

Continuing Vocational Training Survey 2020

6th September 2021



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Continuing Vocational Training Survey 2020

- CVTS mainly collects information on **enterprises' investment in the continuing vocational training (CVT) of their staff**
- Continuing vocational training (CVT) refers to **planned education or training activities which are financed in total or partly by the enterprise.**
- Enterprise investment in CVT:
 - measures economic performance, competitiveness, and employment in Europe
 - reflects the role of enterprises in resolving employment imbalances
- As from CVTS 2005, this survey is conducted **every five years** in line with European Regulation (EC) No 1552/2005.
- The CVTS is being carried out by the National Statistics Office (NSO) for the 4th time:
 - Reference year = 2020 ▶ Launched on 8 June 2021
 - A sample of 1,551 enterprises (10+ employees)
 - Almost 50% gross response rate
 - Phase 2 final deadline for completed questionnaires: **Friday 8th October 2021**

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THE QUESTIONNAIRE

CVTS is structured in two parts:

1. On **CVT**: the focus of the survey (sections A to E) is on the provision of continuing vocational training. Includes a section about reasons for not providing CVT in such cases.
2. On **IVT**: section F refers to initial vocational training (including persons employed with a specific training contract (apprentices, trainees, etc.)).

❖ **‘Definitions’ sheet – important to familiarise yourselves with terms.**

➤ **Criteria required for an activity to be considered as CVT:**

- The training must be planned in advance.
- The training must be organised or supported with the specific goal of learning.
- The training must be financed fully or at least partly by the enterprise.

Continuing Vocational Training Survey 2020

Front page

 NATIONAL STATISTICS OFFICE • MALTA			
CONTINUING VOCATIONAL TRAINING SURVEY (CVTS) 2020			
Kindly quote this number in any correspondence			
Reference Number:			
Enterprise Name:			
Address:			
Town/Village:		Postcode:	
Kindly complete or amend if details are INCORRECT			
Name and Surname:			
Position Held:			
Telephone/Mobile No:			
E-mail:			
Date:			

Checks:

- the reference number and the name listed in the questionnaire matches the one listed on the list provided.
- All fields are filled in.

Continuing Vocational Training Survey 2020

Section A : Enterprise Background (All enterprises)

➤ **All enterprises** must fill this section.

A1 What was the principal economic activity of the enterprise in 2020?
e.g. manufacturing of food products, retail of household goods, etc.

A2 What was the total number of persons employed ^(def. 2) by the enterprise on 31-12-2020?

Include: Any persons employed directly by the enterprise including working proprietors, part-timers, unpaid family workers, paid persons employed absent for a short period (e.g. sick leave, etc), seasonal persons employed, home workers;

Exclude: Persons employed under an apprenticeship or training contract.

Total number of persons employed on 31-12-2020			
	Males	Females	Total
As at 31-12-2020			

If the number of employees is less than 10, the questionnaire is to be tagged with a code '5' indicating 'Out-of-scope' and no further checks are needed.

- **Check:** when adding males and females the total has to add up, otherwise query with company.

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Section A : Enterprise Background (All enterprises)

A3	In 2020, what was the <u>total number of hours ACTUALLY worked</u> ^(def. 3) <u>by persons employed (excluding apprenticeships) by the enterprise?</u>		
	<p>Include: Total number of <u>hours actually worked</u> by all persons employed (in the enterprise or teleworking) during normal periods of work; overtime, time spent in standby for which payment is made, time corresponding to paid short rest periods, time in training.</p> <p>Exclude: All hours which <u>were not actually worked</u> by persons employed (although such hours might have been financed by the COVID WAGE supplement).</p> <p>Exclude: <u>hours not actually worked</u> (paid or unpaid) e.g. time spent on: paid leave, paid public holidays, paid sick leave, paid meal breaks, quarantine leave, maternity/parental leave, special leave; exclude <u>hours not worked</u> due to COVID.</p>		
	<table border="1"><tr><td data-bbox="144 706 869 785">Total number of ACTUAL hours worked in 2020</td><td data-bbox="869 706 1858 785"></td></tr></table>	Total number of ACTUAL hours worked in 2020	
Total number of ACTUAL hours worked in 2020			

Important:

Amount should reflect total hours for ALL EMPLOYEES and not the average per person.

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Section A : Enterprise Background (All enterprises)

A4	In 2020, what were the <u>total labour costs</u> ^(def. 4) <u>of persons employed</u> by the enterprise? <u>EXCLUDE SUBSIDIES e.g. COVID WAGE SUPPLEMENT</u>
	<p>Direct labour costs-: Include: Direct pay/Wages, bonuses, allowances, benefits in kind, payments for hours/days not worked; Exclude direct payments made using <u>subsidies</u>, e.g. using the COVID wage supplement.</p> <p>Indirect labour costs-: Include: Social security contributions, vocational training costs, taxes, other imputed contributions e.g. health insurance, etc.; Exclude indirect payments made using <u>subsidies</u>, e.g. using the COVID wage supplement.</p>
	Total labour costs (direct + indirect) in 2020 (€)

IMPORTANT: Exclude COVID wage supplement and other subsidies.

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Section A : Enterprise Background (All enterprises)

A5	Is there a <u>specific person</u> or <u>unit</u> within the enterprise having the <u>responsibility for the organisation of CVT</u> ?	<Select>
A6	Does your enterprise <u>regularly assess</u> ^(def. 8) <u>the future needs of skills and competences in the enterprise</u> ?	<Select>
	("Regularly" covers the recent past years and the next few years)	

- A5 options: 'Yes' or 'No'
- A6 options: 'No' or 'Yes, but not regularly' or 'Yes, it is part of the overall planning process in the enterprise'

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Section A : Enterprise Background (All enterprises)

A7	How does your enterprise <u>usually react to future needs of skills and competences?</u>	
	(i.e. How did your enterprise react up to now when confronted with future skill needs)	
a.	Continuing vocational training of current staff	<Select>
b.	Recruitment of new staff with the suitable qualifications, skills and competences	<Select>
c.	Recruitment of new staff combined with specific training (of the recruited staff)	<Select>
d.	Internal reorganisation to better use the existing skills and competences (in line with future needs)	<Select>

- A7 options: **‘Yes’** or **‘No’**. Provide an answer to A7a to A7d.
- Note: How did your enterprise react up to now when confronted with future skill needs.

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Section A : Enterprise Background (All enterprises)

A8	In your enterprise, which <u>skills/competences</u> ^(def. 9) are generally <u>considered as most important</u> for the development of the enterprise in the next few years?	
	Choose the 3 most important (maximum 3, minimum 1)	
a.	General IT skills	Yes
b.	IT professional skills	Yes
c.	Management skills	Yes
d.	Team working skills	Yes
e.	Customer handling skills	No
f.	Problem solving skills	Yes
g.	Office administration skills	No
h.	Foreign language skills	Yes
i.	Technical, practical or job-specific skills	No
j.	Oral or written communication skills	Yes
k.	Numeracy and/or literacy skills	No
l.	Other skills not listed above. Specify:	
m.	Do not know	No

- A8 options: 'Yes' or 'No'. Tick 3 options from A8a to A8l. If someone chooses option A8m, none of A8a to A8l should be 'Yes'

- **Check:** Check that only three skills are selected - otherwise check with the company.

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Section A : Enterprise Background (All enterprises)

A9	Does the <u>planning of CVT</u> in your enterprise usually lead to a <u>written training plan or programme</u> ?	No	
A10	Does your enterprise usually have an <u>annual training budget</u> which includes provision for CVT?	Yes	

- A9 options: 'Yes' or 'No'.
- A10 options: 'Yes' or 'No'.

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Section A : Enterprise Background (All enterprises)

A11	In your enterprise, do <u>written/collective agreements between social partners</u> ^(def. 10) concluded at national, regional or sectoral level usually cover the provision of CVT?	<Select>
	Exclude: Agreements between the employer and work councils at the enterprise level.	

- A11 options: 'Yes' or 'No'.
- Exclude: Agreements between the employer and work councils at the enterprise level.

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Section A : Enterprise Background (All enterprises)

A12a	In your enterprise, are <u>staff representatives/committees</u> ^(def. 11) usually involved in the <u>management process</u> of CVT?	No staff representative/committees exist
A12b	Which aspects of the <u>management process</u> of CVT provision are staff representatives/committees usually involved in?	
	(Answer ONLY if Question A12a = YES). Choose one option for each row	
a.	Objective setting of training	Yes
b.	Establishing criteria for the selection of participants or specific target groups	No
c.	Form/type of training (internal/external courses; other forms such as guided-on-the-job training)	No
d.	Content of training	No
e.	Budget for training	No
f.	Selection of external training providers	No
g.	Evaluation/assessment of training outcomes	No

- A12a options: **‘Yes’** or **‘No’** or **‘No staff representative / committees’**.
- A12b options: **‘Yes’** or **‘No’** . Answer ONLY if Question A12A = Yes. Choose one option for each row from A12BA to A12BG.
- **Check:** if A12a is answered with a ‘No’ or ‘No staff representative/committees exist’ and A12b is filled in (one of the option is a ‘Yes) – ask company which is the correct answer.

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Section B : Characteristics of continuing vocational training (CVT)

- **All enterprises** must fill this section.

B1	<u>In 2020, did your enterprise provide <u>internal</u> ^(def. 12) or <u>external</u> ^(def. 13) CVT courses ^(def. 6) to its employees?</u>	
a.	Internal CVT courses (designed and managed by the enterprise itself)	<Select>
b.	External CVT courses (designed and managed by organisations not part of the enterprise)	<Select>

B1a (Internal CVT courses) options: **'Yes'** or **'No'**.

- Courses are designed and planned by the enterprise.
- Enterprises are responsible for all the content and management of the course.
- The venue where the course takes place is irrelevant.

B1b (External CVT courses) options: **'Yes'** or **'No'**.

- Courses are designed and planned by 3rd party organizations.
- Enterprises ARE NOT responsible for the content and management of the course.
- The venue where the course takes place is irrelevant.

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Section B : Characteristics of continuing vocational training (CVT)

B2: Provision of other forms of Continuing Vocational Training (CVT)

- These are activities connected to the active workplace
- Activities are coordinated by the actual learners.
- Other forms of CVT are only applicable if they have been planned in advance

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Section B : Characteristics of continuing vocational training (CVT)

B2a	<u>In 2020, did your enterprise provide planned training through guided-on-the-job training</u> ^(def. 14) ?	No	
	Include: Planned periods of training, instruction or practical experience undertaken in the workplace using normal tools of work, either at the immediate place of work or in the work situation.		
B2a(i)	<u>What percentage of persons employed participated in guided-on-the-job training in 2020?</u>	Less than 10% of persons employed	
	(Answer ONLY if Question B2a = YES)		

- B2a options: ‘Yes’ or ‘No’.
- B2ai options: ‘Less than 10% of persons employed’ or ‘From 10% of persons employed’ or ‘50% or more of persons employed’. Answer B2ai ONLY if Question B2a = YES.
- Check:** If B2a is answered with a ‘No’ but B2ai is not skipped - check with the company whether:
 - Question B2a is to be answered with a ‘Yes’ and question B2ai to be left as it is
 - Or check if question B2a is ‘No’ and question B2ai is to be skipped.

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Section B : Characteristics of continuing vocational training (CVT)

B2b	<u>In 2020, did your enterprise provide planned training through job rotation, exchanges, secondments or study visits</u> ^(def. 16)? Exclude: Transfers of workers from one job to another, which are not part of a planned development programme.	<Select>
B2b(i)	<u>What percentage of persons employed participated in job rotation, exchanges, secondments or study visits in 2020?</u> (Answer ONLY if Question B2b = YES)	<Select>

- B2b options: 'Yes' or 'No'.

Planned job rotations, exchanges, secondments or study visits for the scope of training or as a development program. Exclude: Transfers of workers from one job to another, which are not part of a planned development programme.

- B2bi options: 'Less than 10% of persons employed' or 'From 10% of persons employed' or '50% or more of persons employed'.

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Section B : Characteristics of continuing vocational training (CVT)

B2c	<u>In 2020, did your enterprise provide planned training through conferences, workshops, trade fairs and lectures</u> <small>(def. 17)?</small> Participation (instruction received) in these events is counted as training only when they are planned in advance and the primary intention of a person employed participating in them is training/learning.	<Select>	
B2c(i)	<u>What percentage of persons employed participated in conferences, workshops, trade fairs and lectures in 2020?</u> (Answer ONLY if Question B2c = YES)	<Select>	

- B2c options: 'Yes' or 'No'.
- B2ci options: 'Less than 10% of persons employed' or 'From 10% of persons employed' or '50% or more of persons employed'.
- Participation (instruction received) in these events is counted as training only when they are planned in advance and the primary intention of a person employed participating in them is training/learning.

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Section B : Characteristics of continuing vocational training (CVT)

B2d	<u>In 2020</u> , did your enterprise provide planned training through participation in <u>learning or quality circles</u> <small>(def. 18)</small> ?	<Select>
	Learning circles are groups of persons employed who come together on a regular basis with the primary aim of learning more about the requirements of the work organisation, work procedures and workplaces. Quality circles are working groups with the objective of solving production and workplace problems through discussion.	
B2d(i)	What percentage of persons employed participated in <u>learning or quality circles</u> in 2020? (Answer ONLY if Question B2d = YES)	<Select>

- B2d options: 'Yes' or 'No'.
- B2di options: 'Less than 10% of persons employed' or 'From 10% of persons employed' or '50% or more of persons employed'.

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Section B : Characteristics of continuing vocational training (CVT)

B2e	<u>In 2020, did your enterprise provide planned training by self-directed learning/e-learning</u> <small>(def. 19)?</small>		
	Self-directed learning occurs when an individual engages in a planned learning initiative where he or she manages the settings of the learning initiative/activity in terms of time schedule and location. This covers e-learning when it is self-directed.	<Select>	
B2e(i)	<u>What percentage of persons employed participated in self-directed learning/e-learning in 2020?</u>	<Select>	
	(Answer ONLY if Question B2e = YES)		

- B2e options: 'Yes' or 'No'.
- B2ei options: 'Less than 10% of persons employed' or 'From 10% of persons employed' or '50% or more of persons employed'.

Self-directed learning occurs when an individual engages in a planned learning initiative where he or she manages the settings of the learning initiative/activity in terms of time schedule and location. This covers e-learning when it is self-directed.

E.g. An employee who plans his own time in order to engage in a planned learning activity.

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Section B : Characteristics of continuing vocational training (CVT)

B3	Did the enterprise provide <u>CVT courses</u> to its persons employed in the previous year, 2019?	No	
B4	Did the enterprise provide <u>other forms of CVT</u> to its persons employed in the previous year, 2019? (Answer ONLY if Question B3 = YES or NO)	<Select>	

- B3 options: 'Yes' or 'No' or 'Enterprise did not exist in 2019'.
- B4 options: 'Yes' or 'No' or 'Enterprise did not exist in 2019'.
- **Check:** If B3 is answered with 'Enterprise did not exist in 2019', check that B4 is skipped. If B3 is answered with 'No' and B4 with 'Enterprise did not exist in 2019'- check with the company
- **Check:** sometimes companies fill in question B3 and skip question B4. Question B4 should be answered as well if B3 = 'Yes' or 'No'.

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Section B : Characteristics of continuing vocational training (CVT)

B5	During 2020 did the enterprise contribute to collective/mutual or other training funds, and did it receive payments from such funds or any other financial subsidies for the provision of CVT courses?		
	Answer BOTH questions a and b	Yes/No	IF Yes, Specify Amount (€)
a.	CVT contributions ^(def. 20)	<Select>	
b.	CVT receipts ^(def. 21)	<Select>	

- B5 options: 'Yes' or 'No'.
- B5a - **CVT Contributions:** The costs of contributions made by the enterprise to collective funding arrangements through government or intermediary organisations for CVT courses. E.g. Subscriptions for CVT courses.
- B5b- **CVT receipts:** The receipts from collective funding arrangements, subsidies and financial assistance from government and other sources. E.g.: Subsidies from Government or EU sources; Government rebates on expenditures; Tax concessions; Other payments the enterprise received for CVT courses provided.

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Section B : Characteristics of continuing vocational training (CVT)

B5	During 2020 did the enterprise contribute to collective/mutual or other training funds, and did it receive payments from such funds or any other financial subsidies for the provision of CVT courses?		
	Answer BOTH questions a and b	Yes/No	IF Yes, Specify Amount (€)
a.	CVT contributions <small>(def. 20)</small>	No	
b.	CVT receipts <small>(def. 21)</small>	No	

B6	In 2020, which <u>measures did your enterprise benefit from</u> for providing CVT?	
	(Answer ONLY if Question B5b = YES)	
a.	Tax incentives (Tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)	Yes
b.	Receipts from training funds (National, regional, sectoral)	No
c.	EU subsidies (e.g. European Social Fund)	No
d.	Government subsidies	No
e.	Other sources (e.g. receipts from private foundations, receipts from external bodies/persons for the use of the enterprise's own training centre, receipts for training provision to external bodies/persons that are not part of the enterprise)	No

- B6 options: 'Yes' or 'No'. Answer question B6 ONLY if Question B5b = Yes.
- **Check:** if question B5b is answered with a 'No', and one of question B6 is answered with a 'Yes' - check with the company which is the correct answer.

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NOTE: This note guides the routing of the survey.

- If persons employed by the enterprise **participated in CVT courses** during the reference year 2020, then one has to answer **sections C, D and F** and **skip section E**.
- If persons employed by the enterprise **did not participate in CVT courses but participated in other forms of CVT** during the reference year 2020, then one has to answer **sections D and F** and **skip sections C and E**.
- If persons employed by the enterprise **did NOT participate in CVT courses nor participate in other forms of CVT** during the reference year 2020, then one should answer **sections E and F** and **skip sections C and D**.

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

- This section of the questionnaire relates to the enterprise's provision of CVT courses (internal or external).
 - It should be answered by enterprises that provided CVT courses for their persons employed during 2020. Otherwise go to Section D.
- Check:** If a company says that he/she offered CVT courses in question B1 and did not fill in Section C- ask the company to fill in Section C.

Continuing Vocational Training Survey 2020

Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C1	In 2020, how many persons employed by your enterprise participated in <u>one or more</u> CVT course/s (either internal or external)?		
	Each person should be counted only ONCE , irrespective of the number of CVT courses the person has participated in.		
	Males	Females	Total
	25	50	74

- Each person should be counted **ONLY ONCE**.
- **Check:** Check that the total listed is the same if one adds up total males and total females.
- **Check:** Check that the figure provided in question C1 is not more than the figure provided in A2.

A2	What was the <u>total number of persons employed</u> ^(def. 2) by the enterprise on <u>31-12-2020</u>?			
	Include: Any persons employed directly by the enterprise including working proprietors, part-timers, unpaid family workers, paid persons employed absent for a short period (e.g. sick leave, etc), seasonal persons employed, home workers;			
	Exclude: Persons employed under an apprenticeship or training contract.			
	Total number of persons employed on 31-12-2020			
	Males	Females	Total	
	As at 31-12-2020	5	10	15

Continuing Vocational Training Survey 2020

Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C1 In 2020, how many persons employed by your enterprise participated in one or more CVT course/s (either internal or external)?

Each person should be counted **only ONCE**, irrespective of the number of CVT courses the person has participated in.

Males	Females	Total
25	60	85

C2 In 2020, what was the total number of participant events (participations) ^(def. 31) in internal and external courses?

Employees undertaking multiple courses should be counted **more than once**

Type of Course	Total number of participant events (participations)
a. Internal Courses	15
b. External Courses	0

C2 Note: Employees undertaking multiple courses should be counted more than once.

- **Check:** Total C2 should be equal or more than C1 total. Otherwise check with company.

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C3	In 2020, what was the <u>total paid working time</u> ^(def. 22) (in hours) spent on <u>ALL CVT courses</u> broken down by internal or external CVT courses?		
	INTERNAL CVT courses (hours)	EXTERNAL CVT courses (hours)	Total (hours)
	196	0	196

- Total paid working hours of Internal CVT courses
- Total paid working hours of External CVT courses
- Total paid working hours of Internal and External CVT courses
- **Check:** Check that the total listed is the same if one adds up total Internal CVTs courses and external CVTS courses.
- **Check:** It is important that to check for consistency between questions C2 and C3.

Continuing Vocational Training Survey 2020

Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C4	In 2020, which <u>skills/competences targeted by CVT courses</u> were the most important ones in terms of training hours?	
	Choose the three most important skills/competence in relation to the number of all training hours. If a course does not fit exactly to one class, please select the nearest class.	
	Choose the 3 most important (maximum 3, minimum 1)	Yes/No
a.	General IT skills	Yes
b.	IT professional skills	Yes
c.	Management skills	Yes
d.	Team working skills	Yes
e.	Customer handling skills	Yes
f.	Problem solving skills	Yes
g.	Office administration skills	No
h.	Foreign language skills	No
i.	Technical, practical or job-specific skills	No
j.	Oral or written communication skills	No
k.	Numeracy and/or literacy skills	No
l.	Other skills not listed above. Specify:	

C4 options: 'Yes' or 'No'.

Choose the three most important skills/competence in relation to the number of all training hours.

- **Check:** If more than three skills were selected by the enterprise- check with the company which three skills are to be chosen.

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C5	Some CVT courses on <u>occupational health and safety</u> are <u>obligatory</u> ^(def. 23) . What share of all training hours in CVT courses in 2020 was spent on such obligatory courses on health and safety at work?	
	Include: Only CVT courses during paid working hours.	
		Share of training hours in 2020 (%)
a.	Obligatory courses on health and safety at work	
b.	All other courses	
	Total paid working time spent on CVT courses	100%

- Include: Only CVT courses during paid working hours.
- Insert the share of training hours in 2020 (%) of C5a and C5b
- **Check:** Obligatory courses + Other courses = 100%

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C6	<u>In 2020, which were the most important training providers</u> ^(def. 24) the enterprise used for all external CVT courses?	
	Choose the three most important training providers in relation to the number of all training hours in external courses – including those referred to in Question C4 if any. If a course does not fit exactly to one class, please select the nearest class	
	Choose the 3 most important (maximum 3, minimum 1)	Yes/No
a.	Schools, colleges, universities and other higher education institutions	Yes
b.	Public training institutions (financed or guided by the government), e.g. adult education centres	Yes
c.	Private training companies	Yes
d.	Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)	Yes
e.	Employer's associations, chambers of commerce, sector bodies	No
f.	Trade unions	No
g.	Other training providers	No

- C6 options: 'Yes' or 'No'.
- This question should only be filled by those companies offering external CVTS courses.
- **Check:** If more than three training providers were selected by the enterprise- check with the company which three training providers are to be chosen
- **Check:** Check for consistency between questions C2, C3, C6, C7 and C8 (e.g, if external courses are mentioned in C2, it cannot be zero in the others, etc.)

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C7		In 2020, did your enterprise incur any of the <u>costs</u> (excluding VAT and Subsidies) identified below for the <u>provision of CVT courses</u>?	
		Exclude: <u>VAT paid and any subsidies received</u> to cover part of the training courses.	
Answer all options (Yes or No). If Yes Specify Amount (€)			
a.	Fees and payments for courses for persons employed ^(def. 25) Payments made to external organisations for the provision of CVT courses and services, including course fees, the cost of assessors, examiners and external trainers used to support internal courses.	No	
b.	Travel and subsistence payments ^(def. 26) Payments made in relation to the travel and subsistence of participants engaged in CVT courses .	No	
c.	Labour costs of internal trainers for CVT courses ^(def. 27) Labour costs of staff of own training centre and other staff exclusively or partly involved in designing and managing CVT courses .	No	
d.	Costs for training centre, training premises or specific training rooms of the enterprise , in which CVT courses take place; Costs for teaching materials for CVT courses. ^(def. 28) Annual depreciation for rooms and equipment , running costs for training centre or other premises. Costs of materials bought specifically for CVT courses .	No	
e.	Total Costs (sub-total only) Amount should be equal to the sum of the above.		

- C7 options: 'Yes' or 'No'. If Yes Specify Amount (€).
- C7e is the total costs. Amount should be equal to the sum of the above.
- Compare C7 with B1a and B1b
- If the training was provided by a member of staff of the company, the company should calculate the hours worked by that particular person employed worked on giving these internal CVT courses.

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Section C : Continuing vocational training (CVT) participants, subjects, providers and costs (CVT courses)

C8 In 2020, what was the amount or share of <u>Subsidies received</u> (if any) for <u>Internal and External</u> courses?			
Exclude: VAT			
	Type of course	Subsidies - IF Yes Specify Amount (€)	Percentage share of subsidies out of total CVT costs (%)
a.	Internal Courses (Actual costs paid by employers for Internal training, including premises, material, etc.)	No	50
		500	
b.	External Courses (Actual costs paid by employers for External training, including premises, material, etc.)	No	45
		600	

- C8ai and C8bi options: 'Yes' or 'No'.
- Specify the amount in C8aii and C8bii and the percentage in C8aiii and C8biii, if the answer of C8a and/or C8b is 'Yes'.
- **Check:** If C8a or C8b is listed with a 'Yes', check that an amount and a percentage is listed.
- **Check:** If C8a or C8b is answered with a 'No' but an amount is listed – check with the company.

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SECTION D: OUTCOMES OF CONTINUING VOCATIONAL TRAINING (CVT) (Training Enterprises)

The following questions are to be answered by enterprises that provided CVT courses or other forms of CVT for their persons employed during 2020. Otherwise go to Section E.

D1a Does the enterprise usually assess the outcomes of CVT activities?

<Select>

D1b Which methods are used to assess the outcome of CVT

<Select>

Yes, for all activities

Yes, for some activities

No, proof of participation is sufficient

(Answer D1b if Question D1a = YES)

Choose one option for each row

Yes/No

a. Certification after written or practical test

<Select>

b. Satisfaction survey amongst participants

<Select>

c. Assessment of participants' behaviour or performance in relation to training objectives

<Select>

d. Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise

<Select>

e. Other. Specify:

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Section D : Outcomes of Continuing Vocational Training (CVT)

- D1a options: 'Yes for all activities' or 'Yes, for some activities' or 'No, proof of participation is sufficient'.

- D1b: Which methods are used to assess the outcome of CVT activities?

Options: 'Yes' or 'No'. Answer only if Questions D1a = 'Yes for all activities' or 'Yes, for some activities'.

- **Check:** If D1a is answered with a 'No, proof of participation is sufficient' but one of questions D1b is answered with a 'Yes'- check with the company.
- If question D1b was skipped- check with the company that question D1a is to be answered with 'No, proof of participation is sufficient'.

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Section D : Outcomes of Continuing Vocational Training (CVT)

D2	Did any of the following factors <u>limit the provision of CVT courses or other forms of CVT in your enterprise in 2020?</u>	
a.	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences	No
b.	Difficulties in assessing training needs in the enterprise	No
c.	Lack of suitable offers of CVT courses in the market	No
d.	High costs of CVT courses	No
e.	Higher focus on Initial Vocational Training (IVT) ^(def. 29) (apprenticeship) provision than on CVT	No
f.	Major efforts in CVT made in recent years	No
g.	High workload and limited time available for staff to participate in CVT	No
h.	Reduction of planned training activities due to the restrictions related to the COVID-19 pandemic	No
i.	Other reasons. Specify:	
j.	The level of training provided was appropriate to the needs of the enterprise (no limiting factors)	No

- D2 options: **‘Yes’** or **‘No’**. Answer all questions from D2a to D2j.

- **Check:** If all the questions are answered with ‘No’, check that a reason is specified in question D2i.

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Section E : Reason for the Non-Provision in CVT Activities in 2020

- The questions of Section E is to be answered only by enterprises that did not provide any CVT (neither courses nor other forms of CVT) for their persons employed in 2020.
- Many companies sometimes call and say that they did not offer any type of training in the year 2020 and that they are not eligible to fill in the questionnaire. You are requested to kindly explain to the companies that this questionnaire should be filled in just the same, irrespective if they provided training or not to their persons employed in 2020.
- This section then reflects the reasons why the companies did not offer any training in the year 2020.

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Section E : Reason for the Non-Provision in CVT Activities in 2020

E1 What were the reasons <u>not to provide CVT</u> (neither CVT courses nor other forms of CVT) for persons employed <u>during 2020</u> ?	
Choose one option for each row	
	Yes/No
a.	The existing qualifications, skills and competences of the persons employed were appropriate for the current needs of the enterprise <Select>
b.	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences <Select>
c.	Difficulties in assessing training needs in the enterprise <Select>
d.	Lack of suitable offers of CVT courses in the market <Select>
e.	High costs of CVT courses <Select>
f.	Higher focus on IVT ^(def. 29) (apprenticeship) provisions than on CVT <Select>
g.	Major efforts in CVT made in recent years <Select>
h.	High workload and no time available for staff to participate in CVT <Select>
i.	Cancellation or postponement of planned training activities due to the restrictions related to the COVID-19 pandemic. <Select>
j.	Other reasons. Specify:

- E1 options: 'Yes' or 'No'. Answer all questions E1a to E1j.

-Check: If all the questions are answered with 'No', check that a reason for the non-provision of CVTs is specified in question E1j.

Go to F1

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Section F : Initial Vocational Training (IVT)

- Section F must **ALWAYS** be filled in. Initial Vocational Training (IVT) – Apprenticeship.
- Apprenticeship must be part of a formal education programme (MQF level 2 to 5).
- The completion of the apprenticeship is required to complete the educational programme.
- Apprentices receive some kind of remuneration.

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Section F : Initial Vocational Training (IVT)

F1	Does the enterprise <u>usually employ IVT^(def. 29) participants (apprentices)</u>?	No
	IVT participants (apprentices) are usually employed in the enterprise. An apprenticeship leads to a formal qualification or certificate , i.e. must be a formal education programme (or a component of it)	

- F1 options: 'Yes' or 'No'.
- F2 options: 'Yes' or 'No'.

Fill in ONLY if F1 = YES.

F2	For which <u>main reason(s)</u> does your enterprise usually <u>provide IVT/offer apprenticeships</u>?	
	(Answer ONLY if Question F1 = YES)	
	Choose one option for each row	Yes/No
a.	To qualify future employees according to the needs of the enterprise	Yes
b.	To choose the best apprentices for future employment after completion of apprenticeship	Yes
c.	To avoid a possible mismatch with enterprise needs in case of external recruitment	No
d.	To make use of the productive capacities of apprentices already during their apprenticeship	No
e.	Other reasons (e.g. to make the enterprise more attractive to potential staff). Please Specify:	

Check: If question F1 is answered with a 'No' and F2 is filled in – check with the company.

- If question F1 is answered with a 'No', question F2 should be skipped.

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Section F : Initial Vocational Training (IVT)

F3	In <u>2020</u> , did the enterprise provide any <u>scholarships or other grants</u> ^(def. 30) to the apprentices?	No
	IF Question F3= Yes, specify the amount (€):	

F4	In <u>2020</u> , what was the <u>main source of funds</u> for the provision of scholarships or other grants to the apprentices?	
	(Answer ONLY if Question F3 = YES) Choose only one option	Yes/No
a.	Funds received from the government	Yes
b.	Funds received from International sources (e.g. World, Bank, United Nations, International NGOs)	No
c.	The companies' funds	No
d.	Other Source. Specify:	

- F3 options: 'Yes' or 'No' or 'No apprentices'. Specify the Amount (€) ONLY if F3= 'YES'.
- **Check:** If question F3i is answered with a 'Yes', check that the amount is listed in F3ii.
- F4 options: 'Yes' or 'No'. Fill in ONLY if F3 = 'Yes'.
- **Check:** If question F3i is answered with a 'No' and F4 is filled in- check with the company which question is answered correctly. If question F3i is to be answered with a 'No', question F4 should be skipped.

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Section F : Initial Vocational Training (IVT)

F5	In the previous year, <u>2019</u> , did the enterprise provide any <u>scholarships or other grants</u> ^(def. 30) to the apprentices?	<Select>
	IF Question F5= Yes, specify the amount (€):	

F6	In the previous year, <u>2019</u> , what was the <u>main source of funds</u> for the provision of scholarships or other grants to the apprentices?	
	(Answer ONLY if Question F5 = YES)	
	Choose only one option	Yes/No
a.	Funds received from the government	<Select>
b.	Funds received from International sources (e.g. World, Bank, United Nations, International NGOs)	<Select>
c.	The companies' funds	<Select>
d.	Other Source. Specify:	

- F5 options: 'Yes' or 'No' or 'No apprentices'. Fill in Yes Specify Amount (€) ONLY if F5= 'Yes'.

- F6 options: 'Yes' or 'No'. Fill in ONLY if F5 = 'Yes'.

- **Check:** If question F5i is answered with a 'Yes', check that the amount is listed in F5ii.

- **Check:** If question F5 is answered with a 'NO' and F6 is filled in, check with the company which question is answered correctly. If question F5 is to be answered with a 'NO', question F6 should be skipped.

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Status of questionnaire:

Code	Status
1	Received with no queries
2	Received with queries or missing variables
3	Refusal
4	Non-contact/ undelivered
5	Out-of-scope

1 = If the questionnaire is received and there are no queries

2 = If the questionnaire is received and there are some queries or missing/incomplete variables

3 = If the questionnaire was refused by the company

4 = If the enterprise cannot be contacted after various attempts to contact the company

This code is to be used as the last resort. You are requested to try to contact the enterprise in various ways possible: by email, by telephone, personal appointment or by post (please request hard copy from Unit).

5 = If the enterprise has less than 10 persons employed.

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Important information

- Final deadline for complete submission of CVTS: **Friday 8th October 2021**
- Completed **CVTS questionnaires** must be sent through One Drive **once weekly** on: daniel.ricciari@gov.mt
- CVTS questionnaires will be audited by the unit and an assessment of completeness and quality will be performed. You will be contacted by our unit in case of issues which need to be followed up with the company.
- Collected **LCS questionnaires** must be sent through One Drive **upon receipt** on: luigi.porto@gov.mt; omar.muscat@gov.mt

CVTS Contact Information

Lara Camilleri - Tourism and Education Unit; Telephone: 25 997 638;

email: lara-marie.a.camilleri@gov.mt Generic email: education.nso@gov.mt

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Thank you for your attention