

# **Continuing Vocational Training Survey (CVTS) 2025**

## **Supporting Document**

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**Education and Community Safety Unit**

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# About the Continuing Vocational Training Survey (CVTS) 2025

The Continuing Vocational Training Survey (CVTS) is a sample survey conducted every five years. The most recent survey referred to year 2020. This current CVTS 2025 survey is based on the **reference year 2025**. The main aim of this survey is to gather information on the enterprises' investment in the continuing vocational training provided to their staff during the reference year. Continuing vocational training (CVT) refers to education or training measures or activities that are fully or partially financed by the enterprise either, directly or indirectly.

## 1. Continuing vocational training (CVT)

### *Applicable throughout the survey*

Continuing vocational training (CVT) are training measures or activities which have as their primary objectives the acquisition of new competences or the development and improvement of existing ones and which must be financed at least partly by the enterprises for their persons employed who either have a working contract or who benefit directly from their work for the enterprise such as unpaid family workers and casual workers. Persons employed holding an apprenticeship or training contract should be excluded for CVT.

The training measures or activities **must be planned in advance** and must be organised or supported **with the special goal of learning**. Random learning and initial vocational training (IVT) are excluded.

CVT can take place on-site, online or both (blended/hybrid learning).

## 2. Principal Economic Activity

### *Applicable to question: A1*

According to the NACE Rev. 2 classification, the principal economic activity of the organisation is the activity that contributes most to the gross value added at factor cost.

## 3. Persons Employed

### *Applicable to questions: A2, A3, A9, C3- C11, D1, D11, D13, F1*

For CVTS, persons employed are defined as the total number of persons who work in the enterprise **excluding persons employed holding an apprenticeship or training contract**.

Persons employed includes:

- working proprietors
- partners working regularly in the enterprise
- unpaid family workers working regularly in the enterprise
- persons who work outside the enterprise who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams)
- persons absent for a short period (e.g. sick leave, paid leave or special leave)
- part-time workers
- seasonal workers
- home workers

Persons employed excludes:

- persons employed holding an apprenticeship or training contract
- anyone who is working at the enterprise, but whose salary is paid by another company, e.g. persons employed by firms under contract or seconded staff
- persons absent and not being paid during the whole reference period (e.g. for parental leave or long-time compulsory military service).

### **Working example**

The average number of persons employed is calculated as:

$$\frac{\text{Sum of monthly end of month headcount employees}}{12}$$

Considering the number of employees below:

Month	No. of Employees
January	50
February	52
March	49
April	53
May	51
June	52
July	52
August	52
September	50
October	51
November	53
December	55

The average number of persons employed is therefore:

$$\frac{50 + 52 + 49 + 53 + 51 + 52 + 52 + 52 + 50 + 51 + 53 + 55}{12} = 52$$

## **4. Total number of hours worked**

### **Applicable to question: A3**

The total number of hours worked refers to the total number of **hours actually worked** by all persons employed (excluding persons employed holding an apprenticeship or training contract) during the year 2025.

It includes time worked during normal periods of work (in the enterprise or teleworking), time worked in addition to normal periods of work and generally paid at a higher rate (overtime), time spent at the place of work in standby or during which no work is done (but for which payment is made) and time corresponding to short rest periods, including tea and coffee breaks.

Time spent on paid leave, paid public holidays, paid sick leave, paid meal breaks should be excluded.

## 5. Employees

*Applicable to questions: A4, A7, A8, A10, A12, C1, D6, G2*

Employees refer to all those persons employed who work and receive a wages or salary and which have a direct employment contract with the enterprise. The wage or salary received is based on the number of hours worked and on the duration of the employment contact.

## 6. Total Labour Costs of persons employed

*Applicable to question: A9*

**Total labour costs** of persons employed (excluding persons employed holding an apprenticeship or training contract), is defined as the sum of the **direct and indirect labour costs**. The estimate of total labour costs represents all expenditure borne by employers in order to employ workers.

It should include:

- **direct labour costs:** direct pay, other bonuses and gratuities, payments for days not worked, benefits in kind, and
- **indirect labour costs:** statutory social security contributions and family allowances, non-statutory payments, other social expenditure, vocational training costs, taxes, minus subsidies on labour.

## 7. Assessment of skills and competences needs of the enterprise

*Applicable to question: B2*

This assessment concerns the need **for skills and competences** relevant to the overall training needs or development of the enterprise. It should refer to the method that has usually been used for the assessment of skill needs over the recent years and/or will be used for the assessment of skill needs for the year to come or for the next few years.

## 8. Skills and Competencies

*Applicable to questions: B3, B4, D4, E3, F1*

Questions B4 and D4 collect data based on the most important skills and competences in terms of volume of courses related to them. In that context, it should be noted that a particular course might cover more than one category. The volume of training hours related to a course can be assigned to a category based on the most important aspect it covered.

## 9. Written agreements between the social partners

*Applications to question: B7*

The social partners are representative organisations of the employers and the persons employed (employer associations and trade unions). The social partners negotiate on a regular basis at the national, regional or sector level and conclude collective agreements (collective bargaining). Collective agreements normally regulate wages and working conditions. Collective agreements can also regulate vocational training provisions, such as national,

regional or sector training funds, employability measures, vocational training measures for older persons employed.

Agreements between the employer and works councils at the enterprise level are excluded from this definition.

## **10. Formal structure involving employee representatives (staff representatives / committees)**

***Applicable to questions: B8, B9***

In Malta, formal structures involving employee representatives may include staff representative committees or trade union representatives within enterprises. These structures operate at the enterprise or establishment level and serve as a means for employees to be informed and consulted on workplace matters, often complementing national-level industrial relations conducted by trade unions and employers' associations.

## **11. CVT courses**

***Applicable to Section C and Section D***

CVT courses are typically clearly separated from the active workplace or – in case of online CVT courses – from the regular working activities. For on-site CVT courses, learning typically takes place face-to-face in locations specially assigned for learning like a classroom or training centre. Online CVT courses are considered to take place in 'virtual classes'; participants can attend such 'virtual classes' either from their workplace/office or from their tele-working venues.

CVT courses show a high degree of organisation (time, space, content, purpose, methods and environment) by a trainer/teacher or a training institution. The content is designed for a group of learners (e.g. a curriculum exists).

CVT courses are based on relationships/interactions between the participants and the trainer/teacher, which are specifically designed for learning.

CVT courses can be organised on-site (i.e. face-to-face), online, or as mixed courses (i.e. blended or hybrid courses – courses which combine on-site and online training). For online CVT courses, synchronicity (i.e. 'synchronous videoconferencing') is an important element to distinguish them from 'other forms of CVT' such as self-directed e-learning (refer to definition 19 below). They may involve some practical training elements, with practice in real or simulated work situations.

Online/distance learning programs which are similar to face-to-face courses - having elements such as a curriculum, registration, tutoring and tests, even though they take place via postal correspondence or electronic media - have to be considered as CVT courses.

Two distinct types of CVT courses are identified: internal CVT courses (definition 12) and external CVT courses (definition 13).

## 12. Internal CVT courses

### *Applicable to Section C and Section D*

Internal CVT courses are principally designed and managed by **the enterprise itself**.

It is important that the responsibility for the content of the course lies within the enterprise. Courses are for example designed and managed by the internal training department of the enterprise; however, the course can physically take place either within or outside the enterprise i.e. the geographic location relative to the enterprise is not the important issue.

## 13. External CVT courses

### *Applicable to Section C and Section D*

External CVT courses are principally designed and managed by organisations which are not part of the enterprise itself (e.g. third-party organisations).

These courses are designed and managed by a training organisation which is not part of the enterprise or by a training organisation which belongs to the parent company of the enterprise. It is important that the responsibility for the content of the course lies outside the enterprise; the course is then selected and ordered/purchased by the enterprise. The course can physically take place either within or outside the enterprise i.e. the geographic location relative to the enterprise is not the important issue.

## 14. Other forms of CVT

### *Applicable to questions: C2 to C11, C13, E3, F1*

Other forms of continuing vocational training are typically connected to the active work and the active workplace, but they can also include participation (instruction) in conferences, trade fairs etc. **for the purpose of learning**.

These other forms of CVT are often characterised by a degree of self-organisation (time, space and content) by the individual learner or by a group of learners. Other forms of CVT might take place on-site, online or both (blended/hybrid learning). The content is often tailored according to the learners' individual needs in the workplace.

The following types of other forms of CVT are identified:

- planned training through guided-on-the-job training (definition 15)
- planned training through job rotation, exchanges, secondments or study visits (definition 16)
- planned training through participation (instruction received) in conferences, workshops, trade fairs and lectures (definition 17)
- planned training through participation in learning or quality circles (definition 18)
- planned training through self-directed learning/e-learning (definition 19)

## 15. Guided-on-the-job-training

**Applicable to questions: B9, C2, C3**

Guided-on-the-job training is one of the other forms of CVT. It is characterised by planned periods of training, instruction or practical experience in the workplace using the normal tools of work, either at the immediate place of work or in the work situation. The training is organised (or initiated) by the employer. A tutor or instructor is present. It is an individual-based activity, i.e. it usually takes place in small groups only.

## 16. Job rotation, exchanges, secondments or study visits

**Applicable to questions: C4, C5**

Job rotation within the enterprise and exchanges with other enterprises as well as secondments and study visits are other forms of CVT only if these measures are planned in advance with the primary intention of developing the skills of the workers involved. Transfers of workers from one job to another which are not part of a planned developmental programme should be excluded.

## 17. Participation in conferences, workshops, trade fairs and lectures

**Applicable to questions: C6, C7**

Participation in conferences, workshops, trade fairs and lectures are other forms of CVT. Participation (instruction received) in conferences, workshops, trade fairs and lectures are considered as training actions only when they are planned in advance and if the primary intention of the person employed for participating is training/learning.

## 18. Learning or quality circles

**Applicable to questions: C8, C9**

Learning or quality circles are other forms of CVT.

**Learning circles** are groups of persons employed who come together on a regular basis with the primary aim of learning more about the requirements of the work organisation, work procedures and workplaces.

**Quality circles** are working groups, having the objective of solving production and workplace-based problems through discussion. They are counted as other forms of CVT only if the primary aim of the persons employed who participate is learning.

## 19. Self-directed learning/e-learning

**Applicable to questions: C10, C11**

Self-directed learning/e-learning is part of other forms of CVT. It occurs when an individual engages in a planned learning initiative where he or she manages the settings of the learning initiative/activity in terms of time schedule and location. It happens without a trainer/teacher.

Self-directed learning means planned individual learning activities using one or more learning media. Learning can take place in private, public or job-related settings.

Self-directed learning might be arranged using open and distance learning methods, video/audio tapes, correspondence, computer-based methods (including internet, e-learning) or by means of a Learning Resources Centre.

It must be part of a planned initiative. Simply surfing the internet in an unstructured way should be excluded. Self-directed learning in connection with CVT courses should not be included here.

Online/distance learning programs which are similar to face-to-face courses - having elements such as a curriculum, registration, tutoring and tests, even though they take place via postal correspondence or electronic media - have to be considered as CVT courses.

## 20. Contributions

**Applicable to questions: C15, C16**

The costs of contributions made by the enterprise to collective training funding arrangements through external organisations — such as subscriptions for CVT courses — are to be included here. These training funds differ from an internal training budget that an enterprise might have, as they are usually managed externally. Enterprises contribute to such training funds by paying a percentage of their payroll into the fund, and in return, they may be able to claim reimbursement for their training costs, either partially or in full. Since no national training funds exist in Malta, any such contributions made by enterprises would be to sectoral training funds, typically administered by industry associations.

## 21. Receipts

**Applicable to questions: C17, C18**

The receipts from collective funding arrangements, subsidies and financial assistance from government and other sources and receipts from sources of revenue for CVT courses. Examples for receipts are:

- receipts from sector funds
- receipts from national funds
- subsidies from EU sources
- government subsidies
- government rebates on expenditures
- tax concessions on the expenditures (tax credits)
- external financial assistance from non-government sources, such as private foundations
- royalty payments from external bodies and persons for the use of training resources developed by the enterprise
- payments the enterprise received for CVT courses provided to external bodies and persons.

## 22. Participants

**Applicable to question: D1**

**Participant in CVT courses:** A participant is a person who has taken part in one or more CVT courses during the reference year. Each person should be counted only once, irrespective of the number of CVT courses he or she has participated in.

*E.g. if a person employed has participated in two externally managed courses and one internally managed course, he or she should be counted as **one participant**.*

**Participant in other forms of CVT:** The concept 'participant' is to be applied analogously for each other form of CVT.

## 23. Participations

**Applicable to question: D2**

**Participant events (“participations”)** are the number of times participants participated in CVT courses (or – analogously – in one of the other forms of CVT).

*E.g. if a person employed has attended two externally managed courses and one internally managed course, this will be counted as **three** participant events.*

## 24. Paid working-time (in hours) spent on CVT courses

**Applicable to questions: D3, D3a**

**Paid working time (in hours) spent on CVT courses** is the total time that all participants have spent in total in CVT courses during 2025. This should also include paid working time spent on online CVT courses. For those courses which fell only partly within 2025, only the time spent during 2025 should be included.

The number of hours spent in CVT courses should only cover the actual training time, and only the time spent during the paid working time of the person employed should be included (i.e. any period of time where participants are in training when they normally would be working or a time when they are being paid for by the enterprise).

It should exclude any periods of normal working between several training sessions and any time spent on travelling to the course.

For example, if a training course lasts for one week, only the time spent actually in the training course or working on training material should be included.

If a person attends a course one day per week for several weeks, the one day per week should be included and added up, but the days spent on working between the training days should be excluded.

## 25. Obligatory occupational health and safety courses

**Applicable to questions: D5, D6, D7**

The activities referred to under the two points below should be considered as **obligatory** in the sense that they are needed to comply with legal obligations in the field of occupational health and safety. Based on such obligations the employer must make sure that a worker received a proper training on occupational health and safety at the workplace. This is generally although not necessarily tailored to the needs and conditions of the specific workplace.

- **Obligatory CVT activities by law** for some dangerous or potentially dangerous tasks, such as driving a fork lift, training for preventive services (e.g. occupational physicians may be required by law to do some training regularly), training for safety representatives who deal with occupational safety and health questions at the enterprise level and training for first aid measures (by law, a certain number of people have to be able to offer first aid).

- **CVT activities for workers** to protect themselves and others. This is for example to train doctors how to use and discard needles to avoid needle stick injuries, or to train a laboratory worker how to work safely. This kind of training is normally included in the category “guided-on-the-job” training and cannot always be singled out. That knowledge has to be refreshed and updated regularly. Another simple example would be fire exercises.

## 26. External training providers

### **Applicable to question: D8**

External training providers are trainers or a specialist training companies which are not part of the enterprise. These external training providers will train and offer training which cannot be otherwise provided by the enterprise itself. Providers of external training courses are:

- *Schools, colleges, universities and other higher education institutions.* This includes public and private secondary schools, tertiary non-university institutions and polytechnics, universities and other higher education institutions.
- *Public training institutions (financed or guided by the government, e.g. adult education centres).* This includes public adult education and training institutions that provide training for adult jobseekers and/or persons employed (including open learning centres and training centres related to the employment service).
- *Private training companies.* This includes private-for-profit providers that provide training as their core business (for example training companies and consultancy agencies).
- *Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies).* This includes private enterprises that provide training as an additional service to their core business.
- *Employers' associations, chambers of commerce, sector bodies.* This includes chambers of commerce, industry, sector or branch organisations and employers' associations.
- *Trade unions.* This includes trade unions and professional or occupational employee organisations.

## 27. Fees and payments

### **Applicable to questions: D9, D10**

These are the costs of external courses, made to external organisations for the provision of CVT courses and services. They include course fees, the cost of assessors and examiners, the cost of external consultants, as well as the cost of external trainers used to support internal courses. VAT should be excluded from these expenses. Any payments made by employers for courses that have been undertaken during the own time of persons employed should be included. Fees for training courses undertaken by apprentices or trainees should be excluded.

## 28. Travel and subsistence payments

### **Applicable to questions: D11, D12**

These are costs made to participants for travelling to training courses and the payments or subsistence allowances. VAT should be excluded from these expenses. It should also include any additional payments made for time spent travelling to courses.

## 29. Labour costs of internal trainers for CVT courses

*Applicable to questions: D13, D14*

These are the **direct** and **indirect** labour costs of staff of training centres and other staff exclusively or partly involved in providing, designing and managing CVT courses within the enterprise. If those trainers are only partly involved in CVT courses, only the time spent on CVT courses should be considered.

If total labour costs of internal trainers for CVT courses are not available from enterprise records, then the labour costs may be estimated by using data on the total number of internal trainers for CVT courses and average remuneration plus indirect labour costs.

It should include the following: the cost of internal trainers/teachers and staff of training centres; directors and other top managers concerned with training policy; training managers or officers; clerical/administrative and other personnel supporting these activities. Exclude all the costs of those dealing solely with apprenticeship training.

## 30. Training centre

*Applicable to questions: D15, D16*

A training centre is a training unit with training personnel, training premises and training equipment. The training centre can be located within or outside the enterprise or it can be shared with other enterprises. The ownership of the training centre is not the important issue, as some enterprises may run a training centre jointly with other enterprises, although they do not actually own it.

## 31. Costs for training centre, training premises or specific training rooms of the enterprise, in which CVT courses take place. Costs for teaching materials for CVT courses.

*Applicable to questions: D15, D16*

These costs include the costs of running the training rooms and annual depreciation for these rooms and equipment. VAT should be excluded from these expenses. This should include the cost of running a training centre (excluding staff labour costs) or any other premises used for CVT courses. If the costs are not available from the enterprise records, then the costs may be estimated by using data on other rooms or premises of comparable size and with comparable equipment.

It also includes the **costs of materials** bought specifically to support the provision of CVT courses. This can be equipment like a beamer, an overhead projector, flipcharts, CD-ROMs, paper, pencils, etc. VAT should be excluded from these expenses.

## 32. Initial Vocational Training (IVT)

*Applicable to questions: G1, G2*

Initial vocational training (IVT) is restricted to apprenticeships that meet the following criteria:

- (1) All apprenticeships are (part of) **formal education programmes**; successful completion is evidenced by a **formal qualification**. Apprenticeships qualify for employment in a specific occupation or group of occupations.
- (2) There is a **contract or formal agreement** for a prescribed period of time between the employer and the apprentice and/or an institution representing the apprentice, defining the characteristics of the apprenticeship (such as the rights and obligations of the employer and of the apprentice, learning objectives, etc.).
- (3) **Learning time combines or alternates** periods of education and training at the workplace and in educational institutions or training centres on a weekly, monthly or yearly basis.
- (4) In apprenticeships, the participant (apprentice) always receives **remuneration** in cash or in kind.
- (5) The duration is between **six months and six years**. The duration refers to the programme and not only to the work-based component.

The measure is often financed (partly or fully) by the enterprise although this is not a mandatory condition. Apprentices or IVT participants often have a special training contract.