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CVTS 6 manual – ANNEXES

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Annex 1: NACE Rev. 2 categories for stratification and dissemination

NACE 20: Categories for sample size calculations and analysis

NACE 20 codes	NACE 20 codes (national quality reports)	Section/ Sub-section	Division	Name
2001	1	B	B05-B09	Mining and quarrying
2002	2	C	C10-C12	Manufacture of food products; beverages; tobacco products
2003	3	C	C13-C15	Manufacture of textiles; wearing apparel; leather and related products
2004	4	C	C17-C18	Manufacture of paper and paper products; printing and reproduction of recorded media
2005	5	C	C19-C23	Manufacture of coke and refined petroleum products; chemicals and chemical products; basic pharmaceutical products and pharmaceutical preparations; rubber and plastic products; other non-metallic mineral products
2006	6	C	C24-C25	Manufacture of basic metals; fabricated metal products, except machinery and equipment
2007	7	C	C26-C28+C33	Manufacture of computer, electronic and optical products; electrical equipment; machinery and equipment n.e.c.; repair and installation of machinery and equipment
2008	8	C	C29-C30	Manufacture of motor vehicles, trailers and semi-trailers; other transport equipment
2009	9	C	C16+C31-C32	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials; furniture; other manufacturing
2010	10	D-E	D-E	Electricity, gas, steam and air conditioning supply; water supply; sewerage, waste management and remediation activities
2011	11	F	F	Construction
2012	12	G	G45	Wholesale and retail trade and repair of motor vehicles and motorcycles
2013	13	G	G46	Wholesale trade, except of motor vehicles and motorcycles
2014	14	G	G47	Retail trade, except of motor vehicles and motorcycles
2015	15	H	H	Transportation and storage
2016	16	I	I	Accommodation and food service activities
2017	17	J	J	Information and communication
2018	18	K	K64-K65	Financial service activities, except insurance and pension funding; insurance, reinsurance and pension funding, except compulsory social security
2019	19	K	K66	Activities auxiliary to financial services and insurance activities
2020	20	L, M, N, R, S	L+M+N+R+S	Real estate activities; professional, scientific and technical activities; administrative and support service activities; arts, entertainment and recreation; other service activities

NACE 6: Categories for dissemination

NACE Rev. 2	Name
Total	Total
B, C, D, E	Industry (except construction)
F	Construction
G, H, I	Wholesale and retail trade, transport, accommodation and food service activities
J, K	Information and communication; financial and insurance activities
L, M, N, R, S	Real estate activities; professional, scientific and technical activities; administrative and support service activities; arts, entertainment and recreation; other service activities

For results presented in the online database variable A1 (actual NACE code) is used to calculate NACE categories.

Annex 2: Enterprise size classes for stratification and dissemination

Size 3: Size classification of enterprises for primary dissemination as well as for sample size calculations and sample stratification in countries with fewer than 50 million inhabitants

Size code	Enterprise size
1	10 - 49 persons employed
2	50 - 249 persons employed
3	250 and more persons employed

Size 6: Size classification of enterprises for analysis as well as for sample size calculations and sample stratification in countries with 50 million inhabitants or more

Size code	Enterprise size
4	10 - 19 persons employed
5	20 - 49 persons employed
6	50 - 249 persons employed
7	250 - 499 persons employed
8	500 - 999 persons employed
9	1000 and more persons employed

For results presented in the online database variable A2tot (total number of persons employed) is used to calculate size classes.

Annex 3: Participants, hours and labour costs

Annex 3a: IVT participants (apprentices)

▪ VARIABLES

F1 Does the enterprise usually employ IVT participants (apprentices) ^(def. 3)?

F2 For which main reason(s) does your enterprise usually provide IVT/offer apprenticeships?

▪ PURPOSE

This section provides the main components of an operational definition for apprentices and trainees in surveys. The meaning of “apprentices” or “trainees” differs indeed widely across countries (i.e. the words “apprentice” and “trainee” have a different meaning across countries not to say across respondents within a country).

As national definitions differ, the following operational definition of IVT participants (apprentices) should be applied in order to allow the collection of harmonised data at EU level. The same definition is used in the EU labour force survey.

(i) Apprenticeships

- 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.
- 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.).
- **Learning time combines or alternates** periods of education and training at the work place and in educational institutions or training centres on a weekly, monthly or yearly basis.
- In apprenticeships, the participant (apprentice) always receives **remuneration** in cash or in kind.
- The duration is between **six months and six years**. The duration refers to the programme and not only to the work-based component.

In order to achieve comparable results, only apprentices who fulfil these criteria should be included, regardless of national definitions of apprentices.

(ii) Traineeships

Traineeships cover all other forms of vocational training providing practical experience at the workplace (inside or outside the employer premises). They can be organised by an education, training or employment institution.

▪ RATIONALE

The EU promotes apprenticeships through the [European Alliance for Apprenticeships](#). The [Youth Guarantee](#) is a commitment by all Member States to ensure that all young people under the age of 25 years receive a good quality offer of employment, continued education, apprenticeship or traineeship, and Erasmus+ sponsors training abroad.

From an education point of view, the apprenticeship and traineeship definitions should support the provision of statistics on vocational education and training. There should be a clear distinction between:

- formal education programmes, covering all apprenticeships and some traineeships,
- non-formal learning activities, covering some traineeships and continuing vocational training of staff and some traineeships for unemployed in specific government measures.

From an employment point of view, apprentices and paid trainees can be considered as a certain form of employees (e.g. in the labour force survey, variable TEMPREAS).

▪ IMPLEMENTATION

The operational definition of apprenticeships and traineeships for sample surveys was discussed in the context of the CVTS and the LFS in 2009 and 2010. The chart below gives the criteria to define apprenticeships in the scope of the CVTS at national level.

These principles are meant to select eligible educational programmes and avoid referring to a general concept of “apprenticeships” in questionnaires, which would not allow for comparable results across the EU. A pre-selection of most frequent relevant educational programmes¹ at national level should be privileged in the national questionnaires. As highlighted in section 3 of the manual, IVT needs to be differentiated from CVT activities (e.g. guided-on-the-job training).

Three groups are distinguished under the approach set above for an operational definition of apprenticeships and traineeships:

- apprenticeship (formal education programme)
- paid and unpaid traineeships linked to a formal education programme
- paid and unpaid traineeships linked to a non-formal programme

Four main criteria are needed to differentiate these categories: the form of the programme, the mandatory status to obtain a qualification or certification, the duration and the remuneration.

Apprenticeship (formal education and training)	Traineeship in formal education and training	Traineeship in non-formal education and training
(1) The apprenticeship must be a formal programme (or a component of it) (2) The completion of the apprenticeship is mandatory to obtain a qualification or certification for this programme (3) The duration of the programme is from 6 months to 6 years (4) The apprentice receives remuneration	(1) The traineeship is a component of a formal programme (2) The completion of the traineeship is NOT necessarily mandatory to obtain a qualification or certification for this programme (3) The duration of the traineeship is less than 6 months (4) The trainees can be paid or unpaid	(1) The traineeship is a component of a non-formal programme (2) The completion of the traineeship is NOT necessarily mandatory to obtain a qualification or certification for this programme (3) The duration of the traineeship is less than 2 years (4) The trainees can be paid or unpaid

The questions related to IVT **focus on apprentices in ISCED 2011 level 2 to 5 programmes**. This aims at enhancing the comparability of the results across Member States and avoid burden related to traineeships or internships at higher ISCED levels.

▪ COHERENCE WITH THE LFS

The operational definition is applied in the LFS since 2011, see variable WSTATOR (from 2021: variable WKSTAT) (http://ec.europa.eu/eurostat/statistics-explained/index.php/EU_labour_force_survey_-_methodology).

¹ The ISCED mappings available in [CIRCABC](#) provide a list of national education programmes.

Annex 3b: Obligatory courses on health and safety at work

This section aims at further explaining the notion of "obligatory courses on health and safety at work" used in question C4. It has been prepared with the input of the European Agency for Safety and Health at Work, DG Employment and Eurostat unit "health statistics" for CVTS 4 and is applied in CVTS since then.

▪ VARIABLE

C4 Some CVT courses on occupational health and safety are obligatory ^(def. 34). What share of all training hours in CVT courses in 2020 was spent on such obligatory courses on health and safety at work (CVT courses during paid working time)?

	Share of training hours in 2020 (%)
Obligatory courses on health and safety at work	C4
All other courses	
100% = all paid working time spent on CVT courses	100%

▪ PURPOSE

The variable aims at isolating "obligatory courses on health and safety at work". The purpose is to measure aspects which are not directly related to the enterprise strategy, i.e. training which is imposed to the enterprise by law, in other words: to comply with legal requirements. These activities deal with "prevention and protection of the health and safety of workers". For CVTS only activities required by law have to be counted in variable C4.

▪ RATIONALE

The mandatory safety and health training of workers is stipulated by the Framework Directive 89/391/EEC on the introduction of measures to encourage improvements in the safety and health of workers at work. Article 12 paragraph 1 of the directive says that "the employer shall ensure that each worker receives adequate safety and health training, in particular in the form of information and instructions specific to his workstation or job:

- on recruitment,
- in the event of a transfer or a change of job,
- in the event of the introduction of new work equipment or a change of equipment,
- in the event of introduction of any new technology.

The training shall be:

- adapted to take account of new or changed risks, and
- repeated periodically if necessary."

The second paragraph of this article says that the employer shall ensure that workers from outside undertakings and/or establishment engaged in work in his undertaking and/or establishment have in fact received appropriate instructions regarding health and safety risks, during their activities in his undertaking and/or establishment.

Individual directives within the meaning of article 16 (1) of Directive 87/391/EEC contain specific provisions on training and information of workers without prejudice to the article 12 of Directive 89/391/EEC.

Therefore, the scope of application of the provision of health and safety at work directives is both more precise and wider than what is meant by the CVTS.

The mandatory health and safety at work training takes the form of information and instructions specific to the workstation or job. In light of various individual directives the workers have also to be informed of all measures to be implemented pursuant to these directives with regard to the protection of safety and of health. It may include for example as detailed information as additional proper training and information on how to handle loads correctly and the risks that might be open to particularly if these tasks are not performed correctly (Directive 90/269/EEC).

It is considered that awareness raising is not actually training, and the assessment of risks is an obligation of an employer based on which he/she decides on the protective measures to be taken, and if necessary, the protective equipment to be used. So, this should not be suggested as "others" with the meaning of non-mandatory training.

▪ IMPLEMENTATION

The label “health and safety at work training” is the closest to the term used in the Framework Directive 89/391/EEC. As this question might be difficult to phrase in the context of the CVTS, it is useful to compare different CVT categories. From a general point of view, it should be distinguished between

- mandatory training at the work place (mandatory for the employer by law, for all staff in certain occupations, e.g. health and safety);
- training required/advised by professional associations for certain high skilled occupations to maintain competences at a good level (e.g. physicians);
- training defined by the enterprise to develop the skills of its workforce (scope of the CVTS).

From a health and safety point of view, this can be translated as follows:

1. **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 (also mandatory by law in some Member States) and training for first aid measures (by law, a certain number of people have to be able to offer first aid).
2. **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.
3. **CVT activities aiming at enhancing capabilities**, this would be rather voluntary training, but some Member States may foresee rights for workers to pursue such training, for example in their working time, if they wish to do so. Some companies may even require their staff to do such training to refresh their experience/knowledge.

Those mentioned under point 1 and 2 should be considered as obligatory from the perspective of the Community legislation in the sense that the employer has to make sure that a worker received a proper training tailored to the needs and conditions of the workplace. It is proposed to focus on point 1 and 2 for the CVTS 6 question C4 as well. Examples relevant at national level should be provided in the questionnaire to avoid misunderstanding during the data collection.

Enhancing capabilities through the participation in extra events such as conferences etc. that are more broadly related to working life would fall under category of additional non obligatory training related to health and safety at work.

Annex 3c: Good practices for the collection of data on working hours and labour costs

Where possible and appropriate, administrative data from registers are to be used in order to reduce the burden on enterprises.

If relevant information is not available from registers, enterprises should provide figures based on enterprise records (accounts etc.).

If precise figures from enterprise records cannot be provided, estimation questions should be asked, the example from UK is given in the following.

The following questions were asked in the 2010 UK survey (and in 2005) to collect data on total working hours and total labour costs.

▪ TOTAL WORKING HOURS

In the calendar year 2010, what was the total number of paid hours worked by people employed by your organisation?

Please EXCLUDE apprentices and young people, aged below 21, in their first job involved in an initial training programme.

Total number of hours worked (HOURS)

Write in

**IF RESPONDENT CANNOT GIVE PRECISE FIGURE ASK FOR BEST ESTIMATE
IF RESPONDENT CANNOT GIVE BEST ESTIMATE GO TO CALCULATION QUESTIONS**

CALCULATION QUESTIONS

What was the average number of hours worked per day by an average member of staff in your organisation (including any paid overtime hours)? By average member of staff we are excluding apprentices and young people, aged below 21, in their first job involved in an initial training programme.

Input number of hours per day _____ (allow 1 decimal place)

What is the average number of days of annual leave that an average employee would take in your organisation?

Input number of days leave per year _____

In England and Wales there are typically 8 bank holidays. What is the average number of days of public or bank holidays that an average employee would take in your organisation?

If necessary: 4 of these fall on a Monday (Easter Monday, Early May Bank holiday, Spring bank holiday (late May) and August Summer bank holiday) and then there is New Year's Day, Good Friday, Christmas Day and Boxing Day.

Input number of bank/public holidays per year _____

Are there any other days off work that your staff are entitled to?

1. Yes
2. No

Where yes:

How many other days off work on average would your average staff member be entitled to?

Input number of other days off per year _____

CATI to produce total number of working hours _____

▪ **TOTAL LABOUR COSTS**

In the calendar year 2010, what were the total labour costs for all these employees? Please EXCLUDE apprentices and young people in their first job involved in an initial training programme.

These would be all direct and indirect costs and would also include the cost of overtime and additional payments such as bonuses or commission.

If necessary: We can estimate the total labour costs using a few quick questions.

Total labour costs (£)

Write in

**IF RESPONDENT CANNOT GIVE PRECISE FIGURE ASK FOR BEST ESTIMATE
IF RESPONDENT CANNOT GIVE BEST ESTIMATE GO TO CALCULATION QUESTIONS**

CALCULATION QUESTIONS

What would you say is the average salary of employees in your company, taking into account the lowest salary, the highest salary, and the salary that the largest number of employees is on?

Please exclude additional payments such as bonuses from this figure.

Input average salary _____

What is the average annual additional payment such as bonus or commission that an average employee would earn in your company?

Input average bonus/commission _____

How many hours of overtime would you say has been worked by all employees in total in the calendar year 2010?

Input total number of hours _____

What would you say is the average hourly rate paid for overtime worked by employees in total in the calendar year 2010?

Input average hourly rate _____

CATI to produce total labour costs [(salary + bonus) * employees + overtime hours * rate] _____

Annex 4: Costs of CVT courses

This section provides information on the subdivision of costs for enterprises of providing CVT courses for their persons employed. Enterprises should be asked to present extracted figures on training costs from the enterprise records (accounts, data files, minutes, etc.). If an enterprise cannot establish a costs breakdown using the framework described below, they may enter a total costs figure. Countries should ensure that this is the **exception** rather than the general rule and should ensure the quality of the total.

Costs of external and internal CVT courses

The following costs should be included under each heading.

	Cost category	Description
a	Fees and payments for courses for persons employed	These are costs made to external organisations for the provision of CVT courses and services. VAT paid by the employer should be excluded from all expenses. It refers to the total amount paid in fees for external courses or for external trainers or instructors (including those providing internal CVT). It should also include payments made to external consultants, assessors or examiners for course-related activities. 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.
b	Travel and subsistence payments	This refers to actual payments made to cover the travel and subsistence costs of persons employed participating in CVT courses. VAT paid by the employer should be excluded from the expenses. It should also include any additional payments made for time spent travelling to courses.
c	Labour costs of internal trainers for CVT courses	<p>These costs are the labour costs of the staff of an enterprise's own training centre and other staff exclusively or partly involved in providing, designing and managing CVT courses within the enterprise. It should include:</p> <ul style="list-style-type: none"> • internal trainers and staff of training centres • directors and other top managers concerned with training policy • instructors and training managers or officers • clerical/administrative and other personnel supporting these activities <p>Anyone dealing solely with apprenticeship training and anyone who is not a member of the normal workforce of the enterprise should be excluded. For staff engaged full-time in course related activities, the figures quoted should be the total annual labour costs of all those identified. For staff engaged only partly (for some part of their working hours) in CVT course related activities, it should be a proportion of their labour costs, reflecting the proportion of time they spent in CVT course related activities.</p>
d	<p>Costs for training centre, training premises or specific training rooms of the enterprise, in which CVT courses take place and</p> <p>Costs for teaching materials for CVT courses</p>	<p>These costs include the costs of running the rooms and annual depreciation for rooms and equipment. VAT paid by the employer should be excluded from all 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.</p> <p>This refers to costs of materials bought specifically for CVT courses. This can be equipment like a beamer, an overhead projector, flipcharts, CD-ROMs, paper, pencils, etc. VAT paid by the employer should be excluded from all expenses.</p>

Contributions and receipts for CVT

Both contributions and receipts are important to enable an estimate of the total costs to employers for CVT courses.

The contributions and receipts should only cover CVT, i.e. IVT-related contributions and receipts should be excluded. If enterprises make a single combined contribution for CVT and IVT, enterprises should estimate the CVT contributions and receipts. Countries shall ensure that contributions and receipts for CVT activities can be collected even in enterprises that had no CVT course participants in the reference year.

CVT contributions are contributions paid to collective funding arrangements through government and intermediary organisations, i.e. levies and subscriptions for CVT courses. Examples of funds could be regional, sector or national funds. In the national questionnaires examples for contributions should be added.

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

- receipts from regional/sector funds
- receipts from national funds
- subsidies from EU sources
- government subsidies
- government rebates on expenditures
- tax concessions on the expenditures (tax relief)
- 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

Annex 5: Questions on needs of skills and competences

▪ VARIABLES

- A9** Does your enterprise regularly assess the future needs of skills and competences ^(def. 32) in the enterprise? (“regularly” covers the recent past years and the next few years)
- A10** How does your enterprise usually react to future needs of skills and competences? (i.e. how did the enterprise react up to now when confronted to future skill needs)
- A12** In your enterprise, which skills/competences ^(def. 24) are generally considered as most important for the development of the enterprise in the next few years?
Tick the three most important skills/competences from the following list (categories “a” to “l”).
The respondent should tick at least one and maximum three of the categories “a” to “l”, or only category “o” in case (s)he does not know.

▪ PURPOSE

The European Employment Strategy underlines the need to match workers' education and skill levels and actual job requirements through effective monitoring and anticipation of skills.

In this context, following the recommendation by the March 2008 European Council “to present a comprehensive assessment of the future skills requirements in Europe up to 2020, taking account of the impact of technological change and ageing populations and to propose steps to anticipate future needs”, the “New skills for new jobs agenda” was launched (December 2008).

The Europe 2020 strategy², the successor of the Lisbon strategy, confirmed the need for more information in the field of skills through “an agenda for new skills and jobs” in 2011. More recently, the [new Skills Agenda for Europe](#) put further emphasise on this topic.

▪ RATIONALE

Two types of questions relate to “skills” in the survey. They aim at measuring:

1. The type of skills relevant for training or for the development of the enterprise.
2. The strategies to reply to new skill needs at the level of the enterprise.

These questions will contribute to reply to the statistical needs expressed by the Commission related to skills.

▪ IMPLEMENTATION (list of skills and competences)

The list of skills and competences has been developed over many years of research in the UK, asking for instance individuals directly about the skills required to perform their job. The list has been condensed and adapted into a list similar to the one asked to employers in the UK national employer skills surveys (NESS). The list is used in CVTS since 2010.

The NESS has a slightly longer list and does not provide further explanations of the terms used as they are meant to be self-explanatory. However, it could help for the purpose of translation to provide some examples as shown below.

² See the flagship initiatives in the Commission communication on Europe 2020 (<http://ec.europa.eu/eu2020/pdf/COMPLETE%20EN%20BARROSO%20%20%20007%20-%20Europe%202020%20-%20EN%20version.pdf>).

Table A5.a: Types of skills and competences for the data collection in CVTS

	Skills and competences	Examples
a	General IT skills	Using a computer, word processing, electronic diary, simple spreadsheets or the internet
b	IT professional skills	Specialist knowledge or understanding such as producing web pages and writing complex programs
c	Management skills	Leading and managing staff, planning the activities of others
d	Team working skills	Dealing with colleagues, working together
e	Customer handling skills	Dealing with customers, persuading or influencing others
f	Problem solving skills	Spotting problems or faults, working out the causes, and thinking of solutions
g	Office administration skills	Invoicing, time-management
h	Foreign language skills	Reading, writing, listening and speaking in a foreign language
i	Technical, practical or job-specific skills	Operating machinery; selling a product or service
j	Oral or written communication skills	Making speeches or presentations; reading long documents such as long reports, manuals, articles or books
k	Numeracy and/or literacy skills	Simple arithmetic, calculations using decimals, percentages or fractions; reading or writing written information such as forms, notices, signs or short documents

The list below could be considered as a starting point for data analysis (table A5.b).

Table A5.b: Types of skills and competences for analysis

	Skills for analysis	Possible correspondence with skills (for data collection)
a	Social skills/competences (team work, e.g. social perceptiveness, persuading, reconciling, adjusting actions; service orientation)	Team working skills Customer handling skills Oral or written communication skills
b	Personal basic skills/competences (e.g. literacy, mathematics, active learning, critical thinking, work independently, take over responsibility)	Numeracy and/or literacy skills
c	Management skills/competences (e.g. management of financial, material or personnel resources; time management)	Management skills
d	Methodical and systematic skills (e.g. complex problem solving; judgement and decision making; analyse how systems work and how changes will affect outcomes; identify measures and actions to improve system performance)	Problem solving skills
e	Technical skills/competences (specific knowledge, skills and competences related to working tasks and working activities, e.g. equipment maintenance; repairing; installation; operation and control; computer programming; quality control; technology design)	General IT skills IT professional skills Office administration skills Foreign language skills Technical, practical or job-specific skills

Question A12 focusses on the three most important skills and competences in the next few years. Question C5 however collects data based on the three most important skills/competences in terms of volume of courses (i.e. training hours) 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 it can be assigned based on the most important element/aspect it covered. For example a course in “influencing skills” may relate more directly to “team working” or “customer handling” but will also overlap to a lesser degree with “management skills” and “office administration skills”.

Skills and competences cannot match the fields of education and training. Therefore, question C5 deals with skills and competences targeted by CVT courses. A rough correspondence between C5 and the fields of education and training used in CVTS 3 is proposed below for analysis but **should not be used for the data collection**: a question on the field of the activity would provide information on the main topic rather than on the skills targeted by the activity (although it is similar in many cases). The CVTS 4 Task Force considered that a question on skills would lower the burden on respondents since the choice of CVTS activities is rather made on this basis while the classification of fields of education and training is rarely known by respondents. The same approach (and variable) is used since 2010.

Table A.5c: Rough correspondence with fields of education and training for analysis

	Skills for data collection in CVTS 4, 5 and 6	Fields of education and training collected in CVTS 3
a	General IT skills	Computer use (482)
b	IT professional skills	Computer science (481)
c	Management skills	Management and administration (345)
d	Team working skills	Working life (347)
e	Customer handling skills	Sales (341) and Marketing (342)
f	Problem solving skills	Personal development (090) and Working life (347)
g	Office administration skills	Accounting (344), Finance (343) and Office work (346)
h	Foreign language skills	Languages, foreign (222) and Mother tongue (223)
i	Technical, practical or job-specific skills	Engineering, manufacturing and construction (5), Environment protection (850), Occupational health and safety (862), Transport services (84), Protection of property and persons (861) and Military (863)
j	Oral or written communication skills	Personal development (090)
k	Numeracy and/or literacy skills	Literacy and numeracy (080) ³
l	Other skills not listed above	Personal services (81)

³ Not requested in CVTS 3.

Annex 6: Other methodological issues

Annex 6a: Reference periods

The sequence of the variables in the questionnaire avoids using different reference periods in different parts of the questionnaire. However, the questions on future needs should focus on the near future as enterprises will have many difficulties to reply to questions which depend more on external factors rather than on their own strategies.

In case of difficulties to reply to the questions, it is proposed to:

- Refer to the “next few years” if “future” is considered as too general for the respondent. For instance for the question on the methods used to review the future needs of skills and competences (A9), the methods have usually been used for the review of needs in the recent years and/or will be used for the review of needs for the year to come or the next few years.
- Add that the question refers to a regular activity/process without any outstanding negative or positive expectations (i.e. considering the current situation with realistic expectations).

Note: “usually” (no reference period) indicates that the usual situation should be considered as opposed to 2020 (or 2019 for B3 and B4).

Variable	Section relates to	Questions	Reference period
A1 to A5	All enterprises	NACE, persons employed, hours worked, labour cost	2020
A8	All enterprises	Person/unit responsible for CVT	Usually
A9 to A12	All enterprises	Future needs	Usually (next few years)
A13 to A16b	All enterprises	Written training plan, annual training budget, written agreements between social partners, staff representatives	Usually
B1, B2, B5, B6	All enterprises	CVT courses and other forms of CVT; contributions and receipts; measures the enterprise benefited from	2020
B3 and B4	All enterprises	CVT courses and other forms of CVT – previous year	2019
C1 to C7	Enterprises providing CVT courses	CVT courses: participants, hours, skills targeted, providers, costs	2020
D2a, D2b	Enterprises providing CVT courses and/or other forms of CVT	Assessment of outcomes	Usually
D3	Enterprises providing CVT courses and/or other forms of CVT	Limiting factors for CVT provision	2020
E1	Non-training enterprises	Reasons for non-provision of CVT	2020
F1	All enterprises	IVT participants	Usually
F2	Enterprises providing IVT	Reasons for providing IVT	Usually

Annex 6b: Data collection mode

In order to distinguish the different ways in which respondents are requested to complete the questionnaire, the data collection mode (or procedure) variable (PROC) must be used. The categories to be used for CVTS 6 are inline with those used in household surveys (e.g. LFS, AES).

For CVTS 6, the following categories are to be used:

- CAPI = computer assisted personal interview, i.e. interviewer is present
- CATI = computer assisted telephone interview i.e. interviewer is present
- CAWI = computer assisted web-interview, self-administered
- PAPI = paper assisted personal interview, i.e. interviewer is present
- Other

The data collection mode variable refers to the collection procedure used for collecting most of the information (i.e. predominantly used). This means that if some information is taken e.g. from the Statistical Business Register (SBR), the data collection mode variable should refer to that part of the data that is directly collected from the respondent.

Different interviewing modes may as well be combined (i.e. mixed-mode interview). In such cases, the predominant interviewing mode should be reported. For example, in a situation where an enterprise has been first contacted by phone and some data (main part) has been collected via computer assisted web-interview (CAWI) but the missing data (remaining part) is collected at a later stage via computer assisted personal interview (CAPI), the variable should report on CAWI as the interviewing mode used.

The category 'other' is to be chosen when the interviewing mode used is not covered by the other variable categories, e.g. paper assisted self-administered interview (PASI), or non-web-based computer assisted self-administered interview (CASI).

Annex 6c: Exchange rates

Exchanges rates for the transmission of data in euros for the following countries:

CURRENCY	2020
BGN - Bulgarian lev	1.9558
CZK - Czech koruna	26.455
DKK - Danish krone	7.4542
HRK - Croatian kuna	7.5384
HUF - Hungarian forint	351.25
PLN - Polish zloty	4.443
RON - Romanian leu	4.8383
SEK - Swedish krona	10.4848
NOK - Norwegian krone	10.7228
ISK - Icelandic krona	154.59
MKD - Denar (of North Macedonia)	61.6751
TRY - Turkish lira	8.0547
CHF - Swiss franc	1.0705
RSD - Serbian dinar	117.5777
GBP - Pound sterling	0.8897

Source: table [ert_bil_eur_a](#) on Eurostat's website – Extraction date: 18/01/2021.

Annex 6d: CVT courses and other forms of CVT and the Classification of Learning Activities (CLA)

At the occasion of their September 2009 meeting, the Directors of Social Statistics (DSS) approved Eurostat's general approach for enhancing the coherence between the three EU statistical sources on lifelong learning (Adult Education Survey – AES, Continuing Vocational Training Survey – CVTS and Labour Force Survey – LFS). This integrated approach considered that the AES provides detailed information on the participation of individuals in education and training activities every 5 years (every 6 years from 2022) while the LFS would provide annual evolutions for a limited set of indicators and the CVTS should complete the AES results every 5 years focussing on enterprise strategies for skill developments of their persons employed. This approach implies a higher coherence of sources around the Classification of Learning Activities (CLA)⁴.

In that context, the CVTS Task Force had discussed the best way to ensure the coherence of CVTS results (as from CVTS 4) and the Classification of Learning Activities, the results of the AES and of the LFS. Apart from the restriction of household survey results as regards enterprise-sponsored activities⁵, there are two main issues which argue against a grouping of CVTS categories according to the usual division between formal, non-formal and informal activities.

- The statistical unit of the CVTS: it is more appropriate to use the five categories set as “other forms of CVT” for a questionnaire dedicated to enterprises and a separate category for “CVT courses” (without a further distinction into formal and non-formal, even if these might cover both formal and non-formal activities). The homogeneity of the items proposed in the five categories of “other forms of CVT” is more relevant from an employer perspective.
- The relatively low quality of the information on participants (versus participant events / “participations”) in the categories of “other forms of CVT”: the CVTS Task force acknowledged the difficulty of gathering accurate information on these topics in enterprises. However, the results on enterprises proposing “other forms of CVT” would not be accurate enough without quantitative information (all enterprises would select all activities).

For CVTS, it is considered that the information collected allows profiling enterprises on these important learning activities while acknowledging the potential quality issues behind the quantification provided by enterprises. The AES could then be used for more accurate information on the type of activities carried out (using the relevant variables to approach the scope of the CVTS). The CVTS 3 categories have been slightly adapted for CVTS 4 in that perspective: re-ordering of the five sub-groups of activities within the group of “other forms of CVT”, adaptation of few labels (guided-on-the-job training, e-learning). CVTS 6 keeps the same categories as used in CVTS 4 and 5. However, since CVTS 5 data on participants in “other forms of CVT” is collected in classes only in order to take quality issues and burden on respondents into account.

⁴ See <https://ec.europa.eu/eurostat/web/products-manuals-and-guidelines/-/KS-GQ-15-011>

⁵ Using the AES variables on “education and training activity taking place during working time” or “paid at least partially by the employer”.

Annex 7: Codebook

Core variables are variables for which neither missing values shall be accepted nor imputation permitted.

Key variables are variables for which every effort should be made to avoid missing values and for which imputation is recommended.

1. Variables to be collected from all enterprises: sample characteristics

Variable Name	Codes	Description	Comments
COUNTRY	2 digits	Country code (see annex 12)	All enterprises Unique
ENTERPR	6 digits 0 999996	Enterprise ID Lower bound value Upper bound value	All enterprises No missing
REFYEAR	2020	Reference year	All enterprises Unique
WEIGHT	numeric	Weighting factor Use "." as decimal separator	All enterprises No missing
NACE_SP	4 digits 2001 to 2020	Sampling plan economic activity category (see annex 1)	All enterprises No missing
SIZE_SP	1 2 3 4 5 6 7 8 9	Sampling plan size group 10 - 49 persons employed (size3) 50 - 249 persons employed (size3) 250 and more persons employed (size3) 10 - 19 persons employed (size6) 20 - 49 persons employed (size6) 50 - 249 persons employed (size6) 250 - 499 persons employed (size6) 500 - 999 persons employed (size6) 1000 and more persons employed (size6)	All enterprises No missing
NSTRA_SP	5 digits 0 99996	Sampling plan - number of enterprises in the stratum defined by NACE_SP and SIZE_SP, i.e. the population (target/sampling frame) Lower bound value Upper bound value	All enterprises No missing
N_SP	5 digits 0 99996	Sampling plan - number of sampled enterprises from the sample-frame in the stratum defined by NACE_SP and SIZE_SP (gross sample) Lower bound value Upper bound value	All enterprises No missing
SUB_SP	0 1	Sub-sample indicator, shows if enterprise belongs to sub-sample Not in sub-sample In sub-sample	All enterprises No missing
N_RESPST	5 digits 0 99996	Number of responding enterprises in the stratum defined by NACE_SP and SIZE_SP (net sample) Lower bound value Upper bound value	All enterprises No missing

Variable Name	Codes	Description	Comments
N_EMPREG	6 digits 10 999996	Number of persons employed according to the register Lower bound Upper bound	All enterprises No missing
RESPONSE	1 2 3	Response indicator (sampling unit type) Respondent Non-response (of use at national level only) Over coverage (inclusion of non-population units, of use in national sample only)	All enterprises No missing
PROC	1 2 3 4 5	Data collection mode (predominant) (see annex 6b) CAPI CATI CAWI PAPI Other	All enterprises No missing
IDLANGUA	3 digits	Language of data collection (see annex 12)	All enterprises No missing
IDREGION	3 digits	Region identification NUTS – level 1 (see annex 12)	All enterprises No missing
EXTRA1		Extra variable 1 (see Annex III of the Commission Regulation)	All enterprises
EXTRA2		Extra variable 2 (see Annex III of the Commission Regulation)	All enterprises
EXTRA3		Extra variable 3 (see Annex III of the Commission Regulation)	All enterprises

2. Variables to be collected from all enterprises: background data

Variable Name	Codes	Description	Comments
A1 Core	5 digits	Actual NACE code NACE Rev. 2 code (see annex 13)	All enterprises No missing
A2tot Core	6 digits 10-999996	Total number of persons employed by the enterprise on 31 December of the reference year Total number of persons employed <i>Please note: according to the regulation, the number of persons employed on 31st December is to be transmitted. However, the average number of persons employed during the reference year would be the better measure. Therefore, countries are encouraged to transmit the average number for A2tot, A2m and A2f and to indicate this in the quality report.</i>	All enterprises No missing
A2m	6 digits 0-999996 999999	Total number of males employed on 31 December of the reference year Total number of males employed No answer	All enterprises

Variable Name	Codes	Description	Comments
A2f	6 digits 0-999996 999999	Total number of females employed on 31 December of the reference year Total number of females employed No answer	All enterprises
A4 Key	12 digits 1-999999999996	Total number of hours worked in the reference year by persons employed Total number of hours worked	All enterprises No missing
A5 Key	12 digits 1-999999999996	Total labour costs (direct + indirect) of persons employed in the reference year (in euros) Total labour costs (in euros)	All enterprises No missing

3. Variables to be collected from all enterprises: CVT strategies

Variable Name	Codes	Description	Comments
A8	0 1 9	Specific person or unit within the enterprise having the responsibility for the organisation of CVT No Yes No answer	All enterprises
A9	0 1 2 9	Assessment of future skill needs of the enterprise (for the next few years) No Yes but not regularly (mainly linked to changes in personnel) Yes, it is part of the overall planning process in the enterprise No answer	All enterprises
(A10)		REACTION TO FUTURE NEEDS OF SKILLS AND COMPETENCES through:	
A10a	0 1 9	- Continuing vocational training of current staff No Yes No answer	All enterprises
A10b	0 1 9	- Recruitment of new staff with the suitable qualifications, skills and competences No Yes No answer	All enterprises
A10c	0 1 9	- Recruitment of new staff combined with specific training (of the recruited staff) No Yes No answer	All enterprises
A10d	0 1 9	- Internal reorganisation to better use existing skills and competences (in line with future needs) No Yes No answer	All enterprises

Variable Name	Codes	Description	Comments
A12flag		TYPE OF SKILLS AND COMPETENCES IMPORTANT IN THE NEXT FEW YEARS (3 most important) 1 At least one and maximum three categories from "a" to "l" below 2 Do not know (A12o=1) 9 No answer (no answer to any category "a" to "o")	All enterprises
		List of skills (3 most important = maximum of three yes-responses allowed, but only one if A12o)	
A12a		- General IT skills	All enterprises
	0	No	
	1	Yes	
A12b		- IT professional skills	All enterprises
	0	No	
	1	Yes	
A12c		- Management skills	All enterprises
	0	No	
	1	Yes	
A12d		- Team working skills	All enterprises
	0	No	
	1	Yes	
A12e		- Customer handling skills	All enterprises
	0	No	
	1	Yes	
A12f		- Problem solving skills	All enterprises
	0	No	
	1	Yes	
A12g		- Office administration skills	All enterprises
	0	No	
	1	Yes	
A12h		- Foreign language skills	All enterprises
	0	No	
	1	Yes	
A12i		- Technical, practical or job-specific skills	All enterprises
	0	No	
	1	Yes	
A12j		- Oral or written communication skills	All enterprises
	0	No	
	1	Yes	
A12k		- Numeracy and/or literacy skills	All enterprises
	0	No	
	1	Yes	
A12l		- Other skills not listed above	All enterprises
	0	No	
	1	Yes	
A12o		- Do not know	All enterprises
	0	No	
	1	Yes	
A13		Planning of CVT in the enterprise usually leads to a written training plan or programme	All enterprises
	0	No	
	1	Yes	
	9	No answer	

Variable Name	Codes	Description	Comments
A14		Annual training budget, which usually includes provision for CVT	All enterprises
	0	No	
	1	Yes	
	9	No answer	
A15		National, sector or other agreements between the social partners, which usually cover the provision of CVT	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (no written agreements between social partners in the country)	
	9	No answer	
A16a		Staff representatives/committees usually involved in the management process of CVT	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (no staff representatives/committees)	
	9	No answer	
(A16b)		ASPECTS COVERED BY STAFF REPRESENTATIVES/ COMMITTEES	
A16ba		- Objective setting of training	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	
A16bb		- Establishing criteria for the selection of participants or specific target groups	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	
A16bc		- Form/type of training (e.g. internal/external courses; other forms such as guided-on-the-job training)	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	
A16bd		- Content of training	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	
A16be		- Budget for training	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	
A16bf		- Selection of external training providers	A16a=1
	0	No	
	1	Yes	
	8	Not applicable (A16a≠1)	
	9	No answer	

Variable Name	Codes	Description	Comments
A16bg	0 1 8 9	- Evaluation/assessment of training outcomes No Yes Not applicable (A16a≠1) No answer	A16a=1

4. Variables to be collected from all enterprises: CVT characteristics

Variable Name	Codes	Description	Comments
(B1)		PROVISION OF INTERNAL OR EXTERNAL CVT COURSES in the reference year	
B1a Core	0 1	- Provision of internal CVT courses No Yes	All enterprises No missing
B1b Core	0 1	- Provision of external CVT courses No Yes	All enterprises No missing
(B2)		PROVISION OF OTHER FORMS OF CVT in the reference year	
B2aflag Core	0 1	- Provision of guided-on-the-job training No Yes	All enterprises No missing
B2a	1 2 3 8 9	- Participants in guided-on-the-job training Less than 10 % of all persons employed From 10 % to less than 50 % of all persons employed 50 % or more of all persons employed Not applicable (B2aflag=0) No answer	B2aflag=1
B2bflag Core	0 1	- Provision of job rotation, exchanges, secondments or study visits No Yes	All enterprises No missing
B2b	1 2 3 8 9	- Participants in job-rotation, exchanges, secondments or study visits Less than 10 % of all persons employed From 10 % to less than 50 % of all persons employed 50 % or more of all persons employed Not applicable (B2bflag=0) No answer	B2bflag=1
B2cflag Core	0 1	- Participation in conferences, workshops, trade fairs or lectures No Yes	All enterprises No missing

Variable Name	Codes	Description	Comments
B2c		- Participants in conferences, workshops, trade fairs or lectures	B2cflag=1
	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	
	8	Not applicable (B2cflag=0)	
B2dflag Core		- Participation in learning or quality circles	All enterprises No missing
	0	No	
B2d		- Participants in learning or quality circles	B2dflag=1
	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	
	8	Not applicable (B2dflag=0)	
B2eflag Core		- Planned training by self-directed learning/e-learning	All enterprises No missing
	0	No	
B2e		- Participants in self-directed learning/e-learning	B2eflag=1
	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	
	8	Not applicable (B2eflag=0)	
B3a		Provision of CVT courses for persons employed in the year before the reference year	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (enterprise did not exist in the previous year)	
	9	No answer	
B4a		Provision of other forms of CVT for persons employed in the year before the reference year	All enterprises
	0	No	
	1	Yes	
	8	Not applicable (enterprise did not exist in the previous year)	
	9	No answer	
(B5)		CVT CONTRIBUTIONS AND RECEIPTS in the reference year	All enterprises
B5aflag		Existence of CVT contributions	All enterprises
	0	No	
	1	Yes	
B5a		Amount of CVT contributions	B5aflag=1
	10 digits	Amount in euros	
	1-9999999996	Not applicable (B5aflag≠1)	
	9999999998 9999999999	No answer	

Variable Name	Codes	Description	Comments
B5bflag		Existence of CVT receipts 0 No 1 Yes 9 No answer	All enterprises
B5b	10 digits 1-9999999996 9999999998 9999999999	Amount of CVT receipts Amount in euros Not applicable (B5bflag≠1) No answer	B5bflag=1
(B6)		MEASURES FROM WHICH THE ENTERPRISE BENEFITED FROM IN 2020, for the provision of CVT	
B6a		- Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals) 0 No 1 Yes 8 Not applicable (B5bflag≠1) 9 No answer	B5bflag=1
B6b		- Receipts from training funds (national, regional, sector) 0 No 1 Yes 8 Not applicable (B5bflag≠1) 9 No answer	B5bflag=1
B6c		- EU subsidies (e.g. European Social Fund) 0 No 1 Yes 8 Not applicable (B5bflag≠1) 9 No answer	B5bflag=1
B6d		- Government subsidies 0 No 1 Yes 8 Not applicable (B5bflag≠1) 9 No answer	B5bflag=1
B6e		- Other sources (e.g. private foundations, revenue for the use of own training resources by or training provision to external bodies/persons) 0 No 1 Yes 8 Not applicable (B5bflag≠1) 9 No answer	B5bflag=1
		<i>Please note: The implementing regulation (Commission Regulation (EU) No 1153/2014) also contains the category "none of these" but as this category is redundant, it is removed from the questionnaire and the codebook and not to be transmitted to Eurostat.</i>	

5. Variables to be collected from enterprises which provided CVT courses: CVT participants, subjects and providers

Variable Name	Codes	Description	Comments
(C1)		Number of persons employed by the enterprise who PARTICIPATED IN ONE OR MORE CVT COURSES (internal or external) in the reference year	(B1a or B1b)=1
C1tot Key	6 digits 1-999996 999998	Total number of participants in all CVT courses Total number of participants Not applicable [(B1a and B1b)=0]	No missing
C2m	6 digits 0-999996 999998 999999	Number of CVT course participants – males Number of participants – males Not applicable [(B1a and B1b)=0] No answer	(B1a or B1b)=1
C2f	6 digits 0-999996 999998 999999	Number of CVT course participants – females Number of participants – females Not applicable [(B1a and B1b)=0] No answer	(B1a or B1b)=1
(C3)		TOTAL PAID WORKING TIME (in hours) SPENT ON ALL CVT COURSES broken down by internal or external CVT course , in the reference year	
C3tot Key	10 digits 0-9999999996 9999999998	Paid working time spent on all CVT courses Paid working time in hours Not applicable [(B1a and B1b)=0] <i>Please note: 0 is possible but is identified during validation. It is accepted if the country confirms that all course hours paid by the enterprise were outside paid working hours. The same for C3i and C3e (and PAC).</i>	No missing (B1a or B1b)=1
C3i	10 digits 0-9999999996 9999999998 9999999999	Paid working time for internal CVT courses Paid working time in hours Not applicable (B1a=0) No answer	B1a=1
C3e	10 digits 0-9999999996 9999999998 9999999999	Paid working time for external CVT courses Paid working time in hours Not applicable (B1b=0) No answer	B1b=1
C4	3 digits 0-100 998 999	Share of training hours spent on obligatory courses for health and safety at work (question to be asked after C5) Health and safety at work Not applicable [(B1a and B1b)=0] No answer	C3tot> 0
C5flag	1 8 9	Subjects covered (skills targeted) by CVT courses (3 most important) At least one and maximum three categories from “a” to “l” below Not applicable [(B1a and B1b)=0] No answer (no answer to any category “a” to “l”)	(B1a or B1b)=1

Variable Name	Codes	Description	Comments
		List of skills (3 most important = maximum of three yes-responses allowed)	
C5a	0 1 8	- General IT skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5b	0 1 8	- IT professional skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5c	0 1 8	- Management skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5d	0 1 8	- Team working skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5e	0 1 8	- Customer handling skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5f	0 1 8	- Problem solving skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5g	0 1 8	- Office administration skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5h	0 1 8	- Foreign language skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5i	0 1 8	- Technical, practical or job-specific skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5j	0 1 8	- Oral or written communication skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1
C5k	0 1 8	- Numeracy and/or literacy skills No Yes Not applicable [(B1a and B1b)=0]	(B1a or B1b)=1

Variable Name	Codes	Description	Comments
C5l	0	- Other skills not listed above No	(B1a or B1b)=1
	1	Yes	
	8	Not applicable [(B1a and B1b)=0]	
C6flag	1	Providers (external CVTS courses) (3 most important) At least one and maximum three categories from "a" to "g" below	B1b=1
	8	Not applicable (B1b=0)	
	9	No answer (no answer to any category "a" to "g")	
		List of providers (3 most important = maximum of three yes-responses allowed)	
C6a	0	- Schools, colleges, universities and other higher education institutions No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6b	0	- Public training institutions (financed or guided by the government, e.g. adult education centres) No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6c	0	- Private training companies No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6d	0	- Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies) No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6e	0	- Employer's associations, chambers of commerce, sector bodies No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6f	0	- Trade unions No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	
C6g	0	- Other training providers No	B1b=1
	1	Yes	
	8	Not applicable (B1b=0)	

6. Variables to be collected from enterprises which provided CVT courses: CVT costs

Variable Name	Codes	Description	Comments
(C7)		COSTS OF (internal and external) CVT COURSES in the reference year	
C7aflag		- Existence of fees or payments for courses	(B1a or B1b)=1
	0	No	
	1	Yes	
	8	Not applicable [(B1a and B1b)=0]	
	9	No answer	
C7a	10 digits	- Fees and payments (in euros)	C7aflag=1
	1-9999999996	CVT course costs – fees and payments (in euros)	
	9999999998	Not applicable (C7aflag≠1)	
	9999999999	No answer	
C7bflag		- Existence of travel or subsistence payments	(B1a or B1b)=1
	0	No	
	1	Yes	
	8	Not applicable [(B1a and B1b)=0]	
	9	No answer	
C7b	10 digits	- Travel or subsistence payments (in euros)	C7bflag=1
	1-9999999996	CVT course costs – travel and subsistence payments (in euros)	
	9999999998	Not applicable (C7bflag≠1)	
	9999999999	No answer	
C7cflag		- Existence of labour costs of internal trainers	(B1a or B1b)=1
	0	No	
	1	Yes	
	8	Not applicable [(B1a and B1b)=0]	
	9	No answer	
C7c	10 digits	- Labour costs of internal trainers (in euros)	C7cflag=1
	1-9999999996	CVT course costs – labour costs of internal trainers (in euros)	
	9999999998	Not applicable (C7cflag≠1)	
	9999999999	No answer	
C7dflag		- Existence of costs of training centre, rooms or teaching materials	(B1a or B1b)=1
	0	No	
	1	Yes	
	8	Not applicable [(B1a and B1b)=0]	
	9	No answer	
C7d	10 digits	- Training centre, rooms and teaching materials (in euros)	C7dflag=1
	1-9999999996	CVT course costs – training centre, rooms and teaching materials (in euros)	
	9999999998	Not applicable (C7dflag≠1)	
	9999999999	No answer	

Variable Name	Codes	Description	Comments
C7sflag	0 1 8 9	Existence of "sub-total only" (no sub-categories) No Yes Not applicable [(B1a and B1b)=0] No answer	(B1a or B1b)=1
C7sub Key	10 digits 0-9999999996 9999999998	CVT course costs sub-total (in euros) CVT course costs – sub-total (in euros) Not applicable [(B1a and B1b)=0] <i>Please note: 0 is possible but is identified during validation and has to be confirmed by countries.</i>	(B1a or B1b)=1 No missing
C7tot Key	11 digits -9999999996- 9999999996 9999999998 9999999999	Total cost CVT (in euros) To be calculated (C7sub+B5a-B5b) Total cost CVT (in euros) Not applicable [(B1a and B1b and B5aflag and B5bflag)=0] <i>No answer (only accepted if B1a=0 and B1b=0)</i> <i>Please note: 0 and negative values are possible but are identified during validation and have to be confirmed by countries.</i>	B1a=1 or B1b=1 or B5aflag=1 or B5bflag=1 No missing if (B1a or B1b=1)
PAC Key	10 digits 0-9999999996 9999999998	Personal absence cost (labour costs of participants) (in euros) To be calculated (PAC=C3tot*A5/A4) Personal absence cost (in euros) Not applicable [(B1a and B1b)=0] <i>Please note: 0 is possible but is identified during validation. It is accepted if the country confirms that all course hours paid by the enterprise were outside paid working hours. See also C3tot.</i>	(B1a or B1b)=1 No missing

7. Variables to be collected from enterprises which provided CVT courses or other forms of CVT: CVT outcomes and difficulties

Variable Name	Codes	Description	Comments
D2a	0 1 2 8 9	Assessment of the outcomes of CVT activities No, proof of participation is sufficient Yes, for all activities Yes, for some activities Not applicable [(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0] No answer	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]

Variable Name	Codes	Description	Comments
(D2b)		METHODS OF ASSESSMENT	D2a=1 or 2
D2ba	0 1 8 9	- Certification after written or practical test No Yes Not applicable (D2a≠1 and D2a≠2) No answer	
D2bb	0 1 8 9	- Satisfaction survey amongst participants No Yes Not applicable (D2a≠1 and D2a≠2) No answer	D2a=1 or 2
D2bc	0 1 8 9	- Assessment of participants' behaviour or performance in relation to training objectives No Yes Not applicable (D2a≠1 and D2a≠2) No answer	D2a=1 or 2
D2bd	0 1 8 9	- Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise No Yes Not applicable (D2a≠1 and D2a≠2) No answer	D2a=1 or 2
D2be	0 1 8 9	- Other No Yes Not applicable (D2a≠1 and D2a≠2) No answer	D2a=1 or 2
(D3)		FACTORS LIMITING THE PROVISION OF CVT ACTIVITIES in the reference year	
D3a	0 1 8 9	- No limiting factors: level of training provided was appropriate to the needs of the enterprise No Yes Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]) No answer	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
D3b	0 1 8 9	- Recruitment of individuals with the required qualifications, skills and competences No Yes Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]) No answer	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]

Variable Name	Codes	Description	Comments
D3c		- Difficulties in assessing training needs in the enterprise	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	
D3d		- Lack of suitable offers of CVT courses in the market	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	
D3e		- High costs of CVT courses	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	
D3f		- Higher focus on IVT provision than on CVT	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	
D3g		- Major efforts in CVT made in recent years	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	

Variable Name	Codes	Description	Comments
D3h		- High workload and limited time available for staff to participate in CVT	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
D3i	9	No answer	[(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1]
		- Other reasons	
	0	No	
	1	Yes	
	8	Not applicable ((B1a and B1b)=0) and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0])	
	9	No answer	

8. Variables to be collected from non-training enterprises: reasons for non-provision of CVT activities

Variable Name	Codes	Description	Comments
(E1)		REASONS FOR NOT PROVIDING CVT ACTIVITIES in reference year	
E1a		- The existing qualifications, skills and competences were appropriate to the current needs of the enterprise	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
E1b	9	No answer	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
		- Recruitment of individuals with the required qualifications, skills and competences was preferred	
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	

Variable Name	Codes	Description	Comments
E1c		- Difficulties in assessing training needs in the enterprise	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	
E1d		- Lack of suitable offers of CVT courses in the market	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	
E1e		- High costs of CVT courses	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	
E1f		- Higher focus on IVT provision than on CVT	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	

Variable Name	Codes	Description	Comments
E1g		- Major efforts in CVT made in recent years	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	
E1h		- High workload and no time available for staff to participate in CVT	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	
E1i		- Other reasons	[(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0]
	0	No	
	1	Yes	
	8	Not applicable ((B1a or B1b)=1) or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1])	
	9	No answer	

9. Variables to be collected from all enterprises: initial vocational training (IVT)

Variable Name	Codes	Description	Comments
F1 Core		IVT participants (apprentices) usually employed in the enterprise	All enterprises No missing
	0	No	
	1	Yes	
(F2)		REASONS FOR PROVIDING IVT	
F2a		- To qualify future employees according to the needs of the enterprise	F1=1
	0	No	
	1	Yes	
	8	Not applicable (F1=0)	
	9	No answer	

Variable Name	Codes	Description	Comments
F2b	0 1 8 9	- To choose among the best apprentices for future employment after completion of initial vocational training (apprenticeship) No Yes Not applicable (F1=0) No answer	F1=1
F2c	0 1 8 9	- To avoid possible mismatch with enterprise needs in case of external recruitment No Yes Not applicable (F1=0) No answer	F1=1
F2d	0 1 8 9	- To make use of the productive capacities of IVT participants (apprentices) already during their initial vocational training No Yes Not applicable (F1=0) No answer	F1=1
F2e	0 1 8 9	- Other reasons No Yes Not applicable (F1=0) No answer	F1=1

Annex 8: Checking rules – field level (STRUVAL)

This annex presents the STRUVAL (structural validation, previously called “field level”) rules included in the data validation services provided to countries.

For the STRUVAL rules please see the Excel file [“04 - CVTS 6 \(2020\) - Checking rules”](#).

Annex 9: Checking rules – record level (CONVAL)

This annex presents the CONVAL (content validation, previously called “record level”) rules included in the data validation services provided to countries.

For the CONVAL rules please see the Excel file [“04 - CVTS 6 \(2020\) - Checking rules”](#).

Annex 10: Checking rules – file level and other checks

Basic file level checks are as follows:

- unique reference year (2020) in the variable REFYEAR
- unique country code in the variable COUNTRY
- unique enterprise code in the variable ENTERPR

Further file level checks are performed by Eurostat (outside the scope of the data validation services) to detect potential outliers and report to countries if required.

The following checks are recommended to be performed at national level before submitting data to Eurostat:

Percentage of NRP

- % of NRP per variable; those with 10% and more are required to be reported in the quality report.
- % of NRP per combined variable (e.g. E1a-E1i) as it has impact on online data, see [“Detailed information on the calculation of CVTS indicators”](#).

A15=8 or A16a=8 (plausibility check in view of national situation)

‘Suspicious’ xxx9 / xxx8 (i.e. like n.a. or unknown but with fewer digits)

Possible outlier checks / ratios to check

- Labour costs (A5)
 - Per hour worked – $A5/A4$
 - Per person employed – $A5/A2tot$
- Working hours (A4)
 - Per person employed – $A4/A2tot$ (no more than 2200 = 220 days * 10 hours)
- Training hours (C3tot)
 - Per participant – $C3tot/C1tot$
 - Per person employed – $C3tot/A2tot$
 - Per hour worked – $C3tot/A4$
- Total CVT cost (C7tot)
 - Per person employed – $C7tot/A2tot$
 - Per participant – $C7tot/C1tot$
 - Per training hour – $C7tot/C3tot$
 - Per total labour cost – $C7tot/A5$
- Direct CVT cost (C7sub)
 - Per person employed – $C7sub/A2tot$
 - Per participant – $C7sub/C1tot$
 - Per training hour – $C7sub/C3tot$
 - Per total labour cost – $C7sub/A5$
- Participants
 - Per person employed – $C1tot/A2tot$

Annex 11: Control table

The structure and contents of the control table is explained in the Excel file "[05 - CVTS 6 \(2020\) - Control table](#)".

Annex 12: Codes for country, language and region

Country	Code
Austria	AT
Belgium	BE
Bulgaria	BG
Croatia	HR
Cyprus	CY
Czechia	CZ
Denmark	DK
Estonia	EE
Finland	FI
North Macedonia	MK
France	FR
Germany	DE
Greece	EL
Hungary	HU
Ireland	IE
Iceland	IS
Italy	IT
Latvia	LV
Lithuania	LT
Luxembourg	LU
Malta	MT
Montenegro	ME
Netherlands	NL
Norway	NO
Poland	PL
Portugal	PT
Romania	RO
Serbia	RS
Slovakia	SK
Slovenia	SI
Spain	ES
Sweden	SE
Switzerland	CH
Turkey	TR
United Kingdom	UK

Language	Code
Basque	BAQ
Bulgarian	BUL
Catalan	CAT
Croatian	HRV
Czech	CZE
Danish	DAN
Dutch; Flemish	DUT
English	ENG
Estonian	EST
Finnish	FIN
French	FRE
German	GER
Greek	GRE
Hungarian	HUN
Icelandic	ICE
Irish	GLE
Italian	ITA
Latvian	LAV
Lithuanian	LIT
Luxembourgish	LTZ
Macedonian	MAC
Maltese	MLT
Norwegian	NOR
Polish	POL
Portuguese	POR
Romanian	RUM
Russian	RUS
Serbian	SRP
Slovak	SLO
Slovenian	SLV
Spanish	SPA
Swedish	SWE
Turkish	TUR
Welsh	WEL

The variable IDLANGUA refers to the language of the questionnaire. For example: the French version of the Belgian questionnaire should have "FRE" for IDLANGUA, the Dutch version of the Belgian questionnaire should have "DUT". The purpose of the IDLANGUA variable is to distinguish the range the different language versions of the questionnaire.

The checking program will search and report on variance in answers of different language versions of the questionnaire. However, this variable will not be used in the final reports of Eurostat.

Note: if a language is used which is not in this list, please use the ISO 639 code.

Region: for regional codes see NUTS 2021 (entered into force on 01/01/2021): <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1571919890809&uri=CELEX:32019R1755>. NUTS level 1 codes are to be used.

Annex 13: NACE Rev. 2 codes for data collection

For detailed NACE Rev. 2 codes see <http://ec.europa.eu/eurostat/web/nace-rev2/overview>

See also Regulation (EC) No 1893/2006 establishing the statistical classification of economic activities NACE Revision 2 (<http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:32006R1893>)

B	Mining and quarrying
B0510	Mining of hard coal
B0520	Mining of lignite
B0610	Extraction of crude petroleum
B0620	Extraction of natural gas
B0710	Mining of iron ores
B0721	Mining of uranium and thorium ores
B0729	Mining of other non-ferrous metal ores
B0811	Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate
B0812	Operation of gravel and sand pits; mining of clays and kaolin
B0891	Mining of chemical and fertiliser minerals
B0892	Extraction of peat
B0893	Extraction of salt
B0899	Other mining and quarrying n.e.c.
B0910	Support activities for petroleum and natural gas extraction
B0990	Support activities for other mining and quarrying
C	Manufacturing
C1011	Processing and preserving of meat
C1012	Processing and preserving of poultry meat
C1013	Production of meat and poultry meat products
C1020	Processing and preserving of fish, crustaceans and molluscs
C1031	Processing and preserving of potatoes
C1032	Manufacture of fruit and vegetable juice
C1039	Other processing and preserving of fruit and vegetables
C1041	Manufacture of oils and fats
C1042	Manufacture of margarine and similar edible fats
C1051	Operation of dairies and cheese making
C1052	Manufacture of ice cream
C1061	Manufacture of grain mill products
C1062	Manufacture of starches and starch products
C1071	Manufacture of bread; manufacture of fresh pastry goods and cakes
C1072	Manufacture of rusks and biscuits; manufacture of preserved pastry goods and cakes
C1073	Manufacture of macaroni, noodles, couscous and similar farinaceous products
C1081	Manufacture of sugar
C1082	Manufacture of cocoa, chocolate and sugar confectionery
C1083	Processing of tea and coffee
C1084	Manufacture of condiments and seasonings
C1085	Manufacture of prepared meals and dishes
C1086	Manufacture of homogenised food preparations and dietetic food
C1089	Manufacture of other food products n.e.c.
C1091	Manufacture of prepared feeds for farm animals
C1092	Manufacture of prepared pet foods
C1101	Distilling, rectifying and blending of spirits
C1102	Manufacture of wine from grape
C1103	Manufacture of cider and other fruit wines
C1104	Manufacture of other non-distilled fermented beverages
C1105	Manufacture of beer
C1106	Manufacture of malt
C1107	Manufacture of soft drinks; production of mineral waters and other bottled waters
C1200	Manufacture of tobacco products
C1310	Preparation and spinning of textile fibres
C1320	Weaving of textiles

C1330	Finishing of textiles
C1391	Manufacture of knitted and crocheted fabrics
C1392	Manufacture of made-up textile articles, except apparel
C1393	Manufacture of carpets and rugs
C1394	Manufacture of cordage, rope, twine and netting
C1395	Manufacture of non-wovens and articles made from non-wovens, except apparel
C1396	Manufacture of other technical and industrial textiles
C1399	Manufacture of other textiles n.e.c.
C1411	Manufacture of leather clothes
C1412	Manufacture of workwear
C1413	Manufacture of other outerwear
C1414	Manufacture of underwear
C1419	Manufacture of other wearing apparel and accessories
C1420	Manufacture of articles of fur
C1431	Manufacture of knitted and crocheted hosiery
C1439	Manufacture of other knitted and crocheted apparel
C1511	Tanning and dressing of leather; dressing and dyeing of fur
C1512	Manufacture of luggage, handbags and the like, saddlery and harness
C1520	Manufacture of footwear
C1610	Sawmilling and planing of wood
C1621	Manufacture of veneer sheets and wood-based panels
C1622	Manufacture of assembled parquet floors
C1623	Manufacture of other builders' carpentry and joinery
C1624	Manufacture of wooden containers
C1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
C1711	Manufacture of pulp
C1712	Manufacture of paper and paperboard
C1721	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
C1722	Manufacture of household and sanitary goods and of toilet requisites
C1723	Manufacture of paper stationery
C1724	Manufacture of wallpaper
C1729	Manufacture of other articles of paper and paperboard
C1811	Printing of newspapers
C1812	Other printing
C1813	Pre-press and pre-media services
C1814	Binding and related services
C1820	Reproduction of recorded media
C1910	Manufacture of coke oven products
C1920	Manufacture of refined petroleum products
C2011	Manufacture of industrial gases
C2012	Manufacture of dyes and pigments
C2013	Manufacture of other inorganic basic chemicals
C2014	Manufacture of other organic basic chemicals
C2015	Manufacture of fertilisers and nitrogen compounds
C2016	Manufacture of plastics in primary forms
C2017	Manufacture of synthetic rubber in primary forms
C2020	Manufacture of pesticides and other agrochemical products
C2030	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
C2041	Manufacture of soap and detergents, cleaning and polishing preparations
C2042	Manufacture of perfumes and toilet preparations
C2051	Manufacture of explosives
C2052	Manufacture of glues
C2053	Manufacture of essential oils
C2059	Manufacture of other chemical products n.e.c.
C2060	Manufacture of man-made fibres
C2110	Manufacture of basic pharmaceutical products
C2120	Manufacture of pharmaceutical preparations
C2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
C2219	Manufacture of other rubber products
C2221	Manufacture of plastic plates, sheets, tubes and profiles
C2222	Manufacture of plastic packing goods

C2223	Manufacture of builders' ware of plastic
C2229	Manufacture of other plastic products
C2311	Manufacture of flat glass
C2312	Shaping and processing of flat glass
C2313	Manufacture of hollow glass
C2314	Manufacture of glass fibres
C2319	Manufacture and processing of other glass, including technical glassware
C2320	Manufacture of refractory products
C2331	Manufacture of ceramic tiles and flags
C2332	Manufacture of bricks, tiles and construction products, in baked clay
C2341	Manufacture of ceramic household and ornamental articles
C2342	Manufacture of ceramic sanitary fixtures
C2343	Manufacture of ceramic insulators and insulating fittings
C2344	Manufacture of other technical ceramic products
C2349	Manufacture of other ceramic products
C2351	Manufacture of cement
C2352	Manufacture of lime and plaster
C2361	Manufacture of concrete products for construction purposes
C2362	Manufacture of plaster products for construction purposes
C2363	Manufacture of ready-mixed concrete
C2364	Manufacture of mortars
C2365	Manufacture of fibre cement
C2369	Manufacture of other articles of concrete, plaster and cement
C2370	Cutting, shaping and finishing of stone
C2391	Production of abrasive products
C2399	Manufacture of other non-metallic mineral products n.e.c.
C2410	Manufacture of basic iron and steel and of ferro-alloys
C2420	Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
C2431	Cold drawing of bars
C2432	Cold rolling of narrow strip
C2433	Cold forming or folding
C2434	Cold drawing of wire
C2441	Precious metals production
C2442	Aluminium production
C2443	Lead, zinc and tin production
C2444	Copper production
C2445	Other non-ferrous metal production
C2446	Processing of nuclear fuel
C2451	Casting of iron
C2452	Casting of steel
C2453	Casting of light metals
C2454	Casting of other non-ferrous metals
C2511	Manufacture of metal structures and parts of structures
C2512	Manufacture of doors and windows of metal
C2521	Manufacture of central heating radiators and boilers
C2529	Manufacture of other tanks, reservoirs and containers of metal
C2530	Manufacture of steam generators, except central heating hot water boilers
C2540	Manufacture of weapons and ammunition
C2550	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
C2561	Treatment and coating of metals
C2562	Machining
C2571	Manufacture of cutlery
C2572	Manufacture of locks and hinges
C2573	Manufacture of tools
C2591	Manufacture of steel drums and similar containers
C2592	Manufacture of light metal packaging
C2593	Manufacture of wire products, chain and springs
C2594	Manufacture of fasteners and screw machine products
C2599	Manufacture of other fabricated metal products n.e.c.
C2611	Manufacture of electronic components
C2612	Manufacture of loaded electronic boards

C2620	Manufacture of computers and peripheral equipment
C2630	Manufacture of communication equipment
C2640	Manufacture of consumer electronics
C2651	Manufacture of instruments and appliances for measuring, testing and navigation
C2652	Manufacture of watches and clocks
C2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
C2670	Manufacture of optical instruments and photographic equipment
C2680	Manufacture of magnetic and optical media
C2711	Manufacture of electric motors, generators and transformers
C2712	Manufacture of electricity distribution and control apparatus
C2720	Manufacture of batteries and accumulators
C2731	Manufacture of fibre optic cables
C2732	Manufacture of other electronic and electric wires and cables
C2733	Manufacture of wiring devices
C2740	Manufacture of electric lighting equipment
C2751	Manufacture of electric domestic appliances
C2752	Manufacture of non-electric domestic appliances
C2790	Manufacture of other electrical equipment
C2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
C2812	Manufacture of fluid power equipment
C2813	Manufacture of other pumps and compressors
C2814	Manufacture of other taps and valves
C2815	Manufacture of bearings, gears, gearing and driving elements
C2821	Manufacture of ovens, furnaces and furnace burners
C2822	Manufacture of lifting and handling equipment
C2823	Manufacture of office machinery and equipment (except computers and peripheral equipment)
C2824	Manufacture of power-driven hand tools
C2825	Manufacture of non-domestic cooling and ventilation equipment
C2829	Manufacture of other general-purpose machinery n.e.c.
C2830	Manufacture of agricultural and forestry machinery
C2841	Manufacture of metal forming machinery
C2849	Manufacture of other machine tools
C2891	Manufacture of machinery for metallurgy
C2892	Manufacture of machinery for mining, quarrying and construction
C2893	Manufacture of machinery for food, beverage and tobacco processing
C2894	Manufacture of machinery for textile, apparel and leather production
C2895	Manufacture of machinery for paper and paperboard production
C2896	Manufacture of plastic and rubber machinery
C2899	Manufacture of other special-purpose machinery n.e.c.
C2910	Manufacture of motor vehicles
C2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
C2931	Manufacture of electrical and electronic equipment for motor vehicles
C2932	Manufacture of other parts and accessories for motor vehicles
C3011	Building of ships and floating structures
C3012	Building of pleasure and sporting boats
C3020	Manufacture of railway locomotives and rolling stock
C3030	Manufacture of air and spacecraft and related machinery
C3040	Manufacture of military fighting vehicles
C3091	Manufacture of motorcycles
C3092	Manufacture of bicycles and invalid carriages
C3099	Manufacture of other transport equipment n.e.c.
C3101	Manufacture of office and shop furniture
C3102	Manufacture of kitchen furniture
C3103	Manufacture of mattresses
C3109	Manufacture of other furniture
C3211	Striking of coins
C3212	Manufacture of jewellery and related articles
C3213	Manufacture of imitation jewellery and related articles
C3220	Manufacture of musical instruments
C3230	Manufacture of sports goods
C3240	Manufacture of games and toys

C3250 Manufacture of medical and dental instruments and supplies
 C3291 Manufacture of brooms and brushes
 C3299 Other manufacturing n.e.c.
 C3311 Repair of fabricated metal products
 C3312 Repair of machinery
 C3313 Repair of electronic and optical equipment
 C3314 Repair of electrical equipment
 C3315 Repair and maintenance of ships and boats
 C3316 Repair and maintenance of aircraft and spacecraft
 C3317 Repair and maintenance of other transport equipment
 C3319 Repair of other equipment
 C3320 Installation of industrial machinery and equipment

D Electricity, gas, steam and air conditioning supply

D3511 Production of electricity
 D3512 Transmission of electricity
 D3513 Distribution of electricity
 D3514 Trade of electricity
 D3521 Manufacture of gas
 D3522 Distribution of gaseous fuels through mains
 D3523 Trade of gas through mains
 D3530 Steam and air conditioning supply

E Water supply; sewerage, waste management and remediation activities

E3600 Water collection, treatment and supply
 E3700 Sewerage
 E3811 Collection of non-hazardous waste
 E3812 Collection of hazardous waste
 E3821 Treatment and disposal of non-hazardous waste
 E3822 Treatment and disposal of hazardous waste
 E3831 Dismantling of wrecks
 E3832 Recovery of sorted materials
 E3900 Remediation activities and other waste management services

F Construction

F4110 Development of building projects
 F4120 Construction of residential and non-residential buildings
 F4211 Construction of roads and motorways
 F4212 Construction of railways and underground railways
 F4213 Construction of bridges and tunnels
 F4221 Construction of utility projects for fluids
 F4222 Construction of utility projects for electricity and telecommunications
 F4291 Construction of water projects
 F4299 Construction of other civil engineering projects n.e.c.
 F4311 Demolition
 F4312 Site preparation
 F4313 Test drilling and boring
 F4321 Electrical installation
 F4322 Plumbing, heat and air conditioning installation
 F4329 Other construction installation
 F4331 Plastering
 F4332 Joinery installation
 F4333 Floor and wall covering
 F4334 Painting and glazing
 F4339 Other building completion and finishing
 F4391 Roofing activities
 F4399 Other specialised construction activities n.e.c.

G	Wholesale and retail trade; repair of motor vehicles and motorcycles
G4511	Sale of cars and light motor vehicles
G4519	Sale of other motor vehicles
G4520	Maintenance and repair of motor vehicles
G4531	Wholesale trade of motor vehicle parts and accessories
G4532	Retail trade of motor vehicle parts and accessories
G4540	Sale, maintenance and repair of motorcycles and related parts and accessories
G4611	Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods
G4612	Agents involved in the sale of fuels, ores, metals and industrial chemicals
G4613	Agents involved in the sale of timber and building materials
G4614	Agents involved in the sale of machinery, industrial equipment, ships and aircraft
G4615	Agents involved in the sale of furniture, household goods, hardware and ironmongery
G4616	Agents involved in the sale of textiles, clothing, fur, footwear and leather goods
G4617	Agents involved in the sale of food, beverages and tobacco
G4618	Agents specialised in the sale of other particular products
G4619	Agents involved in the sale of a variety of goods
G4621	Wholesale of grain, unmanufactured tobacco, seeds and animal feeds
G4622	Wholesale of flowers and plants
G4623	Wholesale of live animals
G4624	Wholesale of hides, skins and leather
G4631	Wholesale of fruit and vegetables
G4632	Wholesale of meat and meat products
G4633	Wholesale of dairy products, eggs and edible oils and fats
G4634	Wholesale of beverages
G4635	Wholesale of tobacco products
G4636	Wholesale of sugar and chocolate and sugar confectionery
G4637	Wholesale of coffee, tea, cocoa and spices
G4638	Wholesale of other food, including fish, crustaceans and molluscs
G4639	Non-specialised wholesale of food, beverages and tobacco
G4641	Wholesale of textiles
G4642	Wholesale of clothing and footwear
G4643	Wholesale of electrical household appliances
G4644	Wholesale of china and glassware and cleaning materials
G4645	Wholesale of perfume and cosmetics
G4646	Wholesale of pharmaceutical goods
G4647	Wholesale of furniture, carpets and lighting equipment
G4648	Wholesale of watches and jewellery
G4649	Wholesale of other household goods
G4651	Wholesale of computers, computer peripheral equipment and software
G4652	Wholesale of electronic and telecommunications equipment and parts
G4661	Wholesale of agricultural machinery, equipment and supplies
G4662	Wholesale of machine tools
G4663	Wholesale of mining, construction and civil engineering machinery
G4664	Wholesale of machinery for the textile industry and of sewing and knitting machines
G4665	Wholesale of office furniture
G4666	Wholesale of other office machinery and equipment
G4669	Wholesale of other machinery and equipment
G4671	Wholesale of solid, liquid and gaseous fuels and related products
G4672	Wholesale of metals and metal ores
G4673	Wholesale of wood, construction materials and sanitary equipment
G4674	Wholesale of hardware, plumbing and heating equipment and supplies
G4675	Wholesale of chemical products
G4676	Wholesale of other intermediate products
G4677	Wholesale of waste and scrap
G4690	Non-specialised wholesale trade
G4711	Retail sale in non-specialised stores with food, beverages or tobacco predominating
G4719	Other retail sale in non-specialised stores
G4721	Retail sale of fruit and vegetables in specialised stores
G4722	Retail sale of meat and meat products in specialised stores
G4723	Retail sale of fish, crustaceans and molluscs in specialised stores
G4724	Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores

G4725 Retail sale of beverages in specialised stores
G4726 Retail sale of tobacco products in specialised stores
G4729 Other retail sale of food in specialised stores
G4730 Retail sale of automotive fuel in specialised stores
G4741 Retail sale of computers, peripheral units and software in specialised stores
G4742 Retail sale of telecommunications equipment in specialised stores
G4743 Retail sale of audio and video equipment in specialised stores
G4751 Retail sale of textiles in specialised stores
G4752 Retail sale of hardware, paints and glass in specialised stores
G4753 Retail sale of carpets, rugs, wall and floor coverings in specialised stores
G4754 Retail sale of electrical household appliances in specialised stores
G4759 Retail sale of furniture, lighting equipment and other household articles in specialised stores
G4761 Retail sale of books in specialised stores
G4762 Retail sale of newspapers and stationery in specialised stores
G4763 Retail sale of music and video recordings in specialised stores
G4764 Retail sale of sporting equipment in specialised stores
G4765 Retail sale of games and toys in specialised stores
G4771 Retail sale of clothing in specialised stores
G4772 Retail sale of footwear and leather goods in specialised stores
G4773 Dispensing chemist in specialised stores
G4774 Retail sale of medical and orthopaedic goods in specialised stores
G4775 Retail sale of cosmetic and toilet articles in specialised stores
G4776 Retail sale of flowers, plants, seeds, fertilisers, pet animals and pet food in specialised stores
G4777 Retail sale of watches and jewellery in specialised stores
G4778 Other retail sale of new goods in specialised stores
G4779 Retail sale of second-hand goods in stores
G4781 Retail sale via stalls and markets of food, beverages and tobacco products
G4782 Retail sale via stalls and markets of textiles, clothing and footwear
G4789 Retail sale via stalls and markets of other goods
G4791 Retail sale via mail order houses or via Internet
G4799 Other retail sale not in stores, stalls or markets

H

Transportation and storage

H4910 Passenger rail transport, interurban
H4920 Freight rail transport
H4931 Urban and suburban passenger land transport
H4932 Taxi operation
H4939 Other passenger land transport n.e.c.
H4941 Freight transport by road
H4942 Removal services
H4950 Transport via pipeline
H5010 Sea and coastal passenger water transport
H5020 Sea and coastal freight water transport
H5030 Inland passenger water transport
H5040 Inland freight water transport
H5110 Passenger air transport
H5121 Freight air transport
H5122 Space transport
H5210 Warehousing and storage
H5221 Service activities incidental to land transportation
H5222 Service activities incidental to water transportation
H5223 Service activities incidental to air transportation
H5224 Cargo handling
H5229 Other transportation support activities
H5310 Postal activities under universal service obligation
H5320 Other postal and courier activities

I	Accommodation and food service activities
I5510	Hotels and similar accommodation
I5520	Holiday and other short-stay accommodation
I5530	Camping grounds, recreational vehicle parks and trailer parks
I5590	Other accommodation
I5610	Restaurants and mobile food service activities
I5621	Event catering activities
I5629	Other food service activities
I5630	Beverage serving activities
J	Information and communication
J5811	Book publishing
J5812	Publishing of directories and mailing lists
J5813	Publishing of newspapers
J5814	Publishing of journals and periodicals
J5819	Other publishing activities
J5821	Publishing of computer games
J5829	Other software publishing
J5911	Motion picture, video and television programme production activities
J5912	Motion picture, video and television programme post-production activities
J5913	Motion picture, video and television programme distribution activities
J5914	Motion picture projection activities
J5920	Sound recording and music publishing activities
J6010	Radio broadcasting
J6020	Television programming and broadcasting activities
J6110	Wired telecommunications activities
J6120	Wireless telecommunications activities
J6130	Satellite telecommunications activities
J6190	Other telecommunications activities
J6201	Computer programming activities
J6202	Computer consultancy activities
J6203	Computer facilities management activities
J6209	Other information technology and computer service activities
J6311	Data processing, hosting and related activities
J6312	Web portals
J6391	News agency activities
J6399	Other information service activities n.e.c.
K	Financial and insurance activities
K6411	Central banking
K6419	Other monetary intermediation
K6420	Activities of holding companies
K6430	Trusts, funds and similar financial entities
K6491	Financial leasing
K6492	Other credit granting
K6499	Other financial service activities, except insurance and pension funding n.e.c.
K6511	Life insurance
K6512	Non-life insurance
K6520	Reinsurance
K6530	Pension funding
K6611	Administration of financial markets
K6612	Security and commodity contracts brokerage
K6619	Other activities auxiliary to financial services, except insurance and pension funding
K6621	Risk and damage evaluation
K6622	Activities of insurance agents and brokers
K6629	Other activities auxiliary to insurance and pension funding
K6630	Fund management activities

L	Real estate activities
L6810	Buying and selling of own real estate
L6820	Renting and operating of own or leased real estate
L6831	Real estate agencies
L6832	Management of real estate on a fee or contract basis
M	Professional, scientific and technical activities
M6910	Legal activities
M6920	Accounting, bookkeeping and auditing activities; tax consultancy
M7010	Activities of head offices
M7021	Public relations and communication activities
M7022	Business and other management consultancy activities
M7111	Architectural activities
M7112	Engineering activities and related technical consultancy
M7120	Technical testing and analysis
M7211	Research and experimental development on biotechnology
M7219	Other research and experimental development on natural sciences and engineering
M7220	Research and experimental development on social sciences and humanities
M7311	Advertising agencies
M7312	Media representation
M7320	Market research and public opinion polling
M7410	Specialised design activities
M7420	Photographic activities
M7430	Translation and interpretation activities
M7490	Other professional, scientific and technical activities n.e.c.
M7500	Veterinary activities
N	Administrative and support service activities
N7711	Renting and leasing of cars and light motor vehicles
N7712	Renting and leasing of trucks
N7721	Renting and leasing of recreational and sports goods
N7722	Renting of video tapes and disks
N7729	Renting and leasing of other personal and household goods
N7731	Renting and leasing of agricultural machinery and equipment
N7732	Renting and leasing of construction and civil engineering machinery and equipment
N7733	Renting and leasing of office machinery and equipment (including computers)
N7734	Renting and leasing of water transport equipment
N7735	Renting and leasing of air transport equipment
N7739	Renting and leasing of other machinery, equipment and tangible goods n.e.c.
N7740	Leasing of intellectual property and similar products, except copyrighted works
N7810	Activities of employment placement agencies
N7820	Temporary employment agency activities
N7830	Other human resources provision
N7911	Travel agency activities
N7912	Tour operator activities
N7990	Other reservation service and related activities
N8010	Private security activities
N8020	Security systems service activities
N8030	Investigation activities
N8110	Combined facilities support activities
N8121	General cleaning of buildings
N8122	Other building and industrial cleaning activities
N8129	Other cleaning activities
N8130	Landscape service activities
N8211	Combined office administrative service activities
N8219	Photocopying, document preparation and other specialised office support activities
N8220	Activities of call centres
N8230	Organisation of conventions and trade shows
N8291	Activities of collection agencies and credit bureaus
N8292	Packaging activities
N8299	Other business support service activities n.e.c.

R	Arts, entertainment and recreation
R9001	Performing arts
R9002	Support activities to performing arts
R9003	Artistic creation
R9004	Operation of arts facilities
R9101	Library and archives activities
R9102	Museums activities
R9103	Operation of historical sites and buildings and similar visitor attractions
R9104	Botanical and zoological gardens and nature reserves activities
R9200	Gambling and betting activities
R9311	Operation of sports facilities
R9312	Activities of sport clubs
R9313	Fitness facilities
R9319	Other sports activities
R9321	Activities of amusement parks and theme parks
R9329	Other amusement and recreation activities

S	Other service activities
S9411	Activities of business and employers membership organisations
S9412	Activities of professional membership organisations
S9420	Activities of trade unions
S9491	Activities of religious organisations
S9492	Activities of political organisations
S9499	Activities of other membership organisations n.e.c.
S9511	Repair of computers and peripheral equipment
S9512	Repair of communication equipment
S9521	Repair of consumer electronics
S9522	Repair of household appliances and home and garden equipment
S9523	Repair of footwear and leather goods
S9524	Repair of furniture and home furnishings
S9525	Repair of watches, clocks and jewellery
S9529	Repair of other personal and household goods
S9601	Washing and (dry-)cleaning of textile and fur products
S9602	Hairdressing and other beauty treatment
S9603	Funeral and related activities
S9604	Physical well-being activities
S9609	Other personal service activities n.e.c.

Annex 14: International Standard Classification of Education (ISCED) 2011

For ISCED 2011 please see

<http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf>

Annex 15: Training providers

A basic classification of training providers was introduced in CVTS 2. In order to reduce the burden for enterprises some categories of training providers have been combined for CVTS 3 and this list is used since then. A comparison with CVTS 1 and CVTS 2 is still possible.

For CVTS 6 the same list as for CVTS 3, 4 and 5 is used. However, since CVTS 5 the variable using the classification of training providers is implemented differently from CVTS 4 (see variable C6 – “three most important”).

Providers of external training courses for CVTS 6 are:

	Training providers	Description
a	Schools, colleges, universities and other higher education institutions	This includes public and private (lower and upper) secondary schools, tertiary non-university institutions and polytechnics, universities and other higher education institutions.
b	Public training institutions (financed or guided by the government, e.g. adult education centres)	This includes public adult education and training institutions (under public authority, government dependent, providing training as core business), that provide training for adult job-seekers and/or persons employed (including open learning centres, and training centres related to the employment service).
c	Private training companies	This includes private-for-profit providers that provide training as their core business (e.g. training companies and consultancy agencies).
d	Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)	Equipment suppliers include private enterprises that provide training as an additional service to their core business. Parent/associate companies exist as a training provider when the enterprise which is the reporting unit in the survey is linked financially to other enterprises, e.g. a subsidiary of a larger enterprise, and an enterprise in the group (usually, but not always, the parent enterprise) provides training for the persons employed of other enterprises in the group.
e	Employers' associations, chambers of commerce, sector bodies	This includes chambers of commerce, industry, trade or agriculture, sector or branch organisations and employers' organisations/associations.
f	Trade unions	This includes trade unions and professional or occupational employee organisations (or associations).
g	Other training providers	---

Annex 16: Comparability between CVTS waves

The variables covered, the version of classifications used and the general methodology can differ between CVTS waves. Information on the comparability across waves is available in [CIRCABC](#) (restricted to the CVTS network) as follows:

- Summary report on the comparability across waves
- List of all CVTS variables and their comparability across waves

[Eurostat's online database](#) presents time series (2005, 2010, 2015) wherever possible. The calculation details as well as information on breaks is provided in the annexes to the reference metadata (https://ec.europa.eu/eurostat/cache/metadata/en/trng_cvt_esms.htm).

Annex 17: Standard quality report

A standard quality report has to be submitted using the ESS-Metadata handler application (<https://webgate.ec.europa.eu/estat/spe/metaconv/>). It is planned that the application is available for CVTS 6 quality reporting by March 2022.

The format of the standard quality report follows the requirements outlined annex V of Commission Regulation (EU) No 1153/2014 (see annex 19 below).

An Excel version of the quality report template is available in CIRCABC for information on the requirements for quality reporting: [06 - CVTS 6 \(2020\) - Quality report template](#) and [07 - CVTS 6 \(2020\) - Quality report - template for annex](#).

Annex 18: Basic legal act for CVTS

The basic legal act for CVTS is Regulation (EC) No 1552/2005 of the European Parliament and of the Council of 7 September 2005 on statistics relating to vocational training in enterprises, available at <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1415879108236&uri=CELEX:32005R1552>

For the consolidated version (which includes all amendments) see <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1415896054229&uri=CELEX:02005R1552-20090807>

Annex 19: Implementing regulation for CVTS 6

The same legislation as for CVTS 5 applies, i.e. the implementing regulation specifying the details for data collection for CVTS 6 is Commission Regulation (EU) No 1153/2014 of 29 October 2014 amending Regulation (EC) No 198/2006 as regards the data to be collected, and the sampling, precision and quality requirements, available at http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2014.309.01.0009.01.ENG

Please note that this regulation is an amendment to Commission Regulation (EC) No 198/2006. The consolidated version of Commission Regulation (EC) No 198/2006 (which includes the amendments) is available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02006R0198-20141119>.