

SeUndersøkelse om opplæring i foretak (Continuing Vocational Training Survey 6)

Vennligst bruk bare papirskjema som kladd for å fylle ut webskjema.

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Write in user-ID:

Write in password:

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The enterprises training strategy

The first set of questions are about the enterprises current and future needs for skill and competences, and which strategies the enterprise have for meeting these needs. It is important that the one who answers these questions has a good overview over these topics, preferably it should be one of the leaders in the enterprise.

If you find that you have to answer do not know to many of the questions, consider whether there is someone in the enterprise who know more about the enterprises training strategy that can answer these questions. Login information for the survey can be passed forward.

Questions that have already been filled out in the questionnaire will be saved for later, but it is still possible to change the answers for these when someone else in the enterprise login.

1	How does your enterprise usually react to future needs of skills and competences?	1 Yes	0 No	9 Do not know
A10a	By giving continuing vocational training to the current staff			
A10b	By recruiting new staff with the suitable qualifications, skills and competences			
A10c	By recruiting new staff combined with specific training (of the recruited staff)			
A10d	By reorganising internally to better use the existing skills and competences (in line with future needs)			

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2	In your enterprise, which skills/competences (def. 24) are generally considered as the <u>three most important</u> for the development of the enterprise in the next few years?	A12a-o Tick the three most important
A12a	General IT-skills	
A12b	Advanced IT-skills	
A12c	Management skills	
A12d	Teamwork skills	
A12e	Customer handling skills	
A12f	Problem solving skills	
A12g	Office administration skill	
A12h	Foreign language skills	
A12i	Technical, practical or job-specific skills	
A12j	Oral or written communication skills	
A12k	Numeracy and/or literacy skills	
A12l	Other skills not listed above	
A12o	Do not know	

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3	Is there a specific person or unit within the enterprise having the responsibility for the organisation of training for them employees in 2020?
A8	1 Yes
A8	0 No
A8	9 Do not know

4	Did your enterprise assess the future needs of skills and competences in the enterprise in 2020?
A9	0 No
A9	1 Yes but not regularly
A9	2 Yes, it is part of the overall planning process in the enterprise
A9	9 Do not know

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5	Does the planning of training activities in the enterprise usually lead to a written training plan or programme?
A13	1 Yes
A13	0 No

6	Does your enterprise usually have an annual training budget?
A14	1 Yes
A14	0 No

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7	Is the enterprise covered by tariff agreements, or other collective agreements that regulate the enterprises' training policies?
A15	1 Yes
A15	0 No

8	Are the employees in the enterprise involved in the planning of training measures, through own staff representatives, a working environment committee or any equivalent institutions?
A16 a	1 Yes [⇒ 9/A16ba-bg]
A16 a	0 No [⇒ 10/A2tot]
A16 a	8 The enterprise has no working environment committees or equivalent [⇒ 10/A2tot]

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9	Which aspects of the management process of continuing vocational training provision are they usually involved in?	1 Yes	0 No	9 Do not know
A16 ba	Objective setting of training			
A16 bb	Selection of employees/groups of employees that will receive training			
A16 bc	Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training)			
A16 bd	Content of training			
A16 be	Budget for training			
A16 bf	Selection of external training providers			
A16 bg	Evaluation/assessment of training outcomes			

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Background information about the enterprise

The next questions are about background information for the enterprise in 2020: number of employees, total number of labour hours and labour costs. The one who answers these questions does not have to be one of the leaders in the enterprise. These answers are important since they will be used for controls later in the questionnaire.

10	What was the total number of persons employed by the enterprise on 31.12.2020?
A2tot Total number

11	What was the total number of men, and what was the total number of women in the enterprise on 31.12.2020?
A2m Total number of men
A2f Total number of women

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12	In 2020, what was the total number of hours worked by persons employed for the enterprise? Include both normal working hours and overtime which has not been exchanged in time off.
A4 Number of hours

13	In 2020, what were the total labour costs (direct and indirect) of persons employed by the enterprise? Include salary, holiday pay, bonuses for employees, employers' tax, pension expenses and insurances for employees.
A5 Kroner

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The enterprises' training activities

For these next questions it is important at the one who answers is acquainted with what kinds of training activities that have been carried out in the enterprise in 2020. In larger enterprise answers to these questions might have to be collected from several departments/persons in the enterprise and be added together. If the enterprise do not have the numbers we ask for in their systems, then answer with as good an estimate as possible.

14	Did employees attend any internal training courses in 2020? With internal training courses we mean courses that are planned and organised by the enterprise itself.
B1a	1 Yes
B1a	0 No

15	Did employees attend any external training courses in 2020? With internal training courses we mean courses that are not planned and organised by the enterprise itself.
B1b	1 Yes
B1b	0 No

16	Did employees attend any internal or external training courses in 2019?
B3a	1 Yes
B3a	0 No
B3a	8 Not relevant, the enterprise did not exist in 2019
B3a	9 Do not know

Hvis (B1a or B1b)=1, ellers ⇒ spm 24 (B2aflag)

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17	In 2020, how many persons employed by the enterprise participated in one or more training course(s) (either internal or external)? Each person should only be counted once.
C1t ot Number of employees
C1t ot	999999 Do not know

18	How many of these were men, and how many were women?
C2 m Number of men
C2 m	999999 Do not know
C2f Number of women
C2f	999999 Do not know

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19	What was the total paid working time spent on ALL training courses broken down by internal or external training courses in 2020? Note that only paid working hours spent on courser should be counted here.
C3i Number of hours, internal training courses
C3i	9999999999 Do not know
C3e Number of hours, external training courses
C3e	9999999999 Do not know

20	Some training courses on occupational health and safety (HMS) are obligatory. What share of all training hours in training courses in 2020 was spent on such obligatory courses on health and safety at work?	Percentage
C4	Percentage spent on mandatory HMS-courses%
C4	999 Do not know	

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21	In 2020, which skills/competences, targeted by training courses that employees attended, were the most important ones in terms of training hours?	C5a-l Tick the three most important	9 Do not know
C5a	General IT-skills		
C5b	Advanced IT-skills		
C5c	Management skills		
C5d	Teamwork skills		
C5e	Customer handling skills		
C5f	Problem solving skills		
C5g	Office administration skill		
C5h	Foreign language skills		
C5i	Technical, practical or job-specific skills		
C5j	Oral or written communication skills		
C5k	Numeracy and/or literacy skills		
C5l	Other skills not listed above		

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22	In 2020, which were the most important training providers the enterprise used for all external training courses?	C6a-g Tick the three most important measured in <u>number of training hours</u>	9 Do not know
C6a	Schools, universities and other higher education institutions		
C6b	Adult education centres or other public training institutions that are financed or guided by the government.		
C6c	Private training companies		
C6d	Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies)		
C6e	Employers' associations, chambers of commerce, sector bodies		
C6f	Trade unions		
C6g	Other training providers		

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23	In 2020, what were the direct costs incurred by the enterprise for the provision of training courses?	Costs	Tick if the enterprise did not have such costs	9999999999 Do not know
C7a	Fees or payments to external course providerskroner	C7aflag=0	
C7b	Travel and subsistence payments connected to training courses for employees. Applies to both external and internal courses.kroner	C7bflag=0	
C7c	Labour costs for employees that administrated and/or taught in internal training courseskroner	C7cflag=0	
C7d	Costs for course materials, technical equipment for use in training and/or expenses for <u>own</u> training rooms? Avskrivning på undervisningsutstyr og/eller lokaler skal også regnes med.kroner	C7dflag=0	
C7sub	Total sum for direct costs for training courses are automatically summed. If the sum is not right we ask you to estimate the costs by changing the records over.			

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24	Did persons employed in the enterprise participate in organised guided training from colleagues in 2020? Training of apprentices should not be counted.
B2a flag	1 Yes [⇒ 25/B2a]
B2a flag	0 No [⇒ 26/B2bflag]
B2a flag	9 Do not know [⇒ 26/B2bflag]

25	How big a share of the employees participated in this type of training?
B2a	1 Fewer than 10% of the employees
B2a	2 Between 10% and 50% of the employees
B2a	3 More than 50% of the employees

26	Did persons employed in the enterprise participate in job rotation, exchanges, secondments or study visits in 2020?
B2b flag	1 Yes [⇒ 27/B2b]
B2b flag	0 No [⇒ 28/B2cflag]
B2b flag	9 Do not know [⇒ 28/B2cflag]

27	How big a share of the employees participated in this type of training?
B2b	1 Fewer than 10% of the employees
B2b	2 Between 10% and 50% of the employees
B2b	3 More than 50% of the employees

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28	Did persons employed in the enterprise participate in conferences, workshops, trade fairs or lectures in 2020, where training was the main purpose with the participation?
B2c flag	1 Yes [⇒ 29/B2c]
B2c flag	0 No [⇒ 30/B2dflag]
B2c flag	9 Do not know [⇒ 30/B2dflag]

29	How big a share of the employees participated in this type of training?
B2c	1 Fewer than 10% of the employees
B2c	2 Between 10% and 50% of the employees
B2c	3 More than 50% of the employees

30	Did persons employed in the enterprise participate in internal study circles or professional discussion groups in 2020? Here we mean employees that meet regularly to å exchange experiences and knowledge.
B2d flag	1 Yes [⇒ 31/B2d]
B2d flag	0 No [⇒ 32/B2eflag]
B2d flag	9 Do not know [⇒ 32/B2eflag]

31	How big a share of the employees participated in this type of training?
B2d	1 Fewer than 10% of the employees
B2d	2 Between 10% and 50% of the employees
B2d	3 More than 50% of the employees

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32	Did persons employed in the enterprise participate in remote lectures, e-learning or other forms of self-directed learning in 2020?
B2e flag	1 Yes [⇒ 33/B2e]
B2e flag	0 No [⇒ 34/B4a]
B2e flag	9 Do not know [⇒ 34/B4a]
33	How big a share of the employees participated in this type of training?
B2e	1 Fewer than 10% of the employees
B2e	2 Between 10% and 50% of the employees
B2e	3 More than 50% of the employees

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34	Did persons employed in the enterprise participate in any of the «other forms of training measures» that are mentioned in questions 24- 33 in 2019? (e. g. organised guided training from colleagues, job rotation, exchanges, study visits, participation in conferences, workshops, trade fairs or lectures, internal study circles or professional discussion groups, remote lectures, e-learning or other forms of self-directed learning).
B4a	1 Yes
B4a	0 No
B4a	8 Not relevant, the enterprise did not exist in 2019
B4a	9 Do not know
35	Did the enterprise contribute in 2020 to collective/mutual or other training funds? Betalte foretaket inn bidrag til kollektive fond eller andre fond for opplæring av ansatte i 2020?
B5a flag	1 Ja [⇒ 36/B5a]
B5a flag	0 Nei [⇒ 37/B5bflag]
B5a flag	9 Vet ikke [⇒ 37/B5bflag]
36	How big a sum was payed?
B5a Kroner
B5a	9999999999 Do not know
37	In 2020, did the enterprise receive monetary contributions or tax incentives related to training of employees?
B5b flag	1 Yes [⇒ 38/B5b]
B5b flag	0 No [⇒ 40/B5bflag]
B5b flag	9 Do not know [⇒ 40/B5bflag]
38	How big a sum did the enterprise receive?
B5b Kroner
B5b	9999999999 Do not know

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39	What kind of monetary contributions/economic advantages for training employees did the enterprise receive in 2020?	1 Yes	0 No	9 Do not know
B6a	Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)			
B6b	Receipts from training funds (national, regional, sector)			
B6c	EU subsidies (e.g. European Social Fund)			
B6d	Government subsidies			
B6e	Monetary contributions from other sources			

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Hvis [(B1a or B1b)=1] or [(B2aflag or B2bflag or B2cflag or B2dflag or B2eflag)=1], ellers => spm 44 (E1)

40	Does the enterprise usually assess the outcomes of training activities?
D2a	1 Yes, for all activities [=> 41/D2ba-be]
D2a	2 Yes, for some activities [=> 41/D2ba-be]
D2a	0 No [=> 42/D3b-i]
D2a	9 Do not know [=> 42/D3b-i]

41	In which way does the enterprise usually assess the outcomes of training activities?	1 Yes	0 No	9 Do not know
D2b a	Certification after written or practical test			
D2b b	Satisfaction survey amongst participants			
D2b c	Assessment of participants' behaviour or performance in relation to training objectives			
D2b d	Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise			
D2b	Other			

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42	Did the restrictions due to the COVID-19 pandemic have any of the following effects on the provision of training courses or other forms of vocational training in your enterprise in 2020?	1 Yes	0 No	9 Do not know
D4a	Less training activities than planned were carried out			
D4b	Fewer persons participated in training			
D4c	Less hours were spent on training activities			
D4d	Training activities that would not have taken place otherwise were organised			
D4e	The content in training activities were changed			
D4f	Introduction or increased share of training activities organised as online training			
D4g	Introduction or increased share of training activities organised as self-directed learning (i.e. non-taught learning activities)			
D4h	Training activities became more costly due to health measures			
D4i	Other consequences			
42	Did the restrictions due to the COVID-19 pandemic have any of the following effects on the provision of training courses or other forms of vocational training in your enterprise in 2020?	1 Yes	0 No	9 Do not know
D4a	Less training activities than planned were carried out			
D4b	Fewer persons participated in training			
D4c	Less hours were spent on training activities			
D4d	Training activities that would not have taken place otherwise were organised			
D4e	The content in training activities were changed			
D4f	Introduction or increased share of training activities organised as online training			
D4g	Introduction or increased share of training activities organised as self-directed learning (i.e. non-taught learning activities)			
D4h	Training activities became more costly due to health measures			
D4i	Other consequences			

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43	Did any of the following factors limit the provision of training courses or other forms of training in your enterprise in 2020?	1 Yes	0 No	9 Do not know
D3b	The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences.			
D3c	The enterprise had difficulties in assessing training needs among employees			
D3d	Lack of suitable training courses in the market			
D3e	High costs of training courses.			
D3f	Higher focus on initial training for journeymen/aspirants than for more training for			

	regular employees.			
D3g	Major efforts in training made before 2020			
D3h	Little time available for staff to participate in training due to high workload.			
D3j	Other factors			

Hvis [(B1a and B1b)=0] and [(B2aflag and B2bflag and B2cflag and B2dflag and B2eflag)=0],
ellers ⇒ spm 45 (F1)

44	What were the reasons not to provide training courses for persons employed in 2020?	1 Yes	0 No	9 Do not know
E1a	The existing skills and competences of the persons employed fulfilled the current needs of the enterprise			
E1b	The enterprise preferred recruiting new individuals with the required qualifications rather than training existing employees			
E1c	The enterprise had difficulties in assessing training needs among employees			
E1d	Lack of suitable training courses in the market			
E1e	High costs of training courses.			
E1f	Higher focus on initial training for journeymen/aspirants than for more training for regular employees.			
E1g	Major efforts in training made before 2020			
E1h	No time available for staff to participate in training due to high workload.			
E1j	Cancellation or postponement of planned training activities due to the restrictions related to the COVID-19 pandemic			
E1i	Other reasons			

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45	Does the enterprise usually employ apprentice?
F1	1 Yes [⇒ Gå til 45/F2a-e]
F1	0 No [⇒ Skjema ferdigutfylt]
F1	9 Do not know [⇒ Skjema ferdigutfylt]

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45	What are the enterprises main reasons for offering apprenticeships?	1 Yes	0 No	9 Do not know
F2a	To qualify future employees according to the needs of the enterprise.			
F2b	To choose the best apprentices for future employment after completion of apprenticeship.			
F2c	To avoid possible mismatch with enterprise needs in case of external recruitment.			
F2d	To make use of the productive capacities of apprentices already during their apprenticeship			
F2e	Other reasons			

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Lastly, it would be nice if you as the contact person from your enterprise for this survey could fill in contact information so that we can contact you if need be:

- Name:
- E-mail:
- Phone number:
- Evt. phone number 2:

We thank you for answering these questions. Click the Neste-button to send in the questionnaire.