all that apply. The option 'No internal or external CVT courses provided' can only be chosen on its own.)

CVT courses can be conducted on-site, online, or as blended/hybrid courses.

a	Internal CVT courses (designed and managed by the enterprise itself, where the course can take place either within or outside the enterprise)	<input type="checkbox"/>
b	External CVT courses (designed and managed by organisations outside the enterprise)	<input type="checkbox"/>
c	No internal or external CVT courses provided	<input type="radio"/>

C2. In **2025**, did your enterprise provide **guided-on-the-job training**? (Choose one option only)

It includes planned periods of training, instruction, or practical experience undertaken in the workplace using normal work tools, either at immediate place of work or in the work situation. A tutor or instructor is present.

1. Yes
2. No -> C4

C3. What percentage of employed persons participated in guided-on-the-job training in **2025**? (Choose one option only)

1. Less than 10% of all persons employed
2. From 10% to less than 50% of all persons employed
3. 50% or more of all persons employed

C4. In **2025**, did your enterprise provide **job rotation, exchanges, secondments or study visits**? (Choose one option only)

It should be planned in advance with the intention of developing skills of the persons employed. Exclude transfers of workers between jobs that are not part of a planned developmental programme.

1. Yes
2. No -> C6

C5. What percentage of employed persons participated in job rotation, exchanges, secondments or study visits in **2025**?
(Choose one option only)

1. Less than 10% of all persons employed
2. From 10% to less than 50% of all persons employed
3. 50% or more of all persons employed

C6. In **2025**, did your enterprise provide any **conferences, workshops, trade fairs and lectures**? (Choose one option only)

Participation in these events is counted as training only when they are planned in advance and the primary intention of a person employed participating in them is training/learning.

1. Yes
2. No -> C8

C7. What percentage of employed persons participated in conferences, workshops, trade fairs and lectures in **2025**?

(Choose one option only)

1. Less than 10% of all persons employed
2. From 10% to less than 50% of all persons employed
3. 50% or more of all persons employed

C8. In **2025**, did your enterprise provide any **planned training through participation in learning circles or quality circles**?

(Choose one option only)

***Learning circles** are groups of employed persons who meet regularly to learn about the requirements of the work organisation, work procedures and workplaces.*

***Quality circles** are working groups that aim to solve production or workplace problems through discussion.*

1. Yes
2. No -> C10

C9. What percentage of employed persons participated in learning or quality circles in **2025**? (Choose one option only)

1. Less than 10% of all persons employed
2. From 10% to less than 50% of all persons employed
3. 50% or more of all persons employed

C10. In **2025**, did your enterprise provide any **self-directed learning/e-learning**? (Choose one option only)

- *Include participation in a planned learning activity where the participant manages the time and location of the activity. It happens without a trainer present using one or more learning media.*
- *Exclude surfing the internet in an unstructured way.*
- *Exclude also self-directed learning already listed in CVT courses for example online learning programs having a curriculum, registration, tutoring and tests.*

1. Yes
2. No -> C12

C11. What percentage of persons employed participated in self-directed learning/e-learning in **2025**? (Choose one option only)

1. Less than 10% of all persons employed
2. From 10% to less than 50% of all persons employed
3. 50% or more of all persons employed

C12. Did the enterprise provide **CVT courses** (external or internal CVT) to its employed persons in the previous year (**2024**)?
(Choose one option only)

1. Yes
2. No
3. Not applicable (enterprise did not exist last year) -> C14

C13. Did the enterprise provide **other forms of CVT** to its employed persons in the previous year (**2024**)? (Choose one option only)

Other forms of CVT are typically connected to the active work and the active workplace, but they can also include participation (instruction) in guided-on-the-job training, job rotation, exchanges, study-visits, conferences, trade fairs, learning or quality circles, or self-direct learning, etc. for the purpose of learning.

1. Yes
2. No

C14. Did the enterprise contribute to any collective/mutual or other training funds in **2025**? (Choose one option only)

The contributions are made by the enterprise to collective funding arrangements through government and intermediary organisations.

1. Yes
2. No -> C16

C15. What was the amount of the contributions? € _____

C16. In **2025**, did the enterprise receive any payments from collective/mutual training funds or other financial subsidies for the provision of CVT courses? (Choose one option only)

Receipts may include subsidies, government support, private foundation funding, royalty payments for training resources developed by the enterprise, or payments received for training external clients.

1. Yes
2. No -> D1

C17. What was the amount of the receipts? € _____

C18. In **2025**, what measures did your enterprise benefit from for providing CVT? (Choose all that apply)

a	Tax incentives (e.g. allowances, exemptions, credits, reliefs, deferrals)	<input type="checkbox"/>	
b	Receipts from training funds (national, regional, sector)	<input type="checkbox"/>	
c	EU subsidies (e.g. European Social Fund)	<input type="checkbox"/>	
d	Government subsidies	<input type="checkbox"/>	
e	Other sources (e.g. private foundations, external bodies/persons for using training centres or for being provided training by the enterprise)	<input type="checkbox"/>	

SECTION D: CVT PARTICIPANTS, SUBJECTS, PROVIDERS AND COSTS

This section is to be filled in by those respondents which offered Internal or External CVT courses. i.e. if question C1=Internal CVT courses OR question C1=External CVT courses.

D1. In **2025**, how many persons employed by the enterprise participated in **one or more CVT course(s) (internal or external)?**

Count each person only ONCE, regardless of the number of courses attended.

	Number of persons employed
Males	
Females	
Total	

D2. In **2025**, what was the total number of participant events (**participations**) that the enterprise participated in (**internal or external**)?

Each participation counts separately. For example, if a person attended two external courses and one internal course, it counts as three participant events.

	Total number of participant events (participants)
Internal Courses	
External Courses	
Total	

D3. In **2025**, what was the total paid working time (in hours) spent on all CVT courses, broken down by course type (**internal or external**)?

	Hours
Internal CVT Courses	
External CVT Courses	
Total	

(If D3 total is 0 kindly go to D3a. Else go to D4).

D3a. Kindly state why the total paid working time (in hours) spent on all CVT courses is zero?

D4. In **2025**, which **skills or competences** targeted by CVT courses were the most important in terms of training hours?
(Choose the three most important)

- Identify the skills and competences that were most important based on the number of all training hours dedicated to them.
- If a course does not exactly match the listed skills, choose the closest description.

	Skills/competences	Choose the three most important
a	General IT skills	<input type="checkbox"/>
b	IT professional skills	<input type="checkbox"/>
c	Management skills	<input type="checkbox"/>
d	Teamwork skills	<input type="checkbox"/>
e	Customer handling skills	<input type="checkbox"/>
f	Problem-solving skills	<input type="checkbox"/>
g	Office administration skills	<input type="checkbox"/>
h	Foreign language skills	<input type="checkbox"/>
i	Technical, practical or job-specific skills	<input type="checkbox"/>
j	Oral or written communication skills	<input type="checkbox"/>
k	Numeracy and/or literacy skills	<input type="checkbox"/>
l	Other skills not listed above, please specify: _____	<input type="checkbox"/>

D5. In **2025**, what share of all CVT training hours was dedicated to **obligatory courses on health and safety** at work?

Include only CVT courses during paid working hours.

		Share of training hours (%)	
a	Obligatory courses on health and safety at work.	—	-> D8
b	All other courses (excluding health and safety courses).	—	-> D8
c	Do not know	0	-> D6

D6. In **2025**, how many employees attended obligatory health and safety CVT courses during paid working hours?

Number of employees: _____

D7. On average, how many hours of training did each employee attend on obligatory health and safety CVT courses during working hours?

Hours of training: _____

D8. In **2025**, which external training providers were most important for the enterprise's external CVT courses?
(Choose the three most important)

		Choose the three most important
a	Schools, colleges, universities or other higher education institutions	<input type="checkbox"/>
b	Public training institutions financed or guided by the government (e.g. adult education centres)	<input type="checkbox"/>
c	Private training companies	<input type="checkbox"/>
d	Private companies whose main activity is not training (e.g. equipment suppliers, parent/associate companies)	<input type="checkbox"/>
e	Employers' associations, chambers of commerce, sector bodies	<input type="checkbox"/>
f	Trade unions	<input type="checkbox"/>
g	Other training providers	<input type="checkbox"/>

D9. In **2025**, did the enterprise incur any **costs for fees or payments** related to CVT courses for employed persons?
(Choose one option only)

Include payments to external providers for course fees, assessors, examiners, and external trainers supporting internal courses.

1. Yes
2. No -> D11

D10. What was the total cost for fees or payments related to CVT courses?
(Exclude VAT and Subsidies)

Total cost for fees or payments: € _____

Do not know	0
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D11. In **2025**, did the enterprise incur any costs for **travel and subsistence related to CVT courses** for persons employed?
(Choose one option only)

Include payments for travel, accommodation and meals for participants.

1. Yes
2. No -> D13

D12. What was the total cost for travel and subsistence related to CVT courses?
(Exclude VAT and Subsidies)

Total cost for travel and subsistence: € _____

Do not know	0
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D13. In **2025**, did the enterprise incur **any labour costs for internal trainers** conducting CVT courses for persons employed?
(Choose one option only)

Include costs for staff of the enterprise's own training centre or staff involved in designing and managing CVT courses. If these trainers are only partly involved in CVT courses, only the time spent on CVT courses of these trainers must be reported.

1. Yes
2. No -> D15

D14. What were the **total labour costs** for internal trainers involved in CVT courses?

- *If the total internal trainer labour costs for CVT courses are not available, provide an estimate based on number of trainers involved, and their average remuneration including indirect costs.*
- *For staff fully dedicated to CVT course-related activities, the total annual labour cost of all such staff should be reported.*
- *If these trainers are only partly involved in CVT courses, only the time spent on CVT courses of these trainers must be reported.*

Total labour costs for internal trainers: € _____

Do not know	0
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D15. In **2025**, did the enterprise incur **any costs for the training centre, training premises, training rooms, or teaching materials** used specifically for CVT courses? (Choose one option only)

- *Include depreciation for the training rooms and training equipment, running costs for the training centre/premises, and the costs of teaching materials bought for CVT courses.*

1. Yes
2. No -> E1

D16. What were the costs for the training centre, premises, rooms, or teaching materials used specifically for CVT courses?
(Exclude VAT and Subsidies)

Total costs for training centres, premises, rooms or teaching materials: € _____

Do not know	0
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D17. What were the total costs of CVT courses provided during the year 2025?
(Exclude VAT and Subsidies)

Total costs of CVT courses: € _____

SECTION E: OUTCOMES OF CONTINUING VOCATIONAL TRAINING (CVT) AND FACTORS LIMITING CVT PROVISION IN 2025

This section is to be filled in by those respondents which offered at least one type of CVT course i.e. if either Internal, External, or other forms of CVT courses were offered.

This section applies if any of the below hold true:

- Question C1 = Internal CVT courses OR
- Question C1 = External CVT courses OR
- Question C2 = 'Yes' OR
- Question C4 = 'Yes' OR
- Question C6 = 'Yes' OR
- Question C8 = 'Yes' OR
- Question C10 = 'Yes'.

E1. Does the enterprise usually **assess the outcomes** of CVT activities? *(Choose one option only)*

1. Yes, for all activities
2. Yes, for some activities
3. No, proof of participation is sufficient -> E3

E2. Which methods are used to assess the outcomes of CVT activities? *(Choose all that apply.)*

a	Certification after written or practical test	<input type="checkbox"/>	
b	Satisfaction survey amongst participants	<input type="checkbox"/>	
c	Assessment of participants' behaviour or performance in relation to training objectives	<input type="checkbox"/>	
d	Assessment/measurement of the training's impact on the performance of relevant departments or the whole enterprise	<input type="checkbox"/>	
e	Other. Specify _____	<input type="checkbox"/>	

E3. Did any of the following factors **limit the provision of CVT courses or other forms of CVT** in your enterprise in **2025**?

(Choose all that apply.)

a	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences.	<input type="checkbox"/>	
b	Difficulties in assessing training needs in the enterprise.	<input type="checkbox"/>	
c	Lack of suitable offers of CVT courses in the market.	<input type="checkbox"/>	
d	High costs of CVT courses.	<input type="checkbox"/>	
e	More focus on IVT provision than on CVT.	<input type="checkbox"/>	
f	Major efforts in CVT made in recent years.	<input type="checkbox"/>	
g	High workload and limited time available for staff to participate in CVT.	<input type="checkbox"/>	
h	Other reasons. Specify: _____	<input type="checkbox"/>	
i	The level of training provided was appropriate to the needs of the enterprise (no limiting factors)	<input type="checkbox"/>	

SECTION F: REASONS FOR THE NON-PROVISION OF CVT ACTIVITIES IN 2025

This section is to be filled in by those respondents which DID NOT offer Internal or External CVT courses or other forms of CVT.

This section applies if:

- Question C1 = 'No internal or external CVT courses provided' AND
- Question C2 = 'No' AND
- Question C4 = 'No' AND
- Question C6 = 'No' AND
- Question C8 = 'No' AND
- Question C10 = 'No'.

F1. What were the **reasons** for not providing any CVT (neither courses nor other forms of CVT) for persons employed in **2025**?

(Choose all that apply)

a	The existing qualifications, skills, and competences of the persons employed were sufficient for the enterprise's needs.	<input type="checkbox"/>	
b	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences.	<input type="checkbox"/>	
c	Difficulties in assessing training needs in the enterprise.	<input type="checkbox"/>	
d	Lack of suitable offers of CVT courses in the market.	<input type="checkbox"/>	
e	High costs of CVT courses.	<input type="checkbox"/>	
f	More focus on IVT provision than on CVT.	<input type="checkbox"/>	
g	Major efforts in CVT made in recent years.	<input type="checkbox"/>	
h	High workload and no time available for staff to participate in CVT.	<input type="checkbox"/>	
i	Other reasons. Specify: _____	<input type="checkbox"/>	

SECTION G: INITIAL VOCATIONAL TRAINING (IVT)

This section is to be filled out by ALL respondents.

G1. Does the enterprise usually **employ IVT participants** (apprentices)? *(Choose one option only)*

IVT refers to apprenticeships that are part of formal education programmes; involving a contract between the employer and the apprentice; with alternate periods of learning and training; including remuneration; and which last between six months and six years.

Also, an apprenticeship leads to a formal qualification or certificate, i.e. must be a formal education programme (or a component of it).

1. Yes
2. No -> STOP

G2. What are the **main reasons** why your enterprise provides IVT or offers apprenticeships? *(Choose all that apply)*

a	To qualify future employees according to the needs of the enterprise.	<input type="checkbox"/>	
b	To choose the best apprentices for future employment after completion of apprenticeship.	<input type="checkbox"/>	
c	To avoid mismatch with the enterprise needs in case of external recruitment.	<input type="checkbox"/>	
d	To use the productive capacity of apprentices already during their apprenticeship	<input type="checkbox"/>	
e	Other reasons (e.g. to make the enterprise more attractive to potential staff). Specify: _____	<input type="checkbox"/>	

Thank you for your collaboration