

Continuing Vocational Training Survey 2005 (CVTS3)

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1 Executive Summary

This report presents the findings from the Continuing Vocational Training Survey 2005 (CVTS3). Throughout this report Continuing Vocational Training (CVT) is defined as pre-arranged training that was at least partially funded by the organisation, or training that took place during employees paid working time, but excluding apprentices and trainees (who are covered elsewhere under Initial Vocational Training).

CVT includes both training courses (either internal courses designed and managed by the enterprise itself, or external courses designed and managed by another organisation), as well as other forms of CVT (including on-the-job training, job rotation, learning/quality circles, self-directed learning and attending conferences etc).

Participation in Continuing Vocational Training courses and other vocational training

- Nine in ten (91%) enterprises provided some form of continuing vocational training (either courses or other types) in 2005.
- During 2005 over two-thirds of organisations (69%) participated in either internal CVT courses (47%) or external CVT courses (57%).
- Nearly 9 in 10 organisations were involved in other forms of CVT (87%), with on-the-job training being the most likely (76%), followed by attendance at conferences (63%), self-directed learning (39%), job rotation (29%) and quality and learning circles (22%).
- Overall, 91% of all organisations participated in either internal or external CVT courses, or other forms of CVT.
- For all types of vocational training, participation increases with the size of the organisation, and tends to be higher amongst Services than organisations in Production sectors. The Public Administration sector stands out particularly for its high levels of participation. The Manufacturing and the Wholesale/Retail/Hospitality sectors are least likely to have participated in CVT courses, while the incidence of other vocational training is lowest amongst the Transport and Communications sector.
- Since 1999 (CVTS2) participation in CVT courses has reduced (from 76% to 69%), while there has been an increase in on-the-job training, attendance at conferences or workshops, and self-directed learning.

The cost of Continuing Vocational Training courses

- The average amount spent by organisations on CVT courses in 2005, was around £34,000. This equates to an average cost of £710 per participant, £33.20 per hour, and £290 per employee. These average costs vary widely by organisation size and sector. The average cost per participant, for example, varies from £470 in the Transport/Communications and Health and Social Care sectors, up to £1,160 per participant for Public Administration.
- Fees and payments for courses account for the largest share of CVT course costs (38%), followed by personal absence costs (the equivalent salary cost from the time spent in training) (30%), and the labour costs of internal trainers (18%).
- Compared with 1999, the costs per hour of providing CVT courses increased , although the costs per trainee have increased less, due to a decrease in the number of hours that have been spent in training by each trainee.
- One in five organisations that have provided vocational training courses in 2005 have contributed to collective or other funds for vocational training activities. The average amount contributed was £40,940.
- Nearly a quarter of organisations that have provided vocational training courses have received funds from grants or subsidies for vocational training. The average amount received was £17,650.
- Average labour costs in 2005 were nearly £2million overall, which works out at an average of £20,130 per employee or £9.40 per working hour.

Number of Continuing Vocational Training course participants

- The average number of employees participating in CVT courses was 33, varying from an average of 37 in Services, down to 22 employees in Production organisations.
- On average the number of employees participating in CVT courses accounted for 34% of all employees. This proportion varies from 24% in the Wholesale/Retail/Hospitality sector, to 47% in Health and Social Care, and 48% amongst other services.

Amount of time spent on Continuing Vocational Training courses

- The average number of hours spent on CVT courses, across organisations of all sizes, was 1034 in total, which is equivalent to less than 1% of all working hours, and an average of 8.7 hours per employee. The average number of hours per

employee reduces as the size of the organisation increases, and varies by sector, from over 12 hours per employee in Finance/Business and other services, to below 5 hours in the Wholesale/Retail/Hospitality and Transport/Communications sectors.

- The average number of hours spent on CVT per participant in 2005 was 21 hours. This average is particularly high in the Public Administration sector, at 38.6 hours, and lowest in Manufacturing, at 12.4 hours.
- Of all the paid working time spent on CVT courses, the highest proportion was spent on courses to do with personal skills and working life (26%), followed by courses on environmental protection and occupational health (19%).
- More time was spent on internal courses (60%) than external courses (40%).
- Compared with 1999 the number of hours spent on training, per 1,000 hours worked has reduced from 8 to 4 hours. The average number of hours spent training per participant has also reduced, amongst males (27 to 20 hours), and to a lesser extent amongst female participants (25 to 23 hours).
- The average number of hours worked by employees in total during 2005 was 2,140 hours per employee for the year, or 44.5 hours per week.
- The average number of hours worked per week is higher in Production sectors (46.9 hours) than amongst Services (44.0 hours).
- Of the total number of hours spent by organisations on externally managed courses, overall the highest share was accounted for by courses provided by Private training companies (39%), and then Schools, Colleges, Universities and other higher education institutions (32%). In smaller organisations the highest share of time was accounted for by Private training companies, while in larger organisations Schools, Colleges, Universities and other higher education institutions provided the highest share.

Past and Future Trends

- Between 2004 and 2005 there had been an increase in the proportion of organisations that had participated in CVT courses or other types of vocational training. The prediction for 2006 was for the proportion providing CVT courses to remain about the same, but for the proportion of organisations providing other vocational training to reduce.

Training Policies and Management Processes

- In 6 out of 10 organisations where any training had been provided during 2005 (61%), there was an individual or department who has responsibility for arranging vocational training, increasing to nearer nine in ten (85%) in organisations with at least 500 employees.
- Nearly a fifth of organisations that provided training had access to a training centre (18%).
- Seven out of ten organisations that provided training made at least occasional use of advisory services for information or advice on vocational training during 2005 (69%).
- In just over 1 in 10 cases organisations that had provided any training had included vocational training plans, policies or practices in any written national, sectoral or other agreement with government, local area or trade organisations (12%).
- Around 1 in 7 organisations that provided training said their organisation has a formal structure involving employee representatives, such as a committee or works council (14%). Where representative structures are in place, for at least half, the structures impacted on management processes in terms of the subject matter of the CVT activity, objective and priority setting for CVT activity, the evaluation of training outcomes and when establishing the criteria for the selection of the target population who should participate in CVT.
- For half of all organisations that provided training (49%) at least one public measure has had an effect on the planning, policy and practices of their vocational training. The provision of recognised standards and frameworks for qualifications is the measure that affected the highest proportion.
- Organisations were asked about employment and training policies for special groups of workers. Of the specific groups asked about, organisations are most likely to have implemented CVT courses for persons without formal qualifications (48% of those that provided training and employ this group). Just slightly fewer have implemented courses specifically for migrants and ethnic minorities (45%).
- Nearly half of organisations that provided training and employed persons on the particular types of contracts provided specific vocational training courses for people on part time contracts (46%) or for people on fixed-term contracts (47%). Nearly two fifths provided specific courses for persons working through an employment or recruitment agency (38%).

Evaluation of training courses

- In just over a fifth of cases, organisations that provided any training during the year never implemented formal procedures to evaluate their skills needs (22%), while at the other end of the scale around a quarter say they always did (26%). The remaining organisations do so occasionally or often.
- More than 8 in 10 organisations that provided training at least occasionally carried out structured interviews with employees to establish their specific training needs (82%). However this was always the case for only around a quarter (28%).
- In half of organisations that provided training, the planning of training led to a written training plan or programme (50%), and a third had an annual training budget (32%). The likelihood of training plans and budgets increases significantly with the size of the organisation.
- At the end of training, around three quarters of organisations measured participants' satisfaction with training events at least occasionally (73%), while in two fifths of cases this was always done (41%).
- The majority of organisations also assessed training participants to establish whether targeted skills had been successfully acquired from training at least occasionally (82%), while two fifths always did so (38%). A similar proportion assessed participants' occupational behaviour after training at least occasionally (83%) or always (37%).
- Around two thirds of organisations say they measured the impact of training on business performance at least occasionally, while for a quarter this was always done.

Reasons for non-provision of CVT courses or other forms of CVT during 2005

- The main reasons for organisations not providing any CVT courses or other types of CVT training to employees in 2005 was that that the existing skills and competencies correspond to the current needs of the organisation (70%), followed by the enterprise's preferred strategy being to recruit individuals with the required skills and competencies (54%).

Initial Vocational Training

- Around half of all employers provided Initial Vocational Training (IVT) for employees during 2005. The provision of IVT was more likely in larger organisations and by sector is most likely in Construction and Public Administration.
- The average cost of providing IVT was £38,780 in 2005. The labour costs of IVT trainers and mentors accounted for the highest share of these costs (66%).
- Around 1 in 7 organisations that provided IVT contributed to collective IVT funds (14%). The average amount contributed was £3,590.
- Around 1 in 10 organisations that provided IVT received funds from other sources of grants or subsidies for IVT (11%).

2 Survey Background/Introduction

2.1 Survey background

This report is based upon results derived from the third EU sponsored Continuing Vocational Training Survey (CVTS3) undertaken in the UK in September-December 2006, and covering the reference period of 2005. The research was administered by BMG Research on behalf of the Department for Innovation, Universities and Skills (DIUS, then DfES).

This survey (CVTS3) followed the first and second Continuing Vocational Training Surveys carried out in 1995 and 2000, and formed part of a wider investigation spanning 28 European countries - the (now) EU 27 plus Norway. The Statistical Office of the European Commission (Eurostat) undertook co-ordination of the study.

The objectives of CVTS were to assess the provision of vocational training in businesses in terms of the types of training offered, the numbers of employees being given training, and the costs of training.

The scope of CVTS3 was enterprises employing ten or more people and it measured the training provided to employees other than apprentices and recognised trainees. Enterprises are the reporting unit level (company or organisation), rather than local unit level (establishment).

Participants in the survey were Personnel Managers, Personnel Directors and other senior persons with responsibility for training for their enterprise. Interviews were conducted via phone and face-to-face, and were supplemented via a self-completion postal methodology.

In total 4,260 enterprises of varying sizes were represented in the survey. The results contained in this report are weighted to the UK universe of commercial enterprises. Fuller details of the methodology can be found in the technical appendix.

Analysis undertaken in the preparation of this report included detailed estimates of volumes and costs of training to employers, as well as estimates of access to and participation in training among employees.

The results include comparisons between enterprises of different sizes and between business sectors. While the sample sizes and responses rates for each cell were satisfactory to enable national estimates, some care is needed when drawing

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conclusions from detailed data which may be based upon replies from relatively few enterprises.

The design of CVTS3 was driven by Eurostat requirements and did not correspond directly to that used for CVTS1 or CVTS 2. Comparisons with the results of this earlier survey should therefore be treated with caution due to differences in coverage, definitions and methodology. In addition, CVTS3 included a new section covering Initial Vocational Training for the first time.

Coverage of industry sectors in the UK (by including additional SIC sections A, B, L, M & N - Agriculture, hunting and forestry, Fishing, Public administration and defence, Education, and Health and social work) is wider than for most of the countries, as well as UK coverage in CVTS2. The results shown here will therefore differ from those to be published by Eurostat (which exclude NACE categories A, B, L, M & N to be consistent across all participating countries).

2.2 Structure of the report

The main sections of the report are as follows:-

- Executive Summary
- Survey Background/ Introduction
- Continual Vocational Training Activities of the Organisation
- Costs of Vocational Training courses in 2005
- Total labour costs
- Participation in Vocational Training in 2005
- Hours worked by employees in 2005
- Past and future trends in Continuing Vocational Training
- External Vocational Training courses in 2005
- Training Policies and Management Process – including centralised Vs decentralised training
- Training Policies for Special Groups of Workers
- Evaluation of Training Courses
- Reasons for Non-Provision of Vocational Training Courses or Other Forms of Vocational Training during 2005
- Participation in Initial Training
- Characteristics of enterprises

3 Continuing Vocational Training Activities of the Organisation

This first section of the report examines the extent of Continuing Vocational Training (CVT) during the calendar year 2005.

To be clear respondents were told that Continuing Vocational Training is defined as pre-arranged training that was at least partially funded by their organisation, or training that took place during employee's paid working time. Training for apprentices, trainees, work experience, people working on a training contract and inductions were not to be included as Continuing Vocational Training. Apprentices, trainees etc. are included later in Section 14 on Initial Vocational Training.

3.1 All forms of Continuing Vocational Training

In total, 69% of all organisations participated in any CVT courses, and 87% participated in any other types of CVT, which means overall 91% of organisations involved their employees in some training. Provision of any form of CVT increases to 99% of organisations with 500+ employees.

The following table summarises these findings overall and by company size.

Table 1: Participation in Training in 2005, overall and by company size (All organisations)

	Total	Company size			
		10-49	50-249	250-499	500+
Any form of CVT	91%	90%	93%	96%	99%
CVT Courses	69%	65%	76%	83%	90%
Other forms of CVT	87%	86%	89%	92%	98%
Both	64%	61%	73%	79%	89%
Neither	9%	10%	7%	4%	1%
Unweighted bases:	4260	1819	1507	439	396

The following table summarises participation in training in 2005 by industry sector. The sector least likely to offer any form of CVT is transport and communications (83%), followed by construction (86%) while most likely is the education sector (99%), followed by public administration, and finance/business (both at 98%).

Table 2: Participation in Training in 2005, by industry sector (All organisations)

	A,B,C,E	D-Manufacturing	F-Construction	G,H-Wholesale/ Retail/Hosp	I-Transport/Comms	J,K-Finance/Business	O-Other Services	L-Public Administration	M-Education	N-Health & Social Care
Any form of CVT	96%	88%	86%	88%	83%	98%	92%	98%	99%	96%
CVT Courses	68%	59%	74%	59%	68%	76%	76%	90%	86%	78%
Other forms of CVT	92%	84%	83%	83%	75%	95%	88%	95%	94%	93%
Both	64%	54%	70%	54%	60%	74%	72%	87%	81%	74%
Neither	4%	12%	14%	12%	17%	2%	8%	2%	1%	4%
Unweighted bases:	194	1405	200	750	329	498	100	112	320	352

3.2 Internal Continuing Vocational Training Courses

Just under half of all organisations say that their employees participated in internal CVT courses during 2005 (47%), i.e. courses which were principally designed and managed by their organisation.

The incidence of internal CVT courses increases significantly with the size of the organisation, from 43% amongst organisations with 10-49 employees, up to 86% amongst those employing at least 500 employees (see Table 1).

Organisations in Service industry sectors – SIC sections G-O, (49%) are more likely than those in Production industries – SIC sections A-F, (42%) to have engaged their employees in internal CVT courses during 2005. The incidence of Internal CVT is

especially high within Health and Social Care (61%), Education (65%), and Public Administration (81%).

3.3 External Continuing Vocational Training Courses

Well over half of all organisations have employees that participated in external CVT courses during 2005 (56%), i.e. courses which were principally designed and managed by a third party organisation.

Once again, the extent of external CVT courses activity varies significantly according to the size of the organisation, from 52% amongst organisations with 10-49 employees, up to 81% amongst those employing 500+ employees (see Table 1).

The incidence of external CVT courses is also higher amongst organisations in Service industries (57%) than amongst organisations operating within Production industries (53%). Public Administration again stands out as having the highest incidence of external CVT courses of all the industry sectors (84%).

Table 3: Whether organisations have provided Internal or External Continuing Vocational Training Courses in 2005 (All Organisations)

	Total	Company size			
		10-49	50-249	250-499	500+
Internal	47%	43%	55%	68%	86%
External	56%	52%	64%	65%	81%
Both	35%	30%	42%	51%	77%
Either	69%	65%	76%	83%	90%
Neither	31%	35%	24%	17%	10%
Unweighted base	4260	1918	1507	439	396

3.4 Other types of Continuing Vocational Training

All organisations were asked about their participation in any other types of vocational training during the calendar year 2005. Table 2 summarises the incidence of each type of training for all organisations in total, and according to the size and sector of organisations.

Table 4: Participation in other types of Continuing Vocational Training (All organisations)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
On-the-Job Training	76%	74%	79%	87%	95%	74%	77%
Job Rotation	29%	24%	37%	44%	70%	28%	29%
Learning and Quality Circles	22%	19%	27%	32%	49%	20%	23%
Self Directed Learning	39%	35%	44%	61%	77%	28%	42%
Attendance at Conferences etc.	63%	59%	71%	74%	91%	54%	66%
Unweighted base	4260	1918	1507	439	396	1799	2461

3.5 On-the-job training

Around three quarters of all organisations involved their employees in on-the-Job training during 2005 (76%). As with all the types of training mentioned, the likelihood of on-the-job training increases significantly with the size of the organisation, to the extent that virtually all organisations with 500 or more employees say their organisation participated in on the job training in 2005 (95%).

By specific industry sector the incidence of on-the-job training is higher than average in Finance and Business (81%), Education (82%), Health and Social Care (83%) and highest of all in the Public Administration sector (90%).

The incidence of on-the-job training is lowest in the Transport and Communications sector (68%).

3.6 Job-rotation, exchanges, secondments or study visits

Approaching one third of all organisations say they had employees in 2005 that were involved in job rotation, exchanges, secondments or study visits (29%). Transfers of workers from one job to another, which are not part of a planned development programme, were not to be included.

In organisations employing 500 or more staff the use of job rotation and other similar schemes increases significantly, to 7 in 10 organisations (70%).

Job rotation is especially common in the Public Administration sector where 64% of organisations had participated in 2005. This compares with the second highest proportion of 36% in the Education sector.

Job rotation was least common in the Construction sector (18% in 2005).

3.7 Learning circles, quality circles

Respondents were told that Learning circles are groups of employees who come together on a regular basis with the primary aim of learning more about the requirements of the work organisation, work procedures and work places, and that Quality Circles are working groups with the objective of solving production and work place problems through discussion.

Just over a fifth of all organisations (22%) and around half of those employing at least 500 staff (49%) had engaged their staff in learning circles or quality circles during the calendar year 2005.

In the Public Administration (39%) and the Education sectors (38%) the incidence of Learning Circles or Quality Circles climbs to nearer two fifths of organisations. The incidence is lowest in the Wholesale, Retail and Hospitality sector (16%).

3.8 Self-directed learning

Self-directed learning, which was specified as learning that occurs when an individual engages in a planned learning initiative where he or she manages the training time and the place at which the learning takes place, was undertaken in two fifths of organisations in 2005 (39%).

In organisations with at least 500 employees self-directed learning in 2005 was more than twice as likely as in the smallest organisations (77% in organisations with 500+ employees, compared with 35% in organisations with 10-49 employees).

Self-directed learning was clearly more common amongst organisations operating in Service industries (42% overall) than amongst organisations in Production industries (28%). This difference is once again driven by the especially high incidence of self-directed learning in the Public Administration sector (73%).

3.9 Conferences, workshops, trade fairs, lectures

Attendance at conferences is only classed as learning if the events are planned in advance and the primary intention of a person employed attending them is training /learning. Based on this definition nearly two thirds of all organisations had employees who participated in conferences during the calendar year 2005 (63%). In organisations employing 500 or more staff 9 out of 10 organisations participated in conferences, workshops, trade fairs or lectures (91%).

Organisations within Service industries (66%) were more likely than those in Production industries (54%) to have engaged their employees in training conferences. Organisations in Public Administration (89%), Education (83%), Health and Social Care (81%) and Business and Finance sectors (78%) are all more likely than organisations on average to have participated in these types of training events in 2005.

Continuing Vocational Training Activities of the Organisation

The following table summarises the different types of CVT offered – by company size and sector.

Table 5: Different types of CVT offered, by company size and sector (All organisations)

	Courses (Internal & External) (%)	Training in work situation/ On the job (%)	Conferences workshops & seminars (%)	Job rotation , etc. (%)	Self- directed learning (%)	Learning groups & quality circles (%)
Total	69	76	63	29	39	22
10-49	65	74	59	24	35	19
50-249	76	79	71	37	44	27
250-499	83	87	74	44	61	32
500+	90	95	91	70	77	49
A,B,C,E	68	78	63	28	27	19
D-Manufacturing	59	75	53	32	29	22
F-Construction	74	71	56	18	27	17
G,H-Wholesale /Retail/ Hospitality	59	74	49	27	28	16
I-Transport/Comms	68	68	53	25	30	17
J,K- Finance/Business	76	81	78	30	52	27
L-Public Administration	90	90	89	64	73	39
M-Education	86	82	83	36	60	38
N-Health & Social Care	78	83	81	34	55	31
O-Other Services	76	71	68	26	44	21

3.10 Comparisons with 1999 (CVTS 2)

Differences in coverage, definitions and methodology mean comparisons between CVTS2 and CVTS3 should be treated with caution - see Technical Annex for further information.

Since 1999 there has been a slight reduction in the proportion of organisations reporting participating in CVT courses, down from 76% to 69% in 2005.

For other types of CVT there has been an increase in participation, in particular for on the job training, conferences and workshops and self-directed learning.

Table 6: Participation in Continual Vocational Training 1999 & 2005 (All organisations)

	All forms of CVT	Courses (Internal & External) (%)	Training in work situation/ On the job (%)	Conferences workshops & seminars (%)	Job rotation, etc. (%)	Self-directed learning (%)	Learning groups & quality circles (%)
1999 - CVTS 2 (941)	87	76	63	52	35	30	24
2005 - CVTS 3 (4260)	91	69	76	63	29	39	22

4 Costs of Continuing Vocational Training Courses in 2005

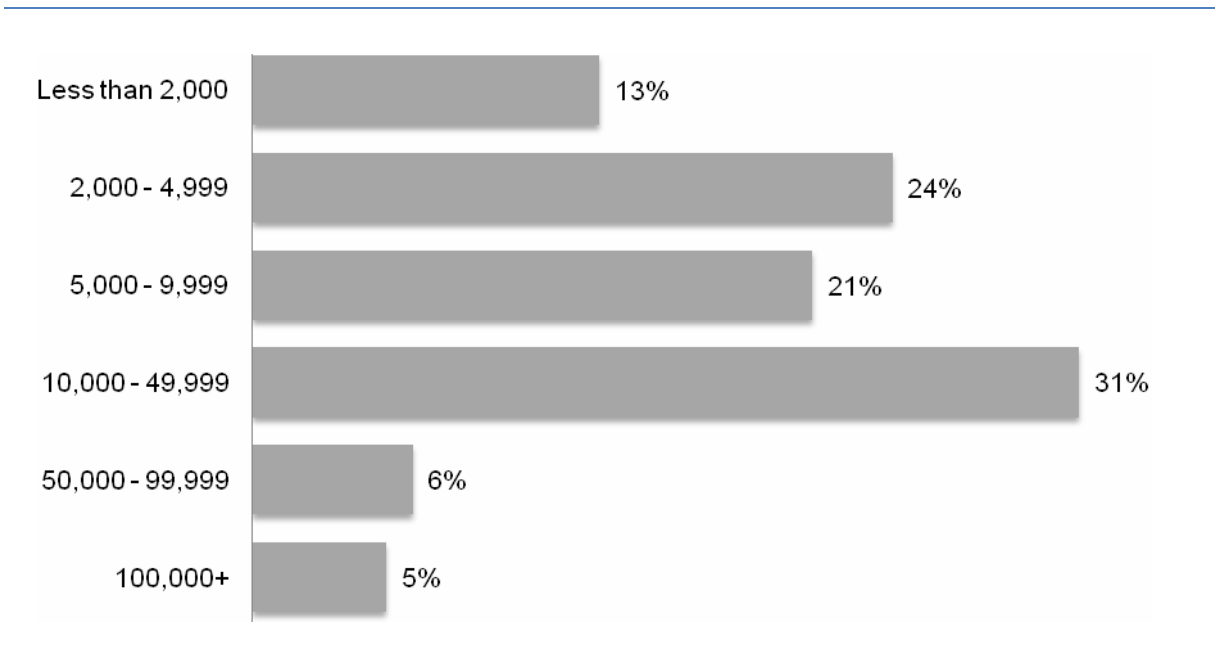
4.1 Total cost of Continuing Vocational Training Courses in 2005

Organisations that had provided CVT courses in 2005 were asked about the total cost to their organisation of providing this training. They were asked to include the following in this total cost; fees to external training organisations, travel & subsistence payments, salaries of staff involved in providing training, the cost of premises and equipment, and contributions and receipts from collective funding arrangements where possible. (Note that training for apprentices, trainees and other employees for whom training is a central feature of their position is not included as CVT. Apprentices, trainees etc are included later in Section 14 on Initial Vocational Training).

The average amount spent by organisations on CVT courses in 2005 was around £34,000 (£34,322).

Within this average figure there is great variability. Around one in every eight organisations (13%) say they incurred less than £2000 for the CVT courses they provided. At the other end of the scale 1 in 20 organisations (5%) invested more than £100,000 in CVT courses in 2005. The following figure illustrates this.

Figure 1: Total Cost (£) in 2005 of Providing CVT Courses (Organisations that provided CVT)



Continuing Vocational Training Survey– CVTS3

As one would expect the amount spent on vocational training increases significantly with the number of staff employed. In the smallest organisations, employing 10-49 staff, an average of £9,180 was spent in 2005. This average investment increases to £30,650 amongst organisations with 50-249 employees, £93,750 amongst organisations employing 250-499 employees, and up to an average of £510,080 amongst the largest organisations, that employ at least 500 staff.

The average total cost of vocational training courses in 2005 was higher amongst Service industry sectors (£37,650), than amongst Production industries (£23,820). In particular the amount spent was higher than average within Education (£61,310), Other Services (£50,810) and especially Public Administration (£560,150).

The average cost of CVT courses per participant in 2005 was £710. This average cost reduces as the size of the organisation increases, from an average of £860 in organisations with 10-49 employees, down to £750 in organisations with 50-249 employees, £650 in organisations with 250-499 employees and £670 in organisations with at least 500 employees.

Table 7: Average cost of CVT per participant (£) (Organisations that provided CVT)

	Total	1-49	50-249	250-499	500+
Total	£710	£860	£750	£650	£670
A,B,C,E	£540	£740	£390	£840	£460
D - Manufacturing	£650	£790	£660	£700	£580
F - Construction	£850	£850	£790	£870	£910
G,H - Wholesale, Retail, Hospitality	£580	£750	£670	£390	£550
I - Transport/Communications	£470	£700	£880	£700	£350
J,K - Finance, Business	£900	£1,060	£920	£680	£910
O - Other Services	£840	£1,220	£860	£760	£780
L - Public Administration	£1,160	£710	£1,120	£820	£1,180
M -Education	£630	£760	£730	£550	£610
N - Health & Social Care	£560	£540	£560	£880	£520

The average cost of CVT per hour in 2005 was £33.20, varying from an average of £39.30 per hour in organisations with 10-49 employees, down to an average of £31.30 per hour in the largest organisations employing 500+ people.

Table 8: Average cost of CVT per hour (£) (Organisations that provided CVT)

	Total	1-49	50-249	250-499	500+
Total	£33.20	£39.30	£35.20	£30.60	£31.30
A,B,C,E	£43.30	£41.20	£47.10	£42.10	£43.80
D - Manufacturing	£36.80	£38.40	£40.20	£40.30	£33.30
F - Construction	£44.40	£34.80	£59.50	£35.40	£51.90
G,H - Wholesale, Retail, Hospitality	£35.60	£44.20	£30.00	£34.70	£36.00
I - Transport/Communications	£29.00	£39.20	£33.30	£37.20	£24.70
J,K - Finance, Business	£37.40	£42.20	£38.90	£29.50	£37.30
O - Other Services	£35.60	£54.00	£28.80	£32.80	£34.00
L - Public Administration	£29.90	£54.70	£33.40	£22.10	£30.30
M - Education	£23.00	£43.50	£33.20	£20.40	£20.40
N - Health & Social Care	£26.80	£23.30	£28.20	£30.30	£26.60

By employee the average cost of CVT was £290 overall in 2005. Once again these averages vary by company size, being highest at £400 per employee in organisations with 10-49 staff and lowest at £250 per employee in organisations with 250-499 employees.

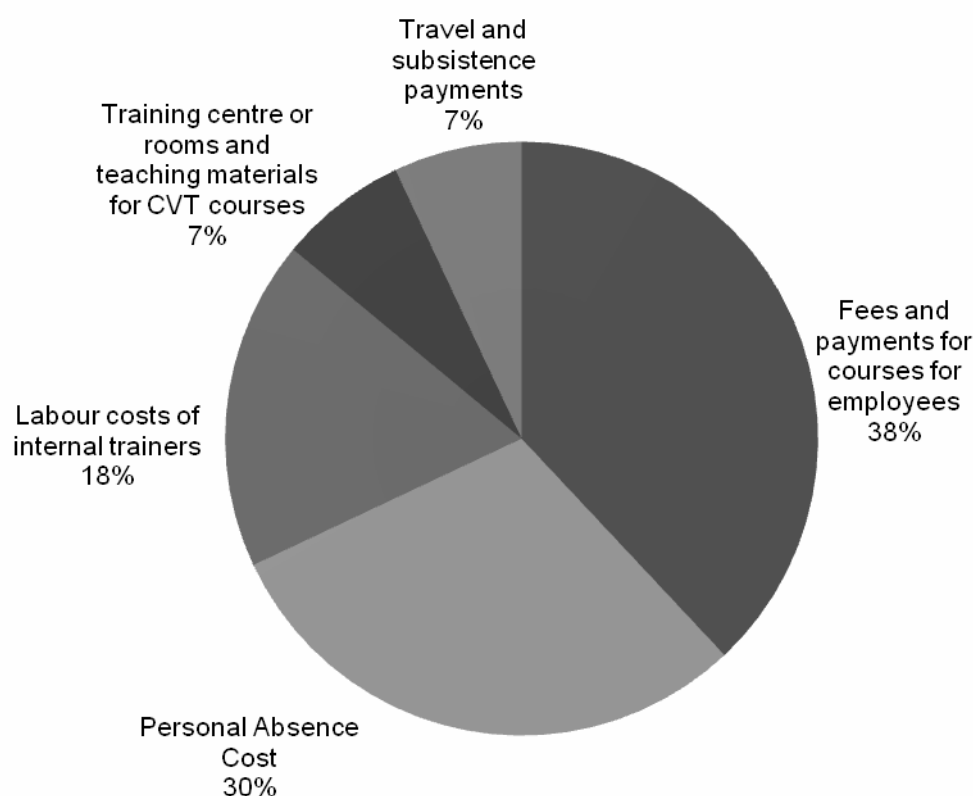
Table 9: Average Cost of CVT per employee (£) (Organisations that provided CVT)

	Total	10-49	50-249	250-499	500+
Total	£290	£400	£320	£290	£250
A,B,C,E	£230	£380	£210	£260	£160
D - Manufacturing	£250	£300	£230	£250	£240
F - Construction	£420	£450	£340	£240	£630
G,H - Wholesale, Retail, Hospitality	£170	£280	£220	£170	£130
I - Transport/Communications	£140	£310	£350	£160	£100
J,K - Finance, Business	£460	£540	£490	£300	£500
O - Other Services	£460	£520	£440	£610	£420
L - Public Administration	£320	£370	£820	£340	£310
M - Education	£270	£440	£320	£330	£230
N - Health & Social Care	£290	£310	£280	£360	£280

4.2 Cost breakdown

The following figure illustrates how the total cost of vocational training courses in 2005 breaks down into the different elements involved.

Figure 2: CVT Course Cost Breakdown (Based on the total amount spent by organisations that provided CVT)



The highest share of the investment, for organisations of all sizes and in all sectors, was spent on the fees and payments for courses for employees. Overall this element accounts for almost two fifths of the total cost (38%). In the smallest organisations (10-49 employees) fees and payments for courses for employees account for almost half of the total cost (47%), while amongst the largest organisations (500+ employees) the share reduces to a third (34%).

The cost of training recipients absences, that is the equivalent salary cost for the time spent in training is the second largest share of total training investment, at 30% overall. This varies by size of the organisation to some degree, accounting for 25% of training

Costs of Continuing Vocational Training Courses in 2005

expenditure in organisations with 10-49 employees, up to 32% of expenditure for organisations with 500+ employees.

The labour costs of internal trainers accounts for almost a fifth of the investment in vocational training. Once again the contribution of this element varies by organisation size, from 13% amongst organisations with 10-49 employees, up to 20% amongst those employing at least 500 staff.

Travel and subsistence payments and teaching centres/rooms/materials each account for 7% of the total cost of vocational training courses.

4.3 Vocational Training activities: funding

4.3.1 Contribution to funds

Respondents were told that collective funds are funds or grants managed by a trade, industry or sector association that may have responsibility for arranging qualifications and training at a trade, industry or sector level.

Around one fifth of organisations that provided vocational training courses in 2005 contributed to collective or other funds for vocational training activities (19%).

The likelihood of organisations contributing to collective or other funds for vocational training activities increases with the size of the organisation, from 17% amongst organisations with 10-49 employees, up to 27% amongst those with 500+ employees.

By industry sector the incidence of organisations contributing to collective or other funds for vocational training activities is highest in Public Administration (26%) and Construction (28%).

Organisations that made contributions towards funds mentioned a wide variety - the main ones being CITB (6%), local colleges (3%) and Business Link (2%).

Where organisations have provided vocational training courses and have contributed to collective or other funds for vocational training activities, the average amount contributed overall is £40,940. However, as the following table shows, contributions vary widely by organisation size and by industry sector.

Table 10: Amount of collective funds contributed (Organisations that provided CVT and contributed to funds)

Total	Company size					SIC Groups	
	10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)	
Less than £2,000	15%	16%	13%	9%	18%	13%	16%
£2,000 - £9,999	53%	64%	40%	20%	9%	57%	51%
£10,000 - £99,999	29%	20%	46%	58%	32%	27%	29%
£100,000 - £199,999	1%	*%	1%	9%	10%	2%	1%
£200,000+	2%	0%	*%	3%	31%	1%	2%
Mean Score	£40,940	£8,390	£25,000	£55,790	£542,880	£17,340	£49,510
Unweighted base	611	205	199	113	94	241	370

4.3.2 Receipt of funds

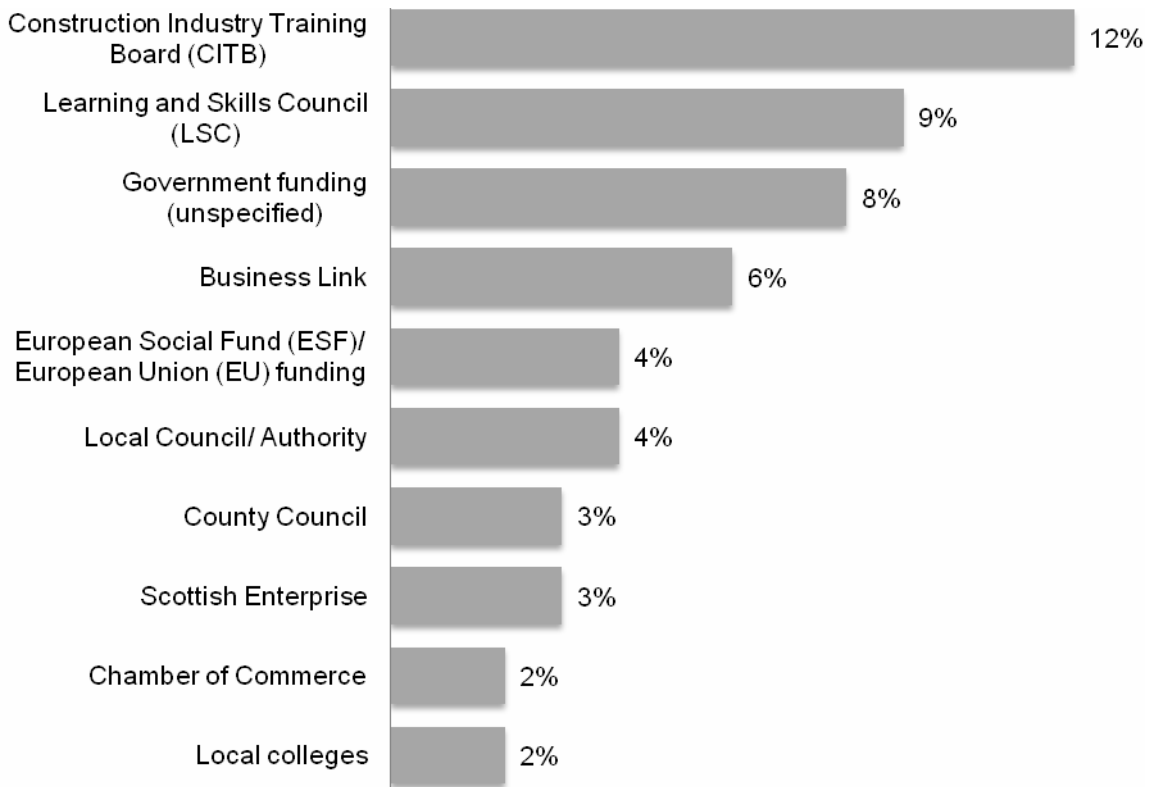
Nearly a quarter of all organisations that provided vocational training in 2005 received any funds, from sources of grants or subsidies, for vocational training (23%).

The likelihood of receiving such funds increases with the size of the organisation, from one fifth of organisations with 10-49 employees (20%), up to nearly two fifths amongst organisations with at least 500 employees (37%).

Organisations operating in Production industries (29%) are more likely than those in Service sectors (22%) to have received grants or subsidies for vocational training.

The main sources that organisations have received funding from are summarised in Figure 3. This figure shows the sources mentioned by at least 2% of respondents.

Figure 3: Sources that funds have been received from (Organisations that provided CVT and received funds)



Unweighted base = 823 (Where provided CVT and received funding)

Overall, an average of £17,650 was received in funding by organisations. However, as the following table illustrates the amount received varies greatly according to the size of the organisation and the industry sector.

Table 11: Amount of collective funds received (Organisations that provided CVT and received funding)

Total	Company size					SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Less than £2,000	19%	22%	16%	8%	4%	20%	18%
£2,000 - £9,999	56%	59%	63%	30%	10%	58%	55%
£10,000 - £99,999	23%	18%	20%	58%	59%	20%	25%
£100,000 - £199,999	1%	0%	1%	1%	8%	1%	1%
£200,000+	1%	0%	0%	3%	19%	*%	2%
Mean Score	£17,650	£6,780	£8,330	£33,680	£172,270	£10,960	£20,550
Unweighted base	823	238	322	115	148	356	467

4.4 Comparison with 1999 (CVTS 2)

The following table shows the average cost per trainee and the average training cost per trainee hour both in Euros and Pounds, for both the 1999 study and the latest, 2005 study. The conversion rate used in the 1999 study - £1 = €1.57 while in the 2005 study the conversion rate use was £1 = €1.46. Overall it seems the cost of providing CVT has remained relatively stable in the 6 year period between studies, when comparing the hourly costs. A decrease in costs per trainee corresponds to a decrease in the number of hours per trainee spent in training (see Section 6.3).

Table 12: Cost of providing CVT, per trainee in 1999 & 2005 (Organisations that have provided CVT)

	Training costs per trainee (£ / Euros)	Training costs per trainee hour (Euros)***
1999 CVTS 2	£654 / €1026	£24.80/ €39
2005 CVTS 3	£710/€1314	£33.20/€52.10

5 Total labour costs

5.1 Total labour costs in 2005

All organisations were asked to provide the total labour costs for all their employees for the calendar year 2005. These costs were to *exclude* apprentices and young people in their first job involved in an initial training programme. They were to *include* all direct and indirect costs and the cost of overtime and additional payments such as bonuses or commission.

Across organisations of all sizes and sectors the average total labour cost in 2005 was approaching £2 million (£1,936,970).

By organisation size the average total labour costs vary from below £500,000 in the smallest organisations, up to an average of over £37 million in the largest organisations.

The average total cost of labour in 2005 was higher for Service industries (£2,121,170) than for Production industries (£1,409,320). In particular Public Administration (£34,713,570), followed by Education (£4,513,180), and then Transport and Communication (£2,901,030) are the top three industry sectors in terms of their total labour costs in 2005.

The average labour cost per employee across all organisations in 2005 was £20,130. This average cost increases slightly with the size of the organisation from £19,280 amongst organisations with 10-49 employees, up to an average cost per employee of £20,100 in organisations with 250+ employees.

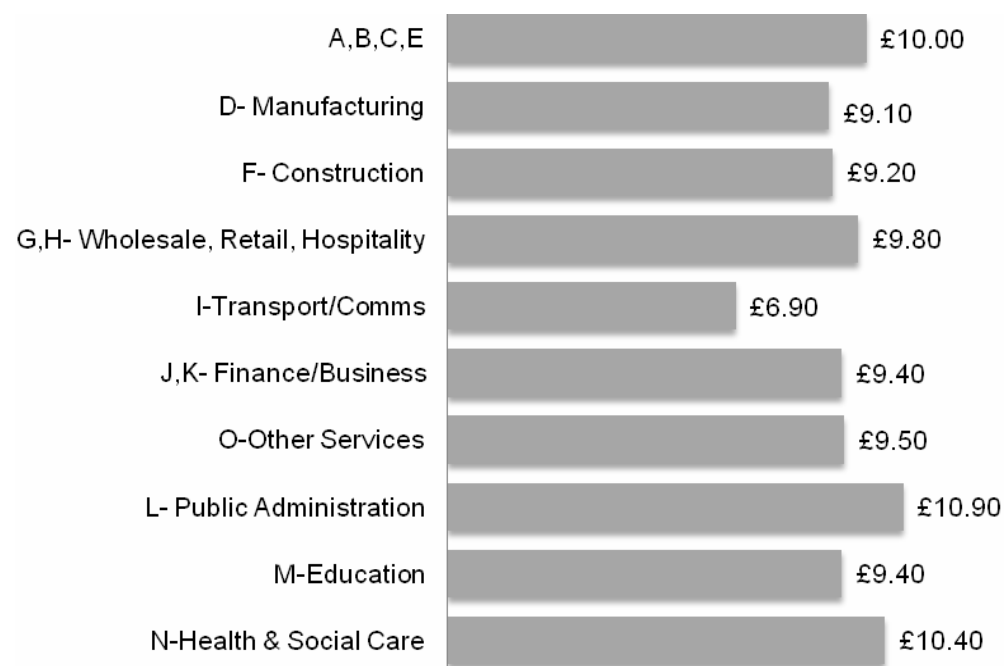
The average cost per employee was marginally higher for Production industries (£20,660), than for Service industries (£20,010), with Health and Social Care (£22,160) followed by Primary industries (£21,930) and then Education (£21,870) having the highest averages of all sectors.

The average labour cost per hour in 2005 was £9.40.

Once again the average cost per hour increases slightly as the size of organisations increases, from £9.20 in the smallest organisation (10-49 employees), up to £9.70 in organisations with 250-499 employees and £9.40 where more than 500 are employed.

The average cost per hour was also higher in Service industries (£9.50) than in Production industries (£9.20), with Public Administration topping the ranking in terms of having the highest average cost per hour (£10.90), as the following figure illustrates.

Figure 4: Labour costs per hour – by Industry Sector (All organisations)



6 Participation in Continuing Vocational Training in 2005

6.1 Participation in Continuing Vocational Training Courses in 2005

In this section of the survey organisations were asked about the number of employees in their organisation that participated in at least one vocational training course during the calendar year 2005, counting each participant only once. Respondents were then asked to profile these participants in terms of their gender and age.

As reported in Table 2 (Section 3), in nearly a third of all organisations no employees participated in vocational training courses in 2005 (31%). However this proportion reduces significantly as the size of the organisation increases, from 35% amongst organisations with 10-49 staff, down to 10% in the largest organisations employing at least 500 staff.

Across organisations of all sizes and sector the average number of employees that participated in a vocational training course in 2005 was 33.

By size of organisation the average number of participants starts at 7 employees in organisations with 10-49 staff, increases to 31 amongst organisations with 50-249 staff, up to an average of 119 employees in organisations with 250-499 staff and increases further to an average of 675 employees in organisations employing 500+ staff.

The average number of vocational training participants was significantly higher in Service industries (37 employees) than in Production industries (22 employees). This difference is driven particularly by the exceptionally high average in the Public Administration sector (438 employees).

Overall, on average, the number of employees that participated in vocational training courses in 2005 accounted for around a third of organisations' workforces (34%). The average proportion increases slightly as the size of the organisation increases, as the following table depicts.

**Table 13: Proportion of employees participating in CVT courses, by size of company
(All organisations)**

	Total	10-49	50-249	250-499	500+
None	31%	35%	24%	17%	10%
1-10%	10%	8%	15%	21%	17%
11-20%	10%	10%	9%	11%	7%
21-50%	25%	24%	30%	18%	27%
51-80%	9%	10%	6%	11%	19%
81-100%	15%	13%	16%	21%	21%
Average % of employees participating in CVT	34%	31%	34%	36%	36%
Unweighted base	4260	1918	1507	439	396

Once again in Service industries (35%) the average proportion of employees that participated in Vocational Training courses is higher than in Production industries (32%). By specific industry sector the average proportion is lowest in the Wholesale, Retail and Hospitality sector (24%) followed by the Transport and Communications sector and Public Administration (both at 27%), it is highest in Other Services (48%), followed by Health and Social Care (47%).

Table 14: Proportion of employees participating in CVT courses, by sector (All organisations)

	A,B,C,E	D-Manufacturing	F-Construction	G,H-Wholesale/ Retail/Hosp	I-Transport/Comms	J,K-Finance/Business	O-Other Services	L-Public Administration	M-Education	N-Health & Social Care
None	32%	41%	26%	41%	32%	24%	24%	11%	15%	22%
1-10%	9%	12%	8%	11%	14%	12%	6%	12%	10%	7%
11-20%	7%	10%	11%	10%	8%	7%	18%	10%	8%	10%
21-50%	21%	22%	25%	26%	25%	27%	28%	26%	28%	21%
51-80%	11%	6%	10%	6%	5%	13%	8%	20%	16%	12%
81-100%	19%	9%	20%	6%	16%	18%	15%	21%	24%	27%
Average % of employees participating in CVT	34%	29%	41%	24%	27%	42%	48%	27%	41%	47%
Unweighted base:	194	1405	200	750	329	498	100	112	320	352

6.1.1 Participation by gender

Over half of those employees who participated in CVT were male (56%). This reflects the overall gender balance in the workforce, where 57% are male. See section 15.4 for a further employee profile.

The prevalence of male trainees is evident in organisations of all sizes, and is especially the case in Production industries, where over three quarters of those who participated in CVT were male (78%, compared with 52% in Service industries). Again, this reflects the situation in the wider workforce with 75% and 53% being male respectively. Of the individual industry sectors, the Construction sector had the highest share of male participants (89%), and the highest share of male employees (86%).

6.1.2 Participation by age

Just over two thirds of all employees that participated in CVT courses in 2005 were aged between 25 and 54 years (68%). Around 1 in 5 participants were under 25 years of age (21%), while the smallest proportion of participants were aged 55 years or over (12%).

The age profile of participants is generally very similar across organisations of different sizes and across different industry sectors, although the Wholesale, Retail and Hospitality sector stands out as having a higher than average proportion of participants who were aged 25 years and under (35%).

6.2 Time spent on Continuing Vocational Training Courses

In organisations where CVT courses had been provided in the calendar year 2005, respondents were asked about the number of paid working hours in total that were spent on providing these courses to all employees.

The average number of hours across all organisations was 1034 hours. Within this average there are around 1 in 10 organisations that spent between 1 and 35 hours on all CVT courses (11%), while at the other end of the scale around 1 in 5 organisations spent over 3,500 hours (5%).

The average number of paid working hours spent by organisations in 2005 was nearly twice as great amongst Service industries (1170 hours) as it was amongst Production industries (604 hours). In particular, the average number of hours spent is highest by far in the Public Administration sector (18,707 hours). The average is lowest, at 411 hours, in Primary industries (Agriculture, Fishing, Mining and Energy etc).

Of the total number of hours worked during the calendar year 2005 in organisations that provided CVT, the average number of hours spent on Vocational Training accounts for less than 1% of them (0.41%).

This average proportion differs only marginally by the size of the organisation but is still higher in Service industries (0.42%) than in Production industries (0.32%).

Relating the number of paid working hours spent on CVT to the number of staff employed shows that overall organisations that provided Vocational Training in 2005 spent an average of nearly 9 hours per employee (8.7 hours).

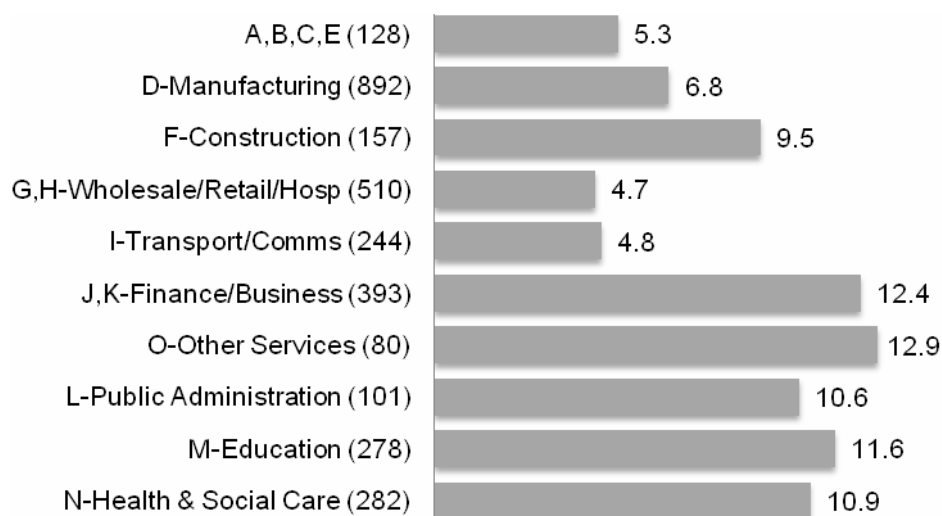
The average number of hours per employee was slightly higher in the smallest organisations (10.0 hours where 10-49 staff are employed), and was also higher in Service industries (8.9 hours) than in Production industries (7.3 hours).

Figure 5: Average number of hours spent on CVT courses per employee, by company size (Organisations that provided CVT)



Within service industries the average number of hours spent on CVT per employee is particularly high amongst Finance and Business, and other services, as the following figure illustrates.

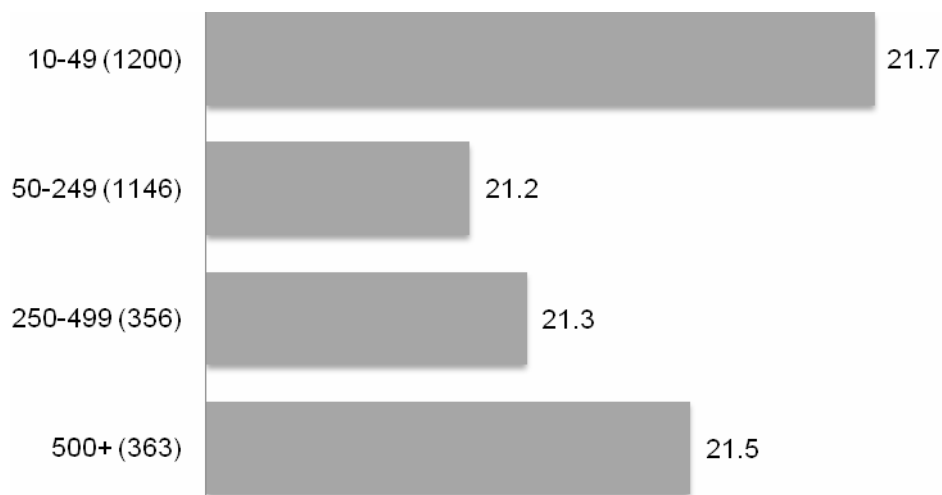
Figure 6: Average number of hours spent on CVT courses per employee, by sector (Organisations that provided CVT)



Continuing Vocational Training Survey– CVTS3

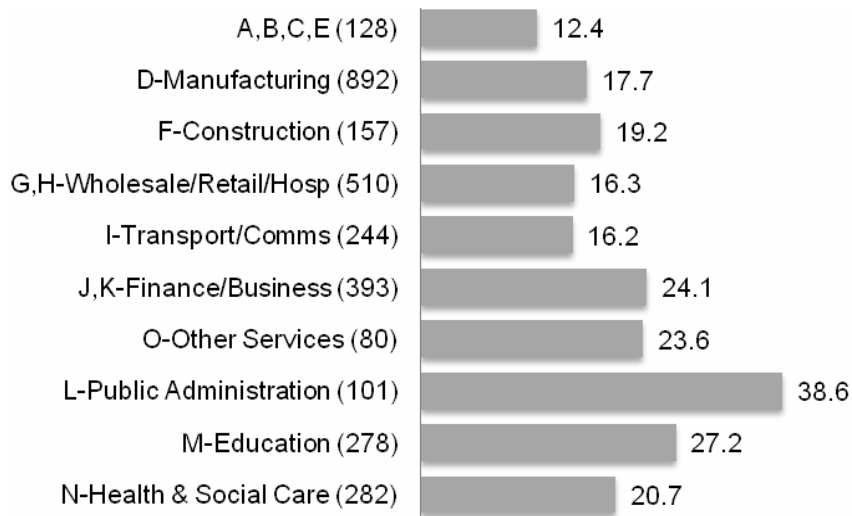
Focusing just on the employees who actually participated in CVT in 2005, shows that the average number of hours spent per participant was over 21 hours overall (21.4 hours). The average is slightly higher amongst organisations employing 10-49 staff (21.7 hours).

Figure 7: Average number of hours in CVT courses per participant, by company size (Organisations that provided CVT)



The average number of hours spent differs according to whether organisations are in Production (17.8 hours) or Service (22.2 hours) industries, and once again the Public Administration sector stands out for spending a particularly higher than average number of hours per participant on CVT (38.6 hours on average).

**Figure 8: Average number of hours in CVT courses per participant, by sector
(Organisations that provided CVT)**



The following two figures summarise the average number of hours spent on CVT by participants per thousand hours worked – by company size and then by sector, compared with the average of 4.1 hours overall.

Figure 9: Average number of hours in CVT courses per thousand hours worked, by company size (Organisations that provided CVT)

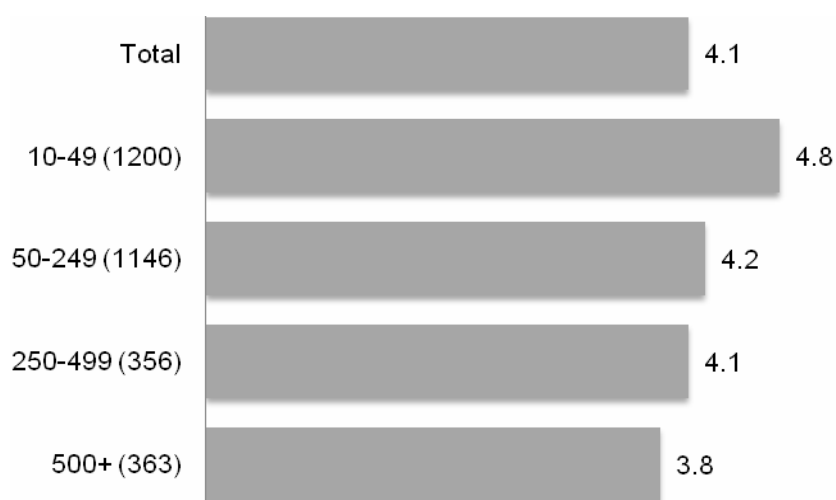
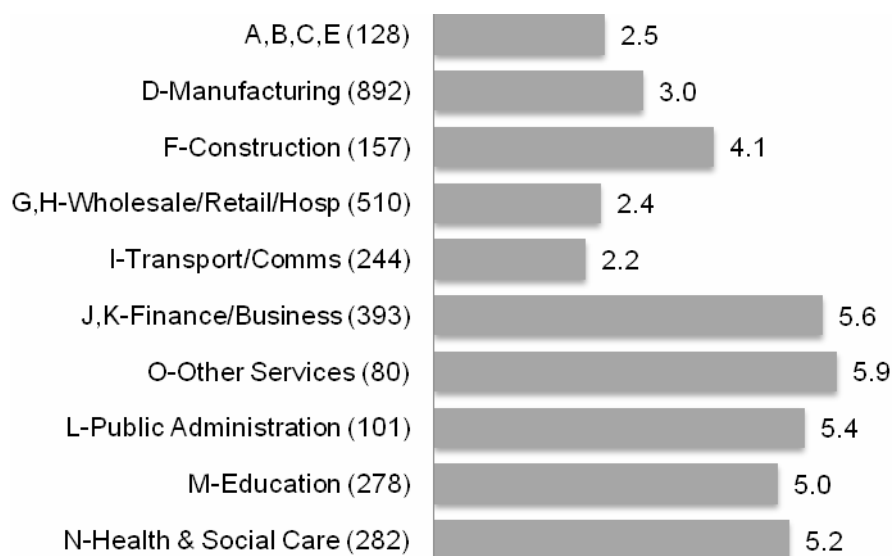


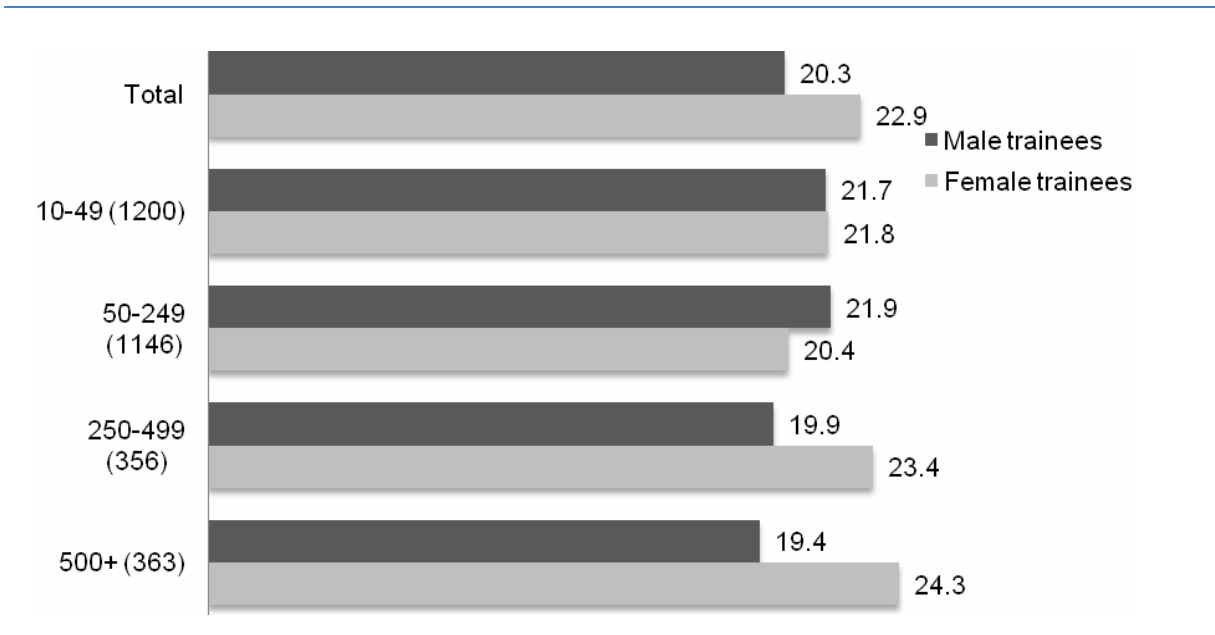
Figure 10: Average number of hours in CVT courses per thousand hours worked, by sector (Organisations that provided CVT)



6.2.1 Time spent on Continuing Vocational Training Courses by gender

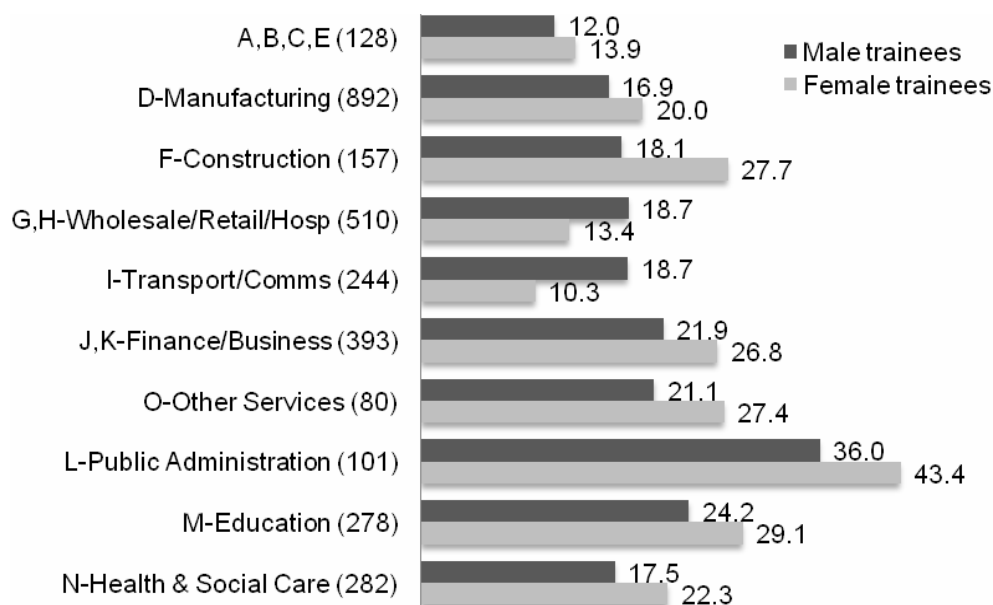
On average female trainees have spent a higher number of hours on CVT courses (22.9), than compared with male trainees (20.3), and as the following figure illustrates this is most apparent in larger organisations.

Figure 11: Average number of hours in CVT courses per male and female participants, by company size (Organisations that provided CVT)



The average number of hours spent in CVT is higher for females in all sectors, except for wholesale/retail and transport/communications, and particularly so in business services and the public sector organisations, as the following figure illustrates.

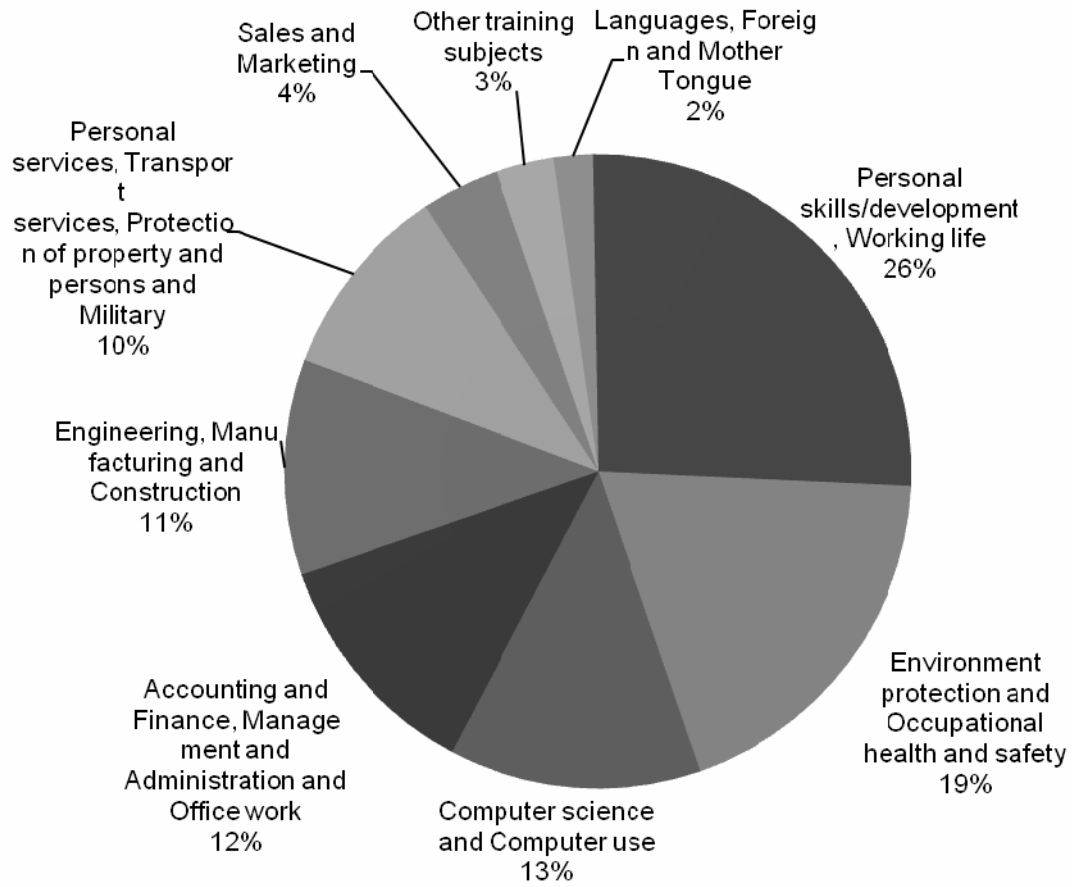
Figure 12: Average number of hours in CVT courses per male and female participants, by sector (Organisations that provided CVT)



6.2.2 Time spent on Continuing Vocational Training Courses by Subject

Of all the paid working time spent on CVT courses the highest proportion was on courses to do with personal skills and working life (26%). In second place, courses on environment protection and occupational health and safety were next most popular (19%).

Figure 13: Breakdown of time spent on CVT courses (in hours) by course type (All time spent on CVT)



6.2.3 Time spent on Internal Continuing Vocational Training Courses

Of the total number of hours spent on CVT Courses in 2005 the highest proportion were spent on internal courses (60%). However the pattern differs according to the size of the organisation. In organisations with 10-49 employees nearly half of all time spent was on internal vocational training courses (47%). The proportion increases to 68% in organisation with 500+ employees.

Vocational training in Service industries is more likely to be Internal (62%) than compared with organisations operating in Production sectors (52%). The proportion is highest within Transport & Communications (76%).

Table 15 summarises the proportion of vocational training hours spent on Internal and external courses overall, as well as by the size of organisations and by industry sector.

Table 15: Proportion of time spent on Internal and External Vocational Training Courses (based on total number of hours spent on CVT, where Vocational Training had been provided)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Internal	60%	47%	50%	58%	68%	52%	62%
External	40%	53%	50%	42%	32%	48%	38%

6.2.4 Time spent on External Continuing Vocational Training Courses

Two fifths of all working hours spent on CVT in 2005 was on external training courses (40%). This proportion was highest in small organisations (53% amongst organisations with 10-49 employees), and by specific industry sector was highest amongst Primary (65% amongst A, B, C & E) and Construction sectors (62%).

6.3 Comparisons with 1999 (CVTS 2)

Comparing the average number of hours spent in CVT per participant in the CVTS 2 survey, with the results in this latest survey reveals that the average number of hours spent appears to have fallen between 1999 and 2005.

Table 16: Average number of hours per participant spent in CVT Courses: 1999 & 2005 (Organisations that provided CVT)

	Hours of training per 1000 hours worked (hours)	Training course participants		
		Average hours spent on training courses per participant		
		Total (hours)	Males (hours)	Females (hours)
1999 - CVTS 2	8	26	27	25
2005 - CVTS 3	4	21	20	23

7 Hours worked by employees in 2005

7.1 Total working hours in 2005

All organisations were asked to indicate the total number of paid hours worked by people employed by their organisation in the calendar year 2005. Respondents were to exclude apprentices and young people in their first job involved in an initial training programme.

On average across all organisations a total of 205,610 paid hours were worked by employees in 2005. Dividing this total by 48 equates to an average of 4,280 working hours per week.

Predictably, the average number of working hours increases significantly with the size of the organisation, from an average of 46,630 during the year for organisations employing 10-49 staff (or 970 per week), up to an average of 3,991,490 in the largest organisations employing at least 500 staff (83,16 per week).

The total number of working hours was far greater in Service industries (223,800 in total for the year or 4660 per week) than in Production industries (153,520 for the year or 3200 per week).

By relating the total number of working hours to the number of staff employed, the average across all organisations is 2140 hours per employee for the year, or 44.5 hours per week. By overall industry sector the average number of working hours per employee for a week was higher amongst Production industries (46.9 hours or 2250 during the year as a whole) than it was for Service industries (44.0 per week or 2110 for the year).

8 Past and future trends in Continuing Vocational Training

8.1 Participation in Continuing Vocational Training Courses in 2004

Thinking about the year before, in 2004, all respondents were asked whether or not their organisation provided any CVT for their employees.

In the majority of all organisations vocational training had been provided to employees in 2004 (59%).

The incidence of vocational training in 2004 increases significantly with the size of the organisation and is also higher in Service industries (60%) than compared with Production industries (55%).

8.2 Participation in other types of Continuing Vocational Training in 2004

The proportion of organisations that provided CVT in 2004 is very similar to the proportion that provided employees with any other type of training (such as on the job training, secondments, quality circles, self-directed learning and conferences). Over half of all organisations invested in other types of training in 2004 (56%).

Like CVT courses, the likelihood of any other types of training in 2004 increased with the size of organisations and was more likely in Service industries (57%, compared with 50% amongst Production industries).

Table 17 summarises the incidence of CVT courses and other types of CVT in 2004 in total, and by the size of the organisation. The table also compares participation rates with 2005 and 2006.

Table 17: Whether CVT Courses or Other Types of CVT were provided in 2004 and 2005, or expected in 2006 (All organisations)

		Total	Company size			
			10-49	50-249	250-499	500+
CVT Courses	2004	59%	55%	66%	66%	85%
	2005	69%	65%	76%	83%	90%
	2006	68%	64%	77%	82%	90%
Other CVT	2004	56%	52%	63%	66%	83%
	2005	87%	86%	89%	92%	98%
	2006	68%	62%	76%	77%	89%
Both	2004	43%	38%	51%	56%	80%
	2005	64%	61%	73%	79%	89%
	2006	56%	51%	66%	73%	87%
Neither	2004	28%	31%	22%	25%	12%
	2005	9%	10%	7%	4%	1%
	2006	22%	25%	14%	15%	8%
Unweighted base		4260	1819	1507	439	396

8.3 Participation in Vocational Training Courses in 2006

Just over two thirds of all organisations had already or were planning to provide vocational training courses for their employees during 2006 (68%).

Once again the size of the organisation is a strong influencing factor on whether or not this type of training had been or was going to be provided. While nearly two thirds (64%) of organisations with 10-49 employees had or were going to provide vocational training courses, nearly all organisations with at least 500 staff were doing so (90%).

By overall industry sector there is little difference in the incidence of vocational training courses in 2006, however analysis at the more detailed industry sector level reveals that the likelihood of this form of training in 2006 was significantly higher in the Education sector (82%), Health and Social Care (87%) and Public Administration (90%).

8.4 Participation in other types of Vocational Training in 2006

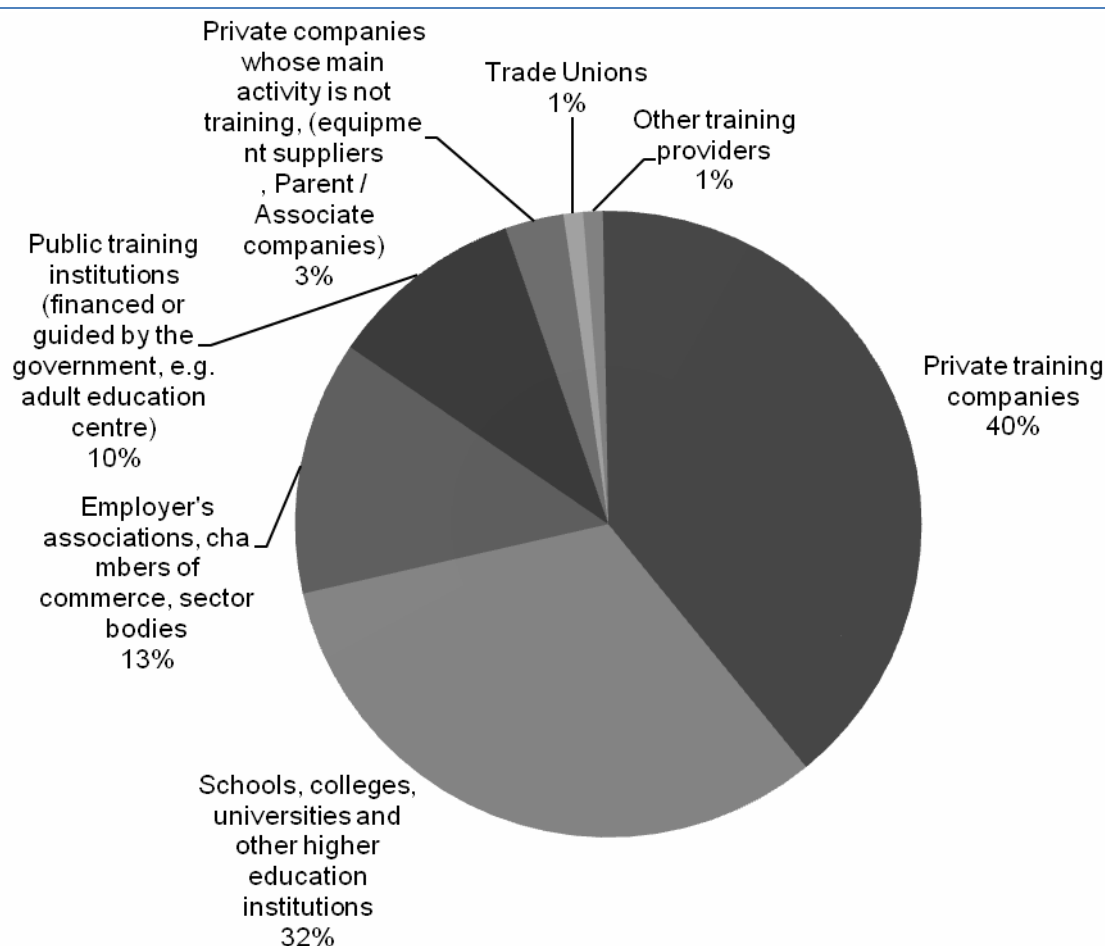
Just over two thirds of all organisations were already providing or were planning to provide other forms of training for their employees during 2006 (68%). Once again the likelihood increases with the size of the organisation and tends to be higher in Service (67%), rather than Production industries (62%).

9 External Continuing Vocational Training courses in 2005

9.1 Time spent by type of external training providers

Thinking about externally managed training courses, organisations that had provided Vocational Training courses for their employees in 2005 were asked about the number of hours spent on these training courses with each of the various types of training provider. The figure that follows summarises on average the proportion of time spent with each provider type.

Figure 14: Breakdown of hours spent on externally managed courses by provider type (Organisations that provided CVT)



The analysis reveals that private training companies were responsible for the largest share of the hours spent on external training courses. Around two fifths of the time

spent on externally managed courses in 2005 was with private training companies (39%).

In second place schools, colleges, universities and other higher education institutions accounted for around a third of all the time spent on external vocational training courses (32%).

The share of the time spent with each provider type differs according to the size of the organisation, as the following table shows. In the smallest organisations private training companies account for the highest share of the hours spent (47% amongst organisations with 10-49 employees), while in the largest organisations schools, colleges, universities and other higher education institutions account for the largest share (42% amongst those with 500+ employees).

Table 18: Breakdown of time spent on external CVT courses by training provider – overall and by organisation size

	Total	Company Size			
		10-49	50-249	250-499	500+
Schools, colleges, universities and other higher education institutions	32%	24%	19%	39%	42%
Public training institutions (financed or guided by the government, e.g. adult education centre)	10%	12%	11%	10%	9%
Private training companies	39%	47%	49%	35%	32%
Private companies whose main activity is not training, (equipment suppliers , Parent / Associate companies)	3%	2%	7%	1%	2%
Employer's associations, chambers of commerce, sector bodies	13%	11%	11%	14%	15%
Trade Unions	1%	1%	*%	1%	1%
Other training providers	1%	2%	3%	*%	*%

The type of external training provider preferred also differs by industry sector. In Production industries overall, the highest share of the hours spent on external vocational training was with private training companies (49%, compared with 22% with schools, colleges, universities and other higher education institutions), whereas in

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Service industries the share of time spent with private training companies (38%) and with schools, colleges, universities and other higher education institutions (34%) is much more equal.

In the Public Administration sector the proportion of time spent with schools, colleges, universities and other higher education institutions (61%) is especially high, and the highest of all industry sectors.

9.2 Comparisons with 1999 (CVTS 2)

From the direct comparisons that can be made with 1999 it seems that organisations have increased their use of schools, colleges and universities, and reduced their use of private training companies.

Table 19: Breakdown of time spent on external CVT courses by training provider – 1999 & 2005

	1999 - CVTS 2	2005 – CVTS 3
Schools, colleges, universities and other higher education institutions	15%	32%
Public training institutions (financed or guided by the government, e.g. adult education centre)	11%	10%
Private training companies	48%	39%
Private companies whose main activity is not training, (equipment suppliers , Parent / Associate companies)	N/A	3%
Employer's associations, chambers of commerce, sector bodies	N/A	13%
Trade Unions	1%	1%
Other training providers	N/A	1%

10 Training Policies and Management Processes – including centralised vs. decentralised training

10.1 Person responsible for training

Organisations that had engaged in any type of training during 2005 were asked whether there was a specific person or department within their organisation who had responsibility for arranging vocational training.

In the majority of organisations there was a specific person or department who was responsible for arranging the vocational training (61%) and the incidence increases with the size of the organisation. In organisations with 10-49 employees 57% had a person or department responsible, this proportion increases to 71% in organisations with 50-249 employees, 73% in organisations with 250-499 employees, and in the largest organisations (500+ employees) 85% had a specific person/department that was responsible for the training.

It also seems the case that organisations operating in Service industries (63%) were more likely than those in Production industries (56%) to have had a person or department responsible for arranging vocational training. Public Administration and Health and Social Care sectors are especially likely to have done so (76% for both).

10.2 Training centres

Of the organisations that provided any training in 2005, nearly one fifth had access to some form of training centre (18%). Around 1 in 10 organisations had access to their own training centre (11%), around 1 in 20 had access to a shared training centre with other organisations (6%) and a small number had access to both types of training centre (1%).

Overall therefore, in the vast majority of cases (82%) organisations did not run training centres.

**Table 20: Whether organisations ran their own or a shared training centre during 2005
(Where organisation provided any form of training)**

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Yes - Own Training Centre	11%	8%	17%	21%	41%	7%	12%
Yes - Shared Training Centre	6%	5%	6%	7%	10%	7%	5%
Yes - Both Own and Shared Training Centre	1%	1%	2%	3%	6%	1%	1%
No	82%	86%	74%	69%	43%	85%	81%
Unweighted base	3943	1705	1417	428	393	1631	2312

Training centres are more common as the size of the organisation increases. While just 14% of organisations with 10-49 employees ran their own or a shared training centre, the proportion increased to 26% amongst organisations with 50-249 employees, 31% amongst organisations with 250-499 employees, and up to 57% amongst those with at least 500 employees.

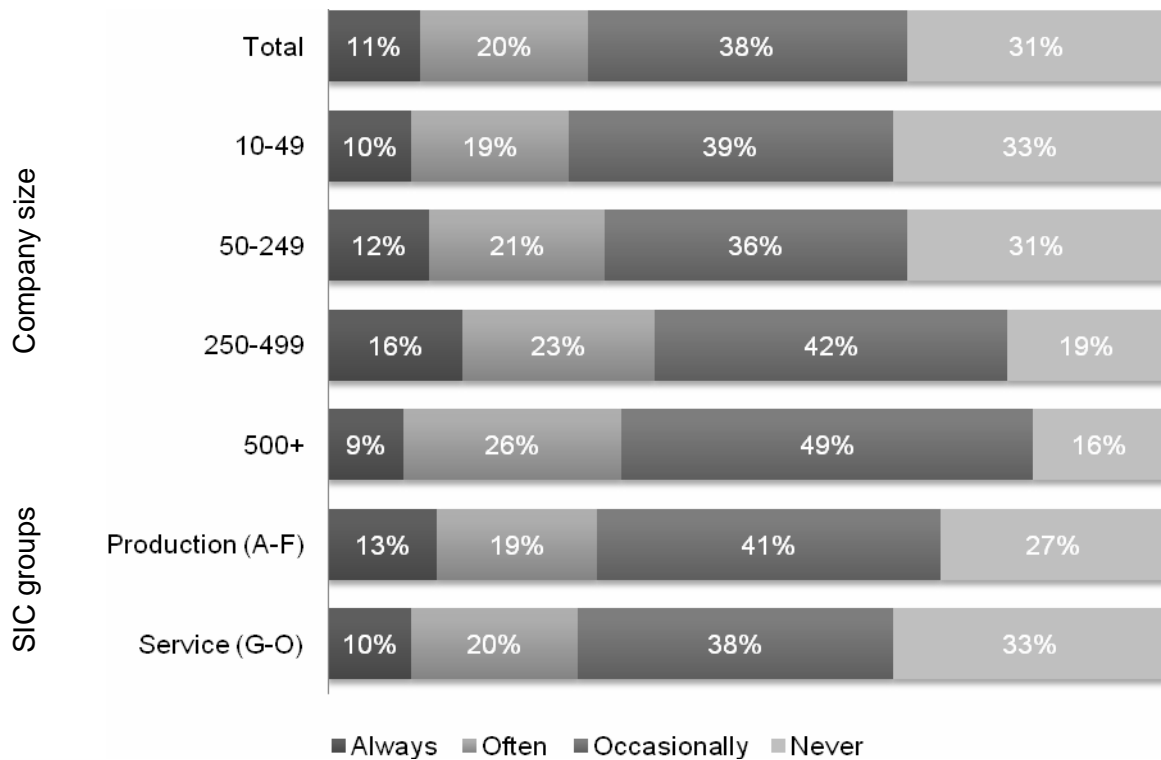
By industry sector, Public Administration stands out for having a higher than average proportion of organisations that ran their own or a shared training centre (44%).

10.3 External advisory service

Organisations that had provided some form of training during the year were asked how often their organisation had made use of an external advisory service to obtain information or advice on vocational training.

Overall around 7 in 10 organisations made at least occasional use of advisory services (69%) and the likelihood of this increases amongst larger organisations.

Figure 15: How often organisations made use of external advisory services to obtain information or advice on vocational training (Organisations that had provided any training)



Bases vary (where provided any form of training)

In terms of specific industry sectors, the Education sector (85%) and the Construction sector (83%) are most likely to have used external advisory services at least occasionally.

10.4 Written national, sectoral agreements

In just over 1 in 10 cases organisations that had provided training had included vocational training plans, policies or practices in any written national, sectoral or other agreements with government, local area or trade organisations (12%). The vast majority had not (84%), and a small proportion was unsure (4%).

By organisation size there is no clear pattern in terms of whether training plans were included in agreements, with this being the case in 13% of organisations with 10-49 employees, 9% in organisations with 50-249 employees, 7% in organisations with 250-499 employees and 19% in organisations with 500+ employees.

The incidence was higher amongst Service industries (13%) than amongst Production industries (8%). In particular organisations within Public Administration (21%) and Education (22%) are most likely to have included Vocational Training plans, policies or practices in any written national, sectoral or other agreements with government, local area or trade organisations.

When asked to specify the organisations that agreements were made with a wide range are mentioned. The following organisations are mentioned most frequently: Investors in People (2%), Business Link (2%), the Government (2%), Local Council/Government (2%), Learning and Skills Council (1%), Construction Industry Training Board (CITB) (1%), Department of Health (1%), Local Education Board/Authority (1%), Financial Services Authority (1%), Local College (1%), NVQ's (1%) and OFSTED (1%).

10.5 Committee/works council

When asked whether their organisation had a formal structure involving employee representatives, for example a committee or works council, 1 in 7 organisations that had provided training said that this was the case (14%).

The likelihood of a committee or works council increases significantly with the size of the organisation, from 10% of organisations with 10-49 employees, 21% of organisations with 50-249 employees, 29% of organisations with 250-499 employees and up to 53% amongst those with 500 or more employees.

By overall industry sector there is little difference in the existence of committees or works council (16% in Production and 14% in Services) but at the more detailed level

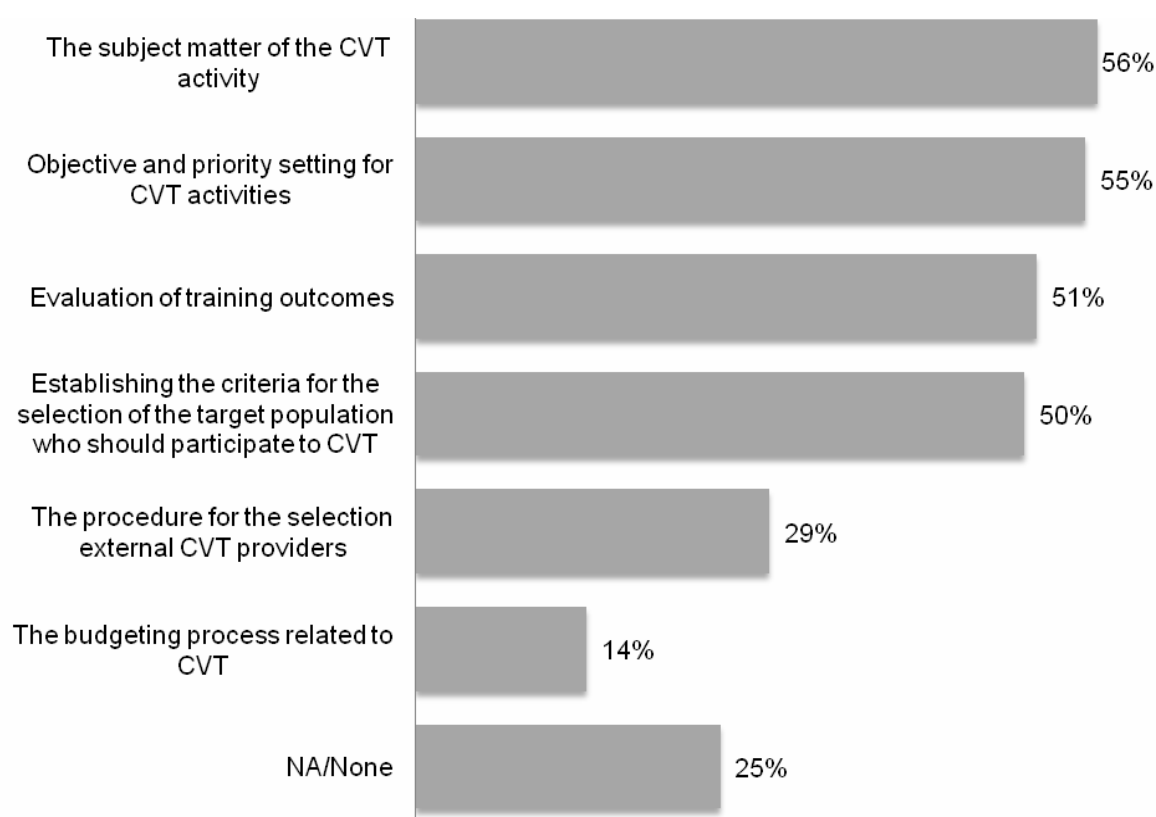
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Public Administration again stands out as having a higher than average incidence of such formal structures (46%).

10.6 Management process

In three quarters of organisations where committees or works councils were in place their representative structures impacted in some way on aspects of the management process (75%). The following figure shows the various aspects that were affected.

Figure 16: Ways in which the representative structure impacted on management processes (Organisations that had a representative structure)



Unweighted base = 876 (Where have representative structure)

For the highest proportion the subject matter of the CVT activity was impacted by the representative structure (56%), while in a similar number of cases the objective and priority setting for CVT activity was affected (55%). In half of cases there was an impact on the evaluation of training outcomes or on establishing the criteria for selecting who should participate in the CVT.

For a quarter of all organisations their formal structure had none of these impacts. This proportion falls to one fifth amongst organisations with 10-49 employees (19%) but

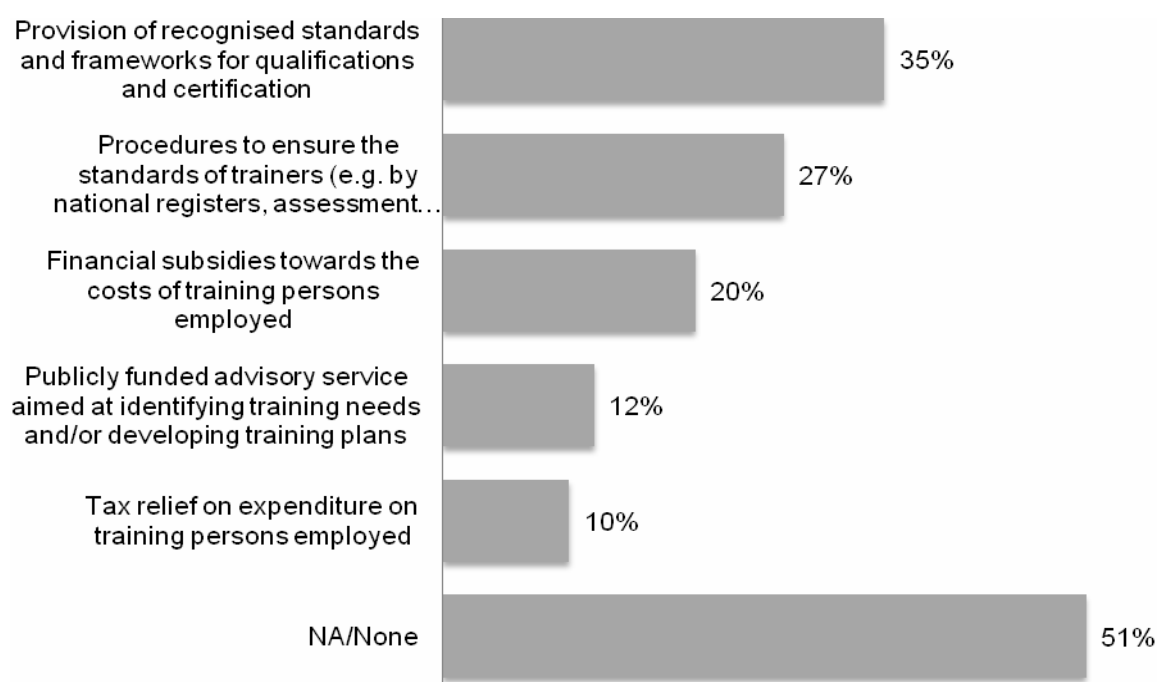
increases amongst larger organisations, to 30% amongst organisations with 50-249 employees, 37% amongst those with 250-499 employees and 33% amongst those with 500+ employees.

By industry sector the proportion reporting no impact from their representative structure is highest in Manufacturing (36%), Finance & Business (37%), and Public Administration (36%). It is lowest amongst Primary industries (8%) and Other Services (7%).

10.7 Planning, policy and practices of Vocational Training

For half of all organisations that provided training, at least one public measure had an effect on the planning, policy and practices of vocational training within their organisation (49%).

Figure 17: Public measures that had an effect on CVT planning (Organisations that provided any form of training)



Unweighted base = 3943 (Where provide any form of training)

The provision of recognised standard and frameworks for qualifications is the measure that affected the highest proportion of organisations (35%), followed by procedures to ensure the standards of trainers (e.g. by national registers, assessment etc) (27%).

For the remaining half of organisations (51%) none of these measures affected their planning, policy or practices.

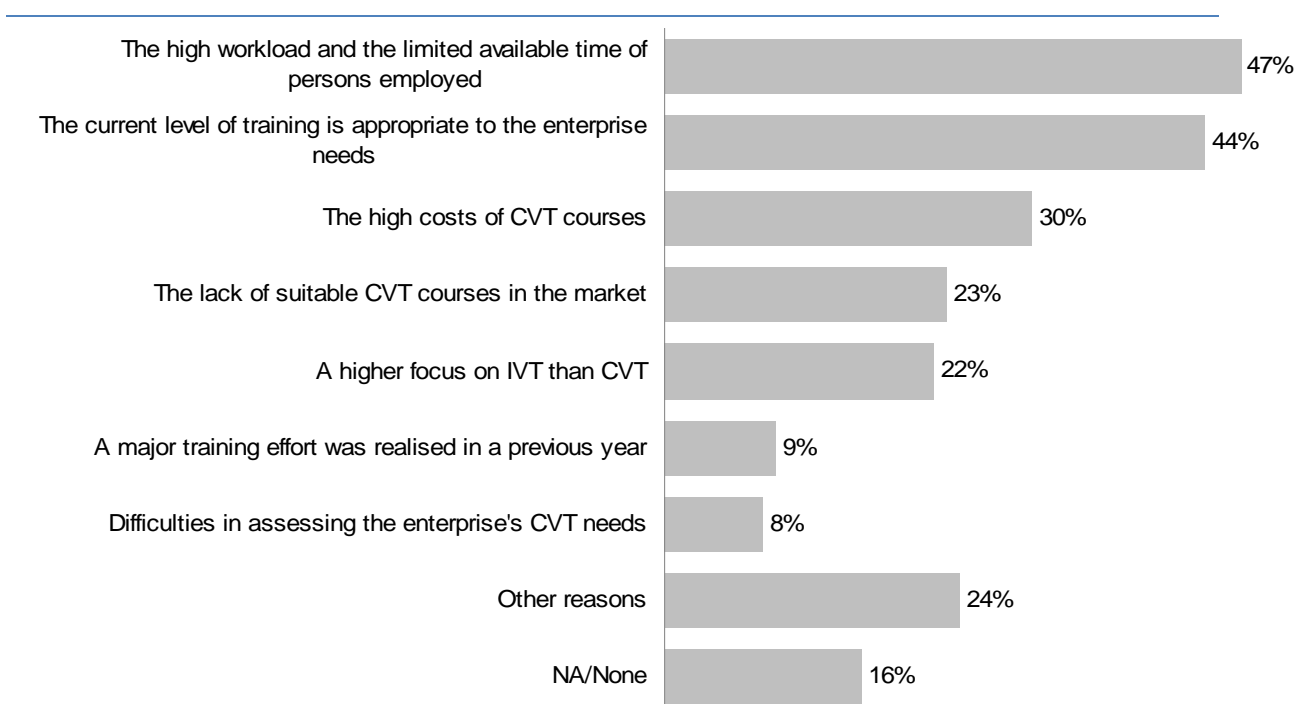
The proportion of organisations reporting that no public measures had an effect on their CVT planning decreases as the size of the organisation increases. In organisations with 10-49 staff 52% say the measures had no effect, compared with 31% of organisations with 500+ staff.

10.8 Limitations on Vocational Training activities

In the vast majority of cases organisations admit that there are factors which limit Vocational Training activities in their organisation (84%). (Note that this relates to enterprises providing training. Those that did not provide training are covered later, in Section 13.)

The high workload and limited available time of persons employed (47%) and the current level of training being appropriate for the enterprise's needs (44%) are the top two limitations, as the following figure depicts.

Figure 18: Factors limiting CVT activities (Organisations that provided any training)



Unweighted base = 3943 (Where provide any form of training)

For approaching one third of organisations the high cost of Vocational Training courses is an issue (30%).

The limitations mentioned by organisations are quite similar across organisations of different sizes, although the high cost of CVT courses is more of an issue amongst larger organisations (40% amongst organisations with 500+ employees, compared

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with 30% of organisations with 10-49 staff), as is the high workload and the limited available time of persons employed (mentioned by 63% of organisations with 500+ employees, compared with 46% of organisations with 10-49 employees).

11 Employment and Training Policies for Special Groups of Workers

11.1 Employment of Specific groups

Organisations that had provided CVT during the year were asked whether they employed certain groups of employees.

Table 21: Proportion of organisations that employed these groups of people (Where CVT provided)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Migrants and ethnic minorities	49%	39%	65%	86%	96%	47%	49%
Persons with a disability	28%	20%	37%	64%	79%	25%	29%
Persons without formal qualifications	68%	64%	76%	83%	89%	74%	66%
Persons at risk of losing job / redundancy	24%	19%	30%	32%	61%	32%	21%
Unweighted base	3065	1200	1146	356	363	1177	1888

Of the specific groups asked about organisations are most likely to employ persons without formal qualifications (68% of organisations that train do). Around a quarter employ persons at risk of losing their job/redundancy (24%).

The likelihood of employing any of these particular groups increases with the size of the organisation.

11.2 Specific Continuing Vocational Training by employee profile

Organisations that had provided CVT during the year and that employed these specific groups were asked whether any CVT courses were implemented specifically for these groups of employees.

Table 22: Proportion of organisations that implemented CVT courses specifically for these groups (Where CVT provided and where employ each group)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Migrants and ethnic minorities	45%	30%	71%	42%	50%	48%	44%
Persons with a disability	38%	36%	37%	40%	46%	36%	38%
Persons without formal qualifications	48%	47%	46%	58%	60%	49%	48%
Persons at risk of losing job / redundancy	37%	33%	35%	46%	58%	40%	35%
Unweighted sample bases vary							

Of the specific groups asked about organisations are most likely to have implemented CVT courses for persons without formal qualifications (48% of those that provide training and employ this group). A similar proportion has implemented courses specifically for migrants and ethnic minorities (45%), and nearly 4 in 10 have done so for persons with a disability (38%) or for persons at risk of losing their job/redundancy (37%).

The likelihood of implementing CVT courses specifically for any particular groups increases with the size of the organisation.

11.3 Specific contract of employment

During the calendar year 2005 two thirds of all organisations employed people on part time contracts, while two fifths employed persons on fixed term contracts. In both cases the likelihood of employing people on these terms increases with the size of the organisation. Organisations operating in Service industries are more likely than those in Production industries to employ people on such contracts.

Nearly two fifths of organisations employed people through employment or recruitment agencies.

Table 23: Proportion of organisations that employed people on each of the following types of contract during the calendar year 2005 (Where CVT provided)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Part - time contract persons	66%	62%	73%	84%	91%	50%	72%
Fixed term contract persons	40%	32%	53%	63%	81%	34%	42%
Employed through employment/ recruitment agency	38%	30%	48%	69%	82%	38%	37%
Unweighted base	3065	1200	1146	356	363	1177	1888

11.4 Specific Continuing Vocational Training by contractual arrangement

Nearly half of the organisations that provided CVT and employed persons working on these types of contracts provided specific vocational training courses for people on part time contracts (46%), and for people employed on fixed-term contracts (47%). Specific training for people on these types of contract was at similar levels across organisations of differing sizes, while by industry sector it seems Service industries are more likely than Production industries to provide specific training courses for people on part time contracts.

Just over two in five organisations that provided CVT and employed persons working through an employment or recruitment agency provided specific training courses for these people (45%). While training provision to these employees was more likely to be

provided in larger organisations, it was equally likely to be provided by Service and Production industries.

Table 24: Proportion of organisations that provided specific CVT courses for the following groups of people (Where CVT provided and where employ each group)

	Total	Company size				SIC Groups	
		10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Part - time contract persons	46%	44%	47%	53%	55%	42%	47%
Fixed term contract persons	47%	44%	50%	52%	47%	49%	46%
Employed through employment/ recruitment agency	44%	43%	43%	55%	52%	45%	44%
Unweighted sample bases vary							

11.5 Comparisons with 1999 (CVTS 2)

Since 1999 it seems there has been a reduction in the proportion of organisations that provided specific CVT courses for people on part time contracts, 79% in 1999 to 46% in 2005. Similarly there was a decrease in organisations that provided specific CVT courses for people without formal qualifications, down from 89% in 1999 to 48% in 2005. The proportion of organisations providing specific CVT courses for people from ethnic minorities decreased to a lesser extent, from 53% in 1999 to 45% in 2005, however the definition used in 2005 included migrant workers and people from ethnic minorities, so these figures should be seen as an indication rather than a direct comparison.

For people at risk of losing their job/ redundancy however, there was an increase in the provision of CVT, as the proportion of organisations providing specific CVT courses rose from 15% in 1999, to 37% in 2005.

Meanwhile the proportion of organisations providing specific CVT courses for people with a disability remained stable (36% in 1999, and 38% in 2005).

12 Evaluation of Training Courses

12.1 Formal evaluation practices

Organisations that had provided training during the year were asked how often their organisation implemented formal procedures with the objective of evaluating the future skills needs of their organisation.

At one end of the scale there is just over a fifth of organisations that never implemented formal procedures to evaluate their skills needs (22%), while at the other end of the scale a similar proportion say they always did so (26%). This leaves around half of training organisations that either occasionally (29%) or often (23%) implemented procedures to evaluate the skills needs of their organisations.

The proportion of organisations that never implemented formal evaluation practices was lower amongst larger organisations (9% amongst organisations 500+ employees, compared with 24% amongst those with 10-49 employees).

By industry sector organisations operating in Wholesale, Retail and Hospitality stand out by having a higher than average proportion of organisations that never implemented formal evaluation procedures (30%), while the proportion is lower than average in the Public Administration (12%), Health and Social Care (11%) and Education sectors (10%).

12.2 Structured interviews

In the vast majority of organisations that provided training (83%) structured interviews were at least occasionally carried out with employees to establish their specific training needs. However it is only in just over a quarter of organisations that this was always the case (28%) and this proportion increases to just two fifths amongst the largest organisations (39% amongst organisations with 500+ employees).

In over half of all organisations that provided training structured interviews were carried out either occasionally (29%) or often (27%).

12.3 Written training plans

In exactly half of cases the planning of training by organisations that provided training in 2005 led to a written training plan or programme (50%), while in the remaining half of organisations this was not the case.

Training plans were much more common in larger organisations - 49% in organisations with 10-49 employees, 52% in organisations with 50-249 employees, 70% in organisations with 250-499 employees and 77% in organisations with 500+ employees.

By overall industry sector there is little difference in the existence of written training plans. However at the more detailed level Public Administration (70%) followed by Health and Social Care (66%) and Education (64%) are noted for their higher than average use of training plans. Training plans were least common in the Wholesale, Retail and Hospitality sector (39%).

12.4 Annual training budget

A third of organisations that provided training had an annual training budget (32%). Once again organisation size is a strong factor in determining whether a budget was in place, with 24% of the smallest organisations having a training budget (10-49 employees) compared with 78% of organisations with 500+ employees.

Training budgets were more likely in Service industries (34%) than in Production sectors (25%), driven particularly by the especially high incidence in the Public Administration sector (83%). Wholesale, Retail and Hospitality (20%) followed by the Construction sector (22%) were least likely to have had a training budget.

12.5 Satisfaction with training events

At the end of the training in the majority of cases organisations at least occasionally measured participants' satisfaction with a training event (73%). In two fifths of all organisations that provided training (41%), and two thirds of organisations with at least 250 employees (67%), it was always the case that at the end of the training they would measure participants' satisfaction.

In just over a quarter of all cases (27%) and a third of organisations with 10-49 employees (33%) participants' satisfaction with training was never measured.

12.6 Achievement of targeted skills

Organisations that provided training during the calendar year were asked to state how often after training their organisation assessed participants in order to establish whether targeted skills were successfully acquired as a direct result of the training. Respondents were told that for example assessment might have involved a written or practical test organised either by the training provider or the organisation.

Once again in the majority of cases (82%) such an assessment did at least occasionally take place after training, although for less than two fifths of organisations it was always the case (38%). Just over a fifth of organisations assessed the achievement of targeted skills either often (21%) or occasionally (23%).

Organisations with 250-499 employees are most likely to say they always assessed the achievement of targeted skills after training (60%), while organisations with 10-49 employees are least likely to (36%).

By industry sector Primary industries (49%), Public Administration (49%), Education (46%) and Health and Social Care (47%) all have higher than average incidences of assessing the achievement of targeted skills amongst training participants.

12.7 Assessment of occupational behaviour

Organisations were also asked about the frequency with which their organisation assessed participants' occupational behaviour and/or performance after training, for example by observation of the individual by a supervisor on the job, or by means of a questionnaire to the supervisor.

In nearly a fifth of cases organisations never assessed participants' occupational behaviour after training (17%), while in nearly two fifths of all cases this was always done (37%). This leaves just under half of organisations that either often assessed the occupational behaviour of training participants (21%) or occasionally did so (25%).

The likelihood of always assessing the occupational behaviour of participants increases with the size of organisations, but only up to organisations with 250-499 employees (56%). The incidence then drops back amongst the largest organisations (46% amongst organisations with 500+ staff).

Service industries tend to be more likely to have always assessed the occupational behaviour of training participants (38%) than compared with Production Industries (34%).

12.8 Impact of training on business performance

In just over a third of cases, after training, organisations never measured the impact of training on business performance through the use of indicators (35%), while in a quarter of all cases this was always done (25%). This leaves two fifths of organisations that either often measured the impact of training on business performance (17%) or occasionally did so (23%).

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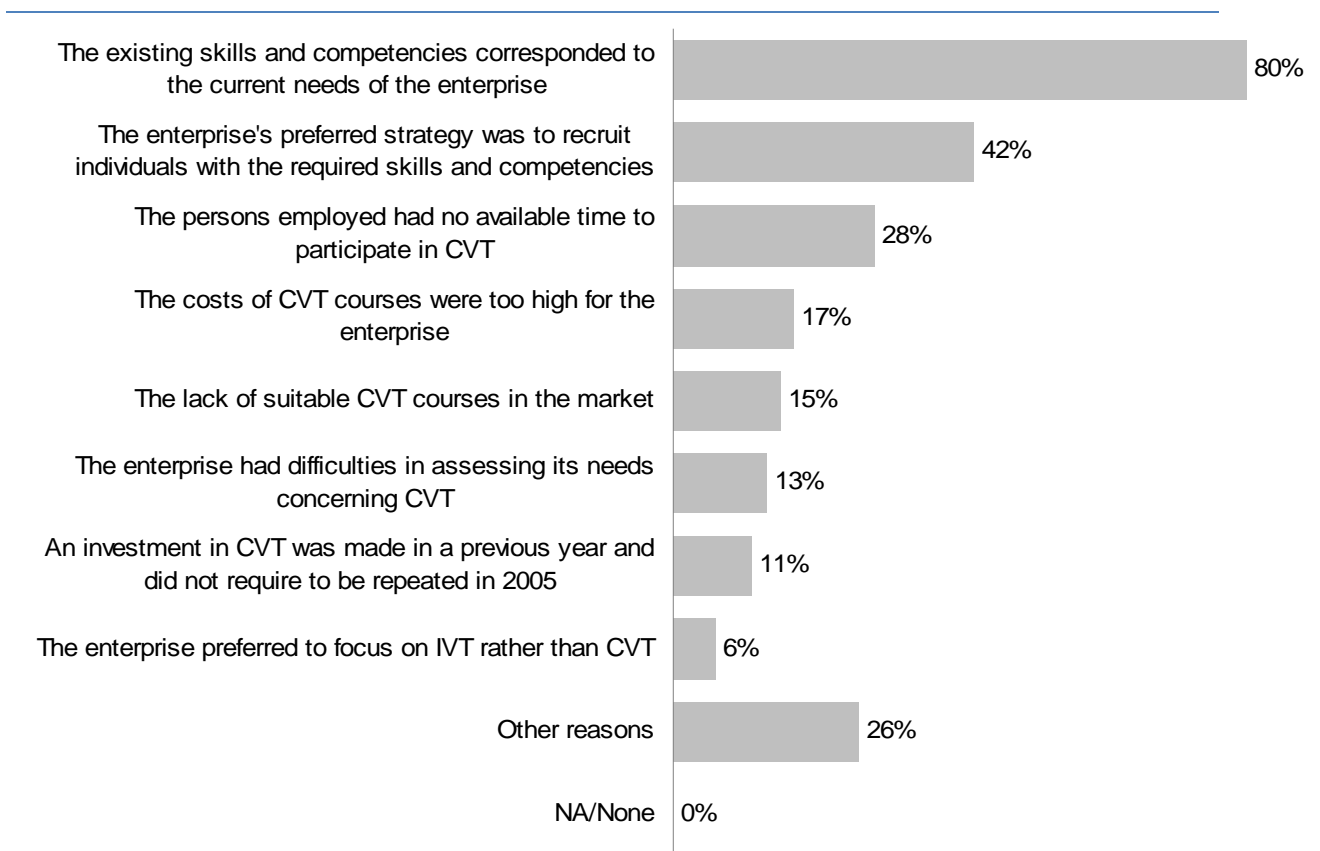
The likelihood of always measuring the impact on business performance increases with the size of organisations, but again only up to organisations with 250-499 employees (53%). The incidence then drops back amongst the largest organisations (34% amongst organisations with 500+ staff).

Organisations in Public Administration (38%), followed by those in Health and Social Care (34%) are most likely to have always measured the impact of training on business performance, while Construction (20%) and Manufacturing organisations (21%) were least likely to do so.

13 Reasons for Non-Provision of CVT Courses or Other Forms of CVT during 2005

Organisations that did not provide CVT Courses or Other forms of CVT for their employees during the calendar year 2005 were asked their reasons as to why their organisation did not train their employees (from a prompted list).

Figure 19: Reasons for not providing training in 2005 (Organisations where training was not provided in 2005)



Unweighted base = 317 (Where training not provided in 2005)

The main reason for organisations not providing any training was that the existing skills and competencies correspond to the current needs of the enterprise (80%).

The second main reason for not providing training was that the enterprise's preferred strategy was to recruit individuals with the required skills and competencies (42%).

14 Participation in Initial Vocational Training

To introduce this section of the survey respondents were told that Initial Vocational Training (IVT) is where the main activity of the person should be to study or to train, leading to a formal qualification. The learning activity should be at least partly work based and will include training carried out by apprentices and young people in their first job. Arranged training on and off the job for employees further on in their career or inductions are not included as Initial Training.

14.1 Employers providing Initial Vocational Training in 2005

Overall just over half of all employers provided IVT for any employees in 2005 (51%).

The likelihood of providing no initial training to employees decreases as the size of the company increases, from 54% of organisations with 10-49 employees, to just 31% of the largest organisations.

The following table highlights these differences, as well as the proportion of employees trained where IVT has taken place.

Table 22: Proportion of employees involved in Initial Vocational Training in 2005, overall and by company size (All organisations)

	Company size				
	Total	10-49	50-249	250-499	500+
0	49%	54%	36%	33%	31%
1-10%	14%	10%	21%	24%	40%
11-20%	12%	13%	8%	7%	11%
21-50%	11%	10%	14%	8%	6%
51-80%	3%	2%	3%	4%	1%
81-100%	13%	11%	17%	25%	11%
Mean Score	17.7	19.3	26.2	29.7	10.7
Unweighted base	2376	920	886	283	287

By industry sector the provision of IVT seems least likely amongst employers in Other Services, where 57% provided no IVT. The Construction sector and Public Administration sector are most likely to have provided IVT, with around a third in each sector not providing IVT to employees (34% and 35% respectively).

Table 23: Proportion of employees involved in Initial Vocational Training in 2005, by company industry sector (All organisations)

	A,B,C,E	D-Manufacturing	F-Construction	G,H-Wholesale/ Retail/Hosp	I-Transport/Comms	J,K-Finance/Business	O-Other Services	L-Public Administration	M-Education	N-Health & Social Care
0	46%	47%	34%	51%	47%	51%	57%	35%	40%	49%
1-10%	10%	17%	18%	10%	18%	15%	8%	38%	19%	13%
11-20%	9%	13%	23%	9%	9%	14%	6%	5%	10%	10%
21-50%	14%	9%	9%	14%	9%	8%	12%	6%	13%	10%
51-80%	3%	2%	5%	4%	2%	2%	3%	4%	2%	1%
81-100%	17%	11%	11%	13%	16%	10%	14%	12%	15%	17%
Mean Score	18.3	14.9	19.0	22.7	9.4	18.5	20.5	8.7	12.4	19.9
Unweighted bases:	194	1405	200	750	329	498	100	112	320	352

14.2 Total cost of providing Initial Vocational Training

The average cost of Initial Vocational Training amongst the organisations that provided it in 2005 was £38,780.

By organisation size the average total cost was higher in the largest organisations at £89,240 amongst organisations with 500+ employees. However the second highest average cost was amongst organisations with just 10-49 employees which spent an average of £48,520 on IVT. This compares with an average spend of £9,720 amongst organisations with 50-249 employees and £27,890 in organisations with 250-499 employees.

The average amount spent on IVT was considerably higher amongst organisations operating in Production industries, at £97,722; compared with those in Service industries where the average amount spent was £15,087.

14.2.1 Cost breakdown

Of the total amount spent on IVT courses in 2005 the highest share of this was spent on the labour costs of IVT trainers or mentors, accounting for an average of two thirds of the investment (66%). However this share of the investment reduces as the size of the organisation increases. Labour costs of IVT trainers or mentors accounted for around three quarters of the total cost for organisations with 10-249 employees, compared with a fifth of the costs for organisations with 250+ employees (19%).

Amongst the total sample IVT individual labour costs accounted for a similar proportion of the total cost (17%) to the amount spent on ‘Other costs’ (including training fees, travel costs etc.) (16%). In larger organisations however (250+ employees) the share of the costs accounted for by individual labour costs was significantly higher (69%).

By industry sector individual labour costs were more apparent in Service industries (45%) than in production industries (6%), while labour costs of IVT trainers or mentors accounted for a larger share of Production industries’ costs (79%) than of Service industries’ (35%).

Table 24 summarises the differences in the breakdown of these costs overall, and by company size and overall industry sector.

Table 24: Breakdown of Initial Vocational Training Costs (Based on the amount spent by organisations that provided Initial Training)

	Company size					SIC Groups	
	Total	10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
IVT individual labour costs	17%	10%	14%	80%	64%	6%	45%
Other costs - training fees, travel costs, teaching materials, costs of training centres etc.	16%	17%	12%	8%	13%	15%	20%
Labour costs of IVT trainers or mentors	66%	72%	75%	12%	22%	79%	35%

14.3 Funding contributions by organisation

Around 1 in 7 organisations that provided IVT contributed to collective IVT funds (14%). Collective funds were clarified as funds or grants managed by a trade, industry or sector association that may have responsibility for arranging qualifications and training at a trade, industry or sector level.

The proportion that contributed to collective IVT funds was very similar across organisations of different sizes and by overall industry sector. At the more detailed industry sector level Finance and Business (20%) and Other Services (21%) are noted for their higher than average likelihood of contributing to funds. The incidence was lowest in Primary industries (6%) and Public Administration sectors (3%).

Organisations that contributed to collective funds mentioned a range of funds that they contributed towards. The main ones were CITB (8%), Train to Gain (3%), External/Private Training Providers (3%) and local colleges (2%).

In terms of the amount contributed to collective IVT funds, organisations range from having contributed less than £1,000 (24% did so) up to a small number of organisations that contributed over £100,000 (less than 1%). On average £3,590 was contributed to collective IVT funds.

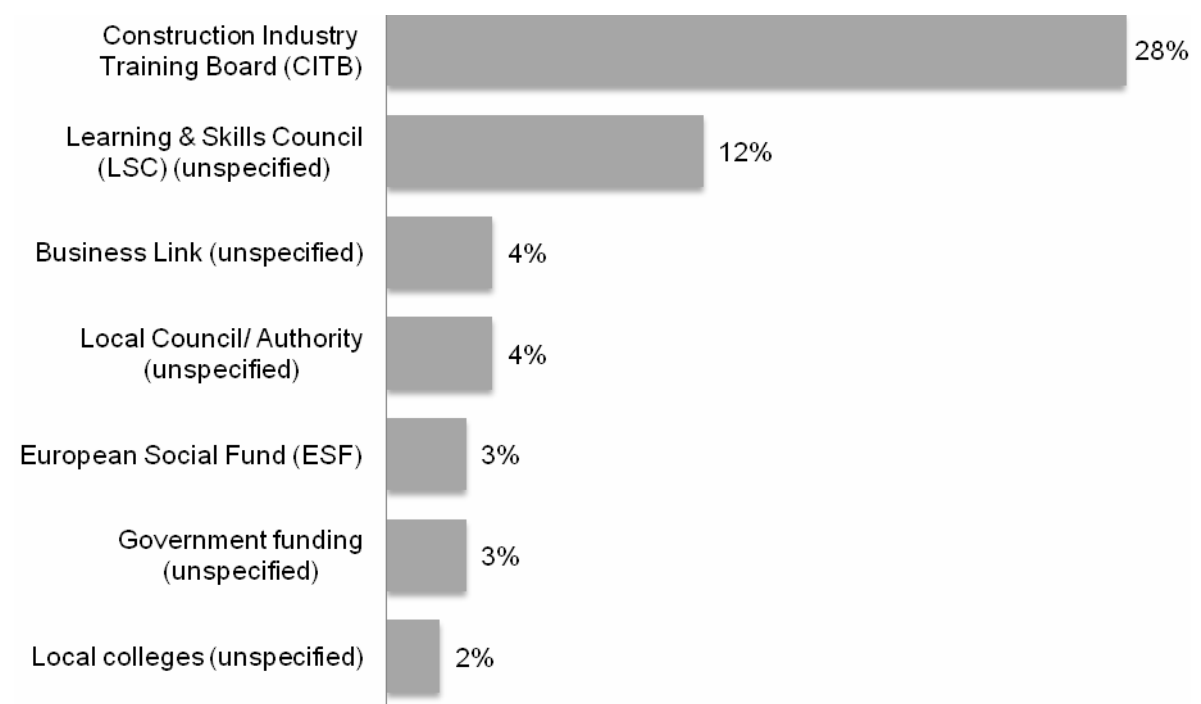
14.4 Received grants or subsidies

Around 1 in 10 organisations that provided IVT say they received funds from other sources of grants or subsidies for IVT (11%). This proportion increases slightly with the size of the organisation, up to 18% in organisations with 500+ employees.

Receipt of funds for IVT was more likely in Production industries (20%) than in Service industries (7%), with the Construction sector the most likely to have received grants or subsidies (34%).

The Construction Industry Training Board tops the ranking in terms of the most likely source of funds for IVT.

Figure 20: Sources that funds for Initial Vocational Training have been received from (Organisations that provided IVT and received funding)



Unweighted base = 305 (Where provided IVT and received funds)

15 Characteristics of enterprises

15.1 Sector and status (Head Offices and Business Activity)

Three quarters of the organisations involved in the survey operate within Service industries (74%), with the remaining quarter in Production sectors. The specific sectors overall, and within each company size band are summarised in the following table.

Table 25: Organisation sector – overall and by company size (All organisations)

	Total	Company size			
		10-49	50-249	250-499	500+
SIC Groups					
Production (A-F)	26%	26%	27%	21%	19%
Service (G-O)	74%	74%	73%	79%	81%
SIC Letter/Groups					
A,B,C,E- Primary	2%	2%	2%	1%	1%
D- Manufacturing	16%	16%	18%	16%	14%
F- Construction	8%	8%	7%	5%	4%
G,H - Wholesale, Retail, Hosp	26%	28%	23%	23%	24%
I - Transport/Communications	4%	4%	5%	7%	7%
JK - Finance,/Business	20%	21%	18%	25%	17%
O - Other Services	8%	9%	6%	8%	7%
L- Public Administration	<0.5%	<0.5%	<0.5%	2%	6%
M - Education	3%	2%	4%	7%	6%
N - Health & Social Care	12%	10%	16%	8%	14%
Unweighted base	4260	1918	1507	439	396

15.2 Services status

Approaching two thirds of all organisations had introduced new or improved goods or services or methods of producing or delivering goods or services during the calendar year 2005 (37%).

The likelihood of this increases in organisations with at least 250 employees, to 55% in organisations with 250-499 employees, and up to 71% in organisations with 500+ employees.

By industry sector the incidence of organisations introducing new or improved goods/services or methods is highest in Public Administration (60%), and lowest in the Construction sector (27%).

15.3 Size of enterprise in 2005

In terms of the size of organisations that took part in the survey, the highest proportion had just 10-49 employees (73%), while on average organisations employed 96 staff.

By industry sector, organisations in Service industries tended to be larger employers, employing an average of 106 employees, compared with an average of 68 employees in organisations operating in Production industries.

Table 26: Size of organisations (in number of staff employed) – overall and by industry sector (All organisations)

	Total	Production (A-F)	Services (G-O)
10 - 49	73%	73%	73%
50 - 99	14%	14%	14%
100 - 199	6%	7%	6%
200 - 249	1%	1%	1%
250 - 399	3%	2%	3%
400 - 499	1%	1%	1%
500+	3%	2%	3%
Mean number of employees in 2005	96	68	106
Unweighted base	4260	1799	2461

15.4 Employee profile (2005)

15.4.1 Gender breakdown

Of the total number of employees employed by responding organisations there was a bias towards males (57% male: 43% female). This bias is evident in organisations of all sizes, and especially so in Production industries where 75% of the workforce was male in 2005, compared with 53% of the workforce in Service industries.

15.4.2 Age breakdown

The majority of all employees in 2005 were aged between 25 and 54 years (65%), with one fifth being aged under 25 years (20%) and around 1 in 7 aged 55 years or over (14%).

By specific industry sector, the Wholesale, Retail and Hospitality sector stands out as having a particularly high proportion of young workers, 32% are aged under 25 years at the time of the survey.

15.4.3 Apprentices and young people

Overall 4% of organisations said that in the calendar year 2005 they employed apprentices and young people in their first job whose main activity was to study or to train, leading to a formal qualification, for example Modern Apprenticeships or trainees. The incidence of this was highest in the Construction sector and in Public Administration (both at 7%).

15.5 Size of enterprise in 2004

Comparing the size of organisations' workforce in 2005 to the previous year reveals that in the highest proportion of cases there had been no change (overall 49% have experienced no change since 2004). The proportion experiencing an increase in the size of their workforce since 2004 (28%) was only slightly higher than the proportion that had experienced a decrease (24%).

In organisations with at least 50 employees the gap between the proportion of organisations that had seen an increase in the size of their workforce since 2004 and the proportion that had seen a decrease was much more positive, as the following table highlights.

Table 27: Change in the size of organisations' workforce since 2004 (All organisations)

	Company size					SIC Groups	
	Total	10-49	50-249	250-499	500+	Production (A-F)	Service (G-O)
Didn't Exist in 2004	<0.5%	<0.5%	<0.5%	<0.5%	0%	<0.5%	<0.5%
-26%+	9%	9%	7%	16%	4%	7%	10%
-10-25%	8%	8%	7%	4%	5%	10%	7%
-0-9%	7%	6%	9%	5%	10%	6%	7%
0	49%	52%	42%	41%	36%	47%	50%
1-10%	7%	6%	10%	12%	13%	9%	7%
11-25%	10%	9%	12%	15%	15%	11%	10%
26-50%	5%	5%	4%	5%	4%	5%	5%
51-75%	2%	1%	4%	<0.5%	3%	2%	2%
76-100%	2%	2%	2%	2%	2%	2%	2%
100%+	2%	1%	3%	<0.5%	9%	1%	2%
Any decrease	24%	23%	23%	25%	19%	23%	24%
Any increase	28%	24%	35%	34%	46%	30%	28%
Unweighted base	4260	1918	1507	439	396	1799	2461

16 Appendix: Technical Report

Introduction

This appendix provides technical details of the survey, including a series of annexes covering the questionnaire (A), sample profile tables (B) and item response rate tables (C).

The purpose of the Continuing Vocational Training Survey (CVTS) is to provide comparable data on continuing training in enterprises across participating EU and non EU European countries.

The first CVTS was carried out in 1994. This provided for the first time comparable data on continuing training in enterprises spanning 12 European Union member states. Then in 1999 the survey was repeated and enlarged to include the (then 15) EU member states, Norway and nine candidate countries.

CVTS3 was carried out in 2006, by the (now) 27 EU member states, plus Norway. Fieldwork in the UK took place between September and December 2006.

The objectives of the study are to assess current provision of vocational training in businesses in terms of the types of training offered, the numbers of employees being given training, and the costs of training. CVTS 3 included Initial Vocational Training (IVT) for the first time.

The Statistical Office of the European Union (Eurostat) administered the surveys in close co-operation with organisations representing the participating countries. In the UK, CVTS3 was undertaken by BMG Research on behalf of the Department for Children, Schools and Families (DCSF, or DfES as was).

The brief required that the procedures undertaken in each country be comparable with surveys being conducted in other countries. To help ensure this, Eurostat provided comprehensive specifications at appropriate stages throughout the programme.

Relevance

The design of CVTS3 was driven by Eurostat requirements as influenced by participating countries, and whilst maintaining much comparability with the earlier CVTS studies one notable innovation was the collection of data on Initial Vocational Training.

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At an international level the study aims to provide comparable measures across the different participating countries. To facilitate this end, a common approach to methodology and questionnaire were adopted.

At national level the ability to tailor the survey to the specific needs of each country was also identified as being of importance, alongside the ability of individual countries to benchmark their performance against their European neighbours.

In the UK, DCSF, the Ministry in charge of Education oversaw the study, whereas some countries opted for the Labour Ministry or the National Statistical Institute to undertake the survey. Some countries opted to undertake a compulsory survey whilst in the UK participation by enterprises was on a voluntary basis.

In the first CVTS survey, the UK had extended the scope of the survey to include a wider range of both employers and the trainees who were covered by the scope of the survey. For CVTS2 the decision was taken to follow the Eurostat standard and not to extend the scope. For CVTS3 coverage in the UK was again extended beyond Eurostat requirements, with the inclusion of additional NACE categories (A, B, L, M, N).

Within the UK, other surveys are used to collect similar information; eg National Employers Skills Survey 2005 (in England), Employers Skill Survey 2004 (in Scotland), Generic Skills Survey 2003 (in Wales) and the Skills Monitoring Survey 2005 (in Northern Ireland). The main interest for CVTS3 was therefore to benchmark our performance against the rest of Europe. There was additional interest as CVTS3 covers the whole of the UK and also collected information on the costs of training provision.

In order to preserve comparability across the participating countries Eurostat were necessarily prescriptive in the methodology to be used. A standard questionnaire (in terms of the wording and order of questions) was developed by Eurostat and using this template, data for a standard list of variables were collected and presented in the form of a dataset. The UK questionnaire included only minor additions to the standard Eurostat version.

CVTS3 used a standard list of classifications across countries for defining the types of training. The scope of the survey in terms of the industry sector of employers was also standardised by using the NACE classification. Common sampling units – at an enterprise level, and time reference periods were also used.

Accuracy

Sampling errors

The sample structure was calculated to specifications designed by Eurostat to ensure consistency of approach across all participating countries. This structure ensured that the sample achieved was reflective of the known population of enterprises at a level of detail defined by 20 compulsory NACE groups, and across 3 company size bands. In the UK, interviews were also undertaken with enterprises in the remaining 5 NACE codes, so as to provide a complete picture of training in the UK.

These statistics were therefore used to structure the interviewed sample, and also to weight the resulting data, ensuring that the figures achieved are representative of the population of enterprises in the UK.

The target sample, and the sample achieved are included in Tables 1 and 2 attached to this document (Annex B).

Data for the survey were grossed up to population estimates shown in Table 3 (Annex B) and supplied by ONS. The grossing took place on a 25-NACE (standard 20 groups plus additional 5 for the UK) and three size band interlocking grid (eg 75 cells). There were instances where the number of interviews conducted in relation to the population count would have resulted in high relative weights been applied to these enterprises. In these cases cells were merged.

Non-sampling errors

Coverage errors

The sample used was provided to the DCSF by the Office for National Statistics (ONS), who sourced the data from their Inter-Departmental Business Register (IDBR), which is defined by ONS as:

“A list of UK businesses maintained by National Statistics (NS) and combines the former Central Statistical Office (CSO) VAT based business register and the former Employment Department (ED) employment statistics system. It complies with European Union regulation 2186/93 on harmonisation of business registers for statistical purposes.”

The main strengths of the IDBR are highlighted in its 2001 Review, with the three most relevant to this study being:

- that it is updated frequently [weekly] from administrative sources

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- the existence of systems that regularly update the structures of large businesses
- its excellent coverage, which is due to the use of two comprehensive administrative sources [HM Customs and Excise and Inland Revenue]
- that extensive work is undertaken to reduce the level of duplication arising from the use of multiple administrative sources.

In order to minimise errors arising from discrepancies between the sampling frame and the target population and sub-populations (such as under-coverage, over-coverage and misclassification), the sample frame received from IDBR was subject to stringent checks from BMG Research, which brought to light a number of duplications.

The sample frame was subsequently re-counted and these counts were then used to form the basis of the sample structure, rather than the original counts which included duplications. Table 3 in Annex B illustrates the profile of the sample frame from the IDBR.

Stratum switchers

The survey included a further element of quality control in that it asked respondents the current number of employees. This therefore led to three outcomes: that the number of employees reported matched the number on the original sampling frame exactly; that the number reported differed from the number provided on sampling frame, but remained within the boundaries of the stratum; and that the number differed and thus classified the organisation into a different stratum. Table 4 in Annex B illustrates the proportion of organisations that switched stratum in this way.

The same analysis was undertaken for organisations switching NACE stratum, which found just 3 enterprises had changed NACE stratum, representing a survey average of 0.1%.

Measurement errors

Questionnaire design

Errors in measurement that may have occurred at the stage of data collection are covered in this section.

The quality control process in BMG's fieldwork began at the questionnaire and sample design stages. Field teams were fully consulted over these issues to ensure that the questionnaire and sample design were unambiguous and as far as possible interviewer friendly.

The questionnaire used in CVTS3 solicited detailed figures on training participants and their demographic make up, training costs and the breakdown of costs, and hours spent in training, broken down into sub-groups and as a proportion of all paid working hours.

It was therefore agreed at an early stage that a method of reducing the level of item non-response should be designed, as the complex information solicited may be off-putting for respondents who could not easily, if at all, produce accurate statistics on their company training provision. A number of calculation questions were devised to aid respondents who would otherwise provide a "don't know" response to two key questions that may prove difficult to answer - total working hours and total labour costs. The questionnaire is attached in Annex A.

This proved to be a useful addition to the questionnaire, with many respondents able to respond using the calculations rather than recording a non-response for these questions. This boosted the response to these questions, minimising the level of imputation required and therefore helping to develop a more accurate data set.

CATI method

The data collection stage also benefitted by largely delivering the questionnaire using a CATI method (computed aided telephone interviewing), allowing the addition of logic checks on the data at the point of the interview. This was achieved using Bellview 7 software, building the survey directly into the CATI operating system. This system has the advantage of ensuring that the code frames, open-ended structures and logic checks were built in from the outset. CATI also ensures that data are only input once, at source of collection, increasing the integrity of the processed data. It also ensures that mandatory data is provided and recorded.

The telephone script was then validated by the Project Manager, Account Manager and a Team Leader from the telephone contact centre. The CATI system had pre-set inbuilt logic checks that ensure respondents' answers are justified and are checked as the survey progresses. For example, figures for total employee count were logic checked against later questions looking at how this number is split into age bands and gender so that the sums correlate. The logic checks were again repeated when the data were processed in MERLIN.

Subsequent NACE coding makes use of the accurately captured information for detailed coding, using the information recorded verbatim.

Interviewer briefings

The second key stage in the field quality assurance process is the interviewer briefing. In terms of briefing, all interviewers worked from BMG's contact centre in Birmingham, where all briefings were undertaken. BMG employs a stable and substantial field resource, with many interviewers having been employed by the agency for a number of years. The interviewing team is fully conversant with many of the concepts covered by the survey, which meant that a detailed briefing covering issues such as skills and training needs etc was not necessary, and the briefing could therefore concentrate on the specific issues relevant to CVTS 3 and to the terminology and definitions it uses.

BMG conducted a briefing for all interviewers prior to starting fieldwork. Each briefing session lasted for approximately two hours, and as part of our quality control procedures, all interviewers who are briefed according to procedure signed a briefing record form.

As a minimum, the verbal briefing covered:

- Project objectives, client profile, and uses for the data collected.
- A review of the questionnaire, interviewing and routing instructions, and issues to look for when recording verbatim or 'other' responses.
- Specific reference to the terminology and definitions used in the survey.
- A profile and introduction to the field in which they are working, and any issues of note.
- A full explanation of the sampling methodology being adopted, including sample design, and quotas.
- Timetable for the project and fieldwork deadlines.

- The field monitoring and QC procedures adopted by BMG.

During the fieldwork stage, all interviewers were supervised by BMG's team leaders, with a ratio of 10 interviewers to one team leader. The outcomes of all field supervision were recorded on the Supervisor Report form which is audited under the industry accredited (IQCS) scheme.

The CATI system software recorded the outcome for every call made, and where an interview was not secured, records the reason for this (eg fax, modem, line engaged). The responses recorded on the system were analysed by BMG's field team leaders to ensure that interviews were completed appropriately, and that the sampling methodology is being properly adhered to.

Remote interviewer monitoring

BMG team leaders listen in remotely, and watch inputting on master terminals, to at least 5% of all telephone interviews, and the outcomes of these checks are again recorded on the Batch Control Sheet. 'Listening-in' and live on-screen monitoring is a systematic process whereby 5-10% of all interviews are listened in to on a daily basis, to confirm that;

- The data code input, grammar, accuracy of spelling, etc.
- The interview was conducted with the appropriate level of respondent.
- That the interviewer conducted themselves in a polite and professional manner, and that the questionnaire was fully adhered to.
- The information is being recorded accurately on the questionnaire.

Respondent information sheets

Errors in the data collection stage were further prevented through the use of one page summary questionnaires, which included an outline of critical survey data to be collected, that were posted or emailed to respondents in the face-to-face element of the survey amongst enterprises with 500+ employees. This was sent with the confirmation of interview letter, to enable enterprises to find the information required prior to the interview itself.

As fieldwork progressed, this sheet was offered not only to all face-to-face respondents, but also to those who experienced difficulty in answering these survey elements, those who requested it, or who the interviewer felt could benefit from further information at the point of the telephone call. This was found to aid the accuracy of the

responses provided, but also item response on questions that proved more difficult to respond to at the point of the call.

Errors that cannot be accounted for include errors made by respondents in providing their responses, through misquoting figures or misunderstanding the information required, and errors made by interviewers during the course of the call or the face to face appointment. Respondent errors were minimised by ensuring interviewers are sufficiently briefed to be clear on the information they are collecting from respondents, and the standard interviewer training undertaken asked interviewers to consider the logical sense of the data from every interview they undertake so as to help eliminate errors and introduce a preliminary level of data checking at the point of collection. Errors made by interviewers in coding responses were harder to identify, however the initial round of logic checks undertaken by the data processing team highlighted areas that do not conform to the normal distribution of the data being collated. At that stage respondents were in some cases re-contacted to double check the data they had provided were correct.

Processing errors

Processing system

After the data collection stage, cleaned and merged data files were validated by a data processing executive. This process of logic checking the data is highly effective using Merlin software. Merlin is a specialist software product for use in the processing of surveys from data entry stage to production of outputs. One of the strengths of the Merlin system is its powerful validation facility, which is used to check and report any data inconsistencies, prior to the main report being run.

Data processing quality checks

At the end of the validation stage any errors encountered in CATI entry were recorded on a Data Entry Evaluation form. The telephone supervisor provided necessary feedback to interviewers, or took other appropriate action. This could initially include instigating a higher level of monitoring on individual telephone interviewers.

The data processing executive, followed by researchers in the account team then carried out a thorough check of the data, checking specifically that;

- Survey weights were applied properly and produced accurate data.
- All required sector/size breakdowns were evident within the data.
- That all labels and table specifications were accurate.

- That the datamap specification was properly adhered to and that all sample bases in the data were accurate.
- That there were no logic issues evident in the data - subsequent logic checks involved checking that the responses provided were broadly comparable across respondents in the same size and sector cell. Within these, any responses lying outside of the normal distribution were checked at a micro level, with the result that some call backs were made where verification of outlying responses was required.

Non-response errors

Minimising unit/ item non-response errors

Minimising non-response and hence sample bias is a critical consideration in the development of any effective quantitative study. Given the importance of securing a reliable, robust response to CVTS3, a number of approaches were utilised to optimise on response:

Most telephone interviews and all face to face interviews were conducted after prior appointment, with an initial call being made to secure the contact details of target respondents and appointments set to call back or visit the respondent premises. Confirmation letters, including the information sheets and an outline of critical survey data to be collected were sent to all face to face respondents, to allow any necessary time to collate figures. Similarly in the telephone survey, many respondents were provided with these information sheets to aid response and facilitate the swift collection of accurate data.

The introduction to the survey stressed the long-term significance of the project, instilling in employers an understanding of how their contribution to the survey goes on to inform developments in training policy.

All interviewers were fully trained researchers, the majority with extensive experience of labour market surveys amongst employers. Their grasp and understanding of the terms used is extensive, and hence they were able to deal with employers and any queries in a confident and reassuring manner.

BMG Research provided a helpline service for the purpose of this survey, using a dedicated and experienced team who were fully briefed to handle respondents' questions.

Telephone call outcomes were monitored throughout the fieldwork period using the contact centre call logging systems. This allowed the team to highlight early in the process any issues over refusals/non-response.

Contacts were called at least 7 times before being discarded as a non-response. All outcomes were logged to industry standard i.e. successful; refused; no reply; answer machine; ring backs but unsuccessful; ceased trading; wrong number.

The breakdown of final call outcomes for each contact is provided in Table 5 of the Annex. This details the number of refusals, appointments, no answers, ring backs and so on for each contact loaded.

The achieved response rate was relatively high given the nature of the survey, with 3,365 interviews achieved to quotas across the 75 specified NACE/size cells. With a total of 7,996 enterprises who were contacted, this translates to an overall response rate of 42%.

This equates to an overall coverage rate of 1.9% of all existing enterprises, however this includes differing coverage rates across the target cells, which reach 46% on certain small sectors. Table 6 in the Annex illustrates these by each target cell.

Item non-response

Given the detailed numerical data that the survey sought to collect, it was predicted early on that a relatively high level of item non-response would likely be a factor of the project. This was mediated by guidelines from Eurostat specifying the minimum level of item non-response for each record to be deemed acceptable and included in the final dataset. However, early on in the data collection stage the guidelines were extended to allow the inclusion of records which may not be complete, given that the data that was provided would still be of use for analysis purposes at each item in question, and for inclusion in the derivation of mean values by NACE/size cell, as required in the imputation process.

That said, the level of item non-response was relatively low for the UK. On the core variables specified (Actual NACE-code of the enterprise, Total number of persons employed 31-12-2005, Internal CVT courses, External CVT courses, Other forms of CVT and Total number of IVT participants), the level of item non-response achieved was very low for all measures, not exceeding 6%.

On the key variables, the information solicited became more detailed (Total number of persons employed 31-12-2004, Total number of hours worked in the reference year 2005 by persons employed, Total labour costs (direct + indirect) of all persons

employed in the reference year 2005, Total CVT course participants, Paid working time (in hours) spent on all CVT courses, Total costs CVT, Personal absence costs and Total IVT costs). For these questions, some level of non-response amongst some groups of respondents was recorded, as not all respondents had systems in place for recording such data, or could provide a reasonable estimate. In these cases then, it was deemed better to record a non-response than to record an estimate that was not felt to be reliable, such that it might dilute the overall accuracy of the data.

Tables 7-19 in Annex C on item response rates for key variables illustrate the proportions of respondents at each variable providing valid responses. Those who provided invalid responses that were later imputed are therefore classified as non-responders for those variables.

Imputation

The imputation procedure involved imputing data for those cases that had not provided responses at a given variable. This was achieved by analysing the average response for a specific variable for each size and sector cell in the target sample profile. The target sample consisted of 25 (20 + 5) x 3 targets for interviews by sector and size. Missing data was then imputed by applying the mean figure for the corresponding target cell to the variable, then scaling it up or down in relation to existing variables, to allow for differences within cells relating to number of employees, CVT participants, hours worked and so on. This meant that the imputed responses were in line with average figures, and so would not cause any effect on the overarching data that was provided by respondents – instead the final dataset remains representative of the pattern of responses provided.

In this manner, the effects of non-response and imputation should be minimised, as imputed responses remain in line with the record level data, and further being calculated from the means do not influence the total sample findings.

Where anomalies arose from respondents providing data inconsistent with previous responses, or data falling outside of the normal or possible distributions, these respondents were re-called to double check their responses. Where callbacks could not be made to confirm the validity of the data collected, responses were recoded as invalid or missing, and responses then generated from the imputation stage. This further served to minimise potential skew in the data. Tables 7-19 in Annex C, which list item response rates, also exclude those respondents who provided invalid responses, as the item response rate is calculated based on those providing a valid response, rather than those providing a response (valid or invalid).

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Imputation for other questions such as categorical (yes/no), qualitative or prompted list questions was not employed due to the high level of response. Less than 1% provided a “don’t know” response on categorical questions, and less than 5% on other questions.

Timeliness and punctuality

Completion Date	Stage
Sept - Dec 2006	Main fieldwork - telephone and F2F
February 2007	Data cleaning completed
April 2007	Further data validation completed
8 th June 2007	Data imputation commenced
22 nd June 2007	Final checks and micro data validation
July 2007	Draft data transmitted to Eurostat
September 2007	Final data transmitted to Eurostat
November 2007	Quality Report
April 2008	National Report

Comparability

Questionnaires

The European outline questionnaire was used as the basis of the survey. The questionnaire was developed to include some additional questions designed by both BMG Research and DCSF. These questions were designed to gather more detailed information about the number of apprentices in the workplace and respondents' preferred external training providers.

The UK survey was not linked to any other UK survey, however in order to facilitate higher response rates additions were made to the questionnaire on two key questions, in the event a respondent was unable to provide a response to the question.

In the case of respondents providing a 'don't know' response to questions relating to total number of working hours and total labour costs, calculations questions were devised in order to help respondents to provide accurate data where best estimates cannot be provided.

The original key survey questions kept the original question numbering and sequence to provide comparable data. Additional questions were given new numbers, which are detailed in the separate National Progress Report. The questionnaire is included in Annex A.

The survey is made up of primary data collected from enterprises at the point of interview only, as opposed to existing data in registers. During the data validation stage, responses lying outside of the normal distribution of responses were sense checked against existing available data such as results from CVTS2, or checked by recalling the respondent to verify their answers, but the data in the final un-imputed dataset is a result of survey responses only.

Burden and Benefit

The UK is one of the most heavily researched countries in the world, which in itself is both an aid to a project such as CVTS 3, and a setback. While target respondents in charge of training policy will most likely be familiar with telephone surveys about the extent and nature of the training undertaken by their enterprise, they can also as a result be less inclined to participate, experiencing research fatigue.

Further to this, they are likely to have experience of surveys that are relatively straightforward to complete, with most questions soliciting an opinion or a projection about future use or consideration. CVTS is unusual in that it requires information at a

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detailed level on the cost and hours spent in training, broken down into the number and type of training participant and the type of training courses used.

While the UK fieldwork progressed relatively smoothly, there was a certain amount of trade off between the number of interviews achieved and the detailed responses collected in each interview. This is because while respondents were generally happy to take part in the survey, the time required to check databases and records meant that many found the detailed hours/course costs questions off-putting.

The calculations questions discussed previously were a useful means of countering these issues, while the one page summary sheet also proved helpful in allowing respondents time to collect the complex information required prior to the telephone interview itself.

Further efforts to reduce the burden on respondents were made, in the form of conducting interviews with enterprises of 500 or more employees face-to-face. They were sent a confirmation letter and a copy of the one page key questions summary, which allowed the interview to progress more smoothly, taking less time for the respondent and proving more efficient for the interviewer.

Average interview lengths varied depending on whether training was provided for employees or not. Those that did not provide training understandably had a far shorter interview, of around 8 minutes. Those that did provide training, and thus were eligible for the majority of questions in the survey, had an average interview length of 25 minutes. Across the total sample therefore, this resulted in an average interview length of 23 minutes.

Background information to the project was provided on the BMG Research website, which was a useful tool for those respondents seeking more detail on the survey purpose, and on the overall validity or confidentiality of the survey.

16.1 Annex A: Questionnaire

Vocational Training Survey (CVTS3)

Good morning/afternoon, my name is ___ and I am calling from BMG Research, an independent research agency on behalf of the Department for Education and Skills. The DfES is carrying out a survey to find out about vocational training provided by employers as part of a major European piece of research.

IF NEC: The research is part of a study by the European Union, carried out every 5 years.

Could I speak to the most senior person in charge of training policy please? This will be the person who decides what training providers to use or who has the best knowledge of what vocational training is carried out across all sites within your organisation.

Good morning/afternoon, my name is ___ and I am calling from BMG Research, an independent research agency on behalf of the Department for Education and Skills. The DfES is carrying out a survey to find out about training provided by employers as part of a major European Union piece of research.

This organisation has been specifically selected in order to produce a representative cross section of British organisations.

Would you be the best person at this organisation to answer questions about the type of planned training you provide, the training policy and the cost of training for the whole organisation? The survey should take about 20-25 minutes depending on your answers.

Do you have time to go through the survey with me now?

Call outcomes screen – including call back after 5pm

OK – Continue

No - Book an appointment / CLOSE

Thank you. Answers throughout the questionnaire should relate to the organisation as a whole in the UK, not just the site at which you are based.

R1 Before we begin, please can I just confirm your name and job title?

a) Name _____

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b) Job Title _____

R2) And can I check is this the UK head office of your organisation?

Yes – Go to Q1

No – Ask R3

R3) Can I double check that you are the best person to answer these questions on training, costs of training and people who receive training?

Yes - Continue

No - take details of head office and name of contact where possible_____

SECTION A: COMPANY PROFILE SECTION

A1a Can I just check the main business activity of your organisation is [...from database].

Is this correct?

1. Yes
2. No

Where No:

A1b What is the main business activity of your organisation?

Write in

4 DIGIT SIC

A6 During the calendar year 2005, did your organisation introduce new or improved goods or services or methods of producing or delivering goods or services?

- 1. Yes**
- 2. No**

READ OUT

Throughout this questionnaire we will be referring to Vocational Training, and Initial Training. Vocational training is defined as training with the aim of developing new competencies or building on existing ones, planned in advance and financed at least partly by the organisation. Vocational training excludes apprentices and trainees.

Initial training is defined as training undertaken by apprentices or trainees, who may have a special training contract and whose training leads to a formal qualification.

TOTAL NUMBER OF EMPLOYEES

For the following questions, if you cannot give a precise figure, your best estimate is fine. You may need to refer to company records for some of these questions.

A2b Approximately how many people were employed by your organisation at all sites in the UK at the end of the calendar year 2005.

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

A2c And how many of these people, employed at the end the calendar year 2005 were male?

Write in figure_____

A2d And approximately how many were female?

Write in figure_____

CATI CHECK: $A2c + A2d = A2b$

Thinking back to the end of the calendar year 2005, can you tell me how many of people employed by your organisation were in the following 3 age groups – under 25, 25-54 and 55 and over.

A3a under 25 years old?

Write in figure _____

A3b 25 – 54 years old?

Write in figure _____

A3c 55 years and older?

Write in figure _____

CATI CHECK: $A3a+b+c = A2b$

Q16 Thinking back to the end of the calendar year 2005, can you tell me how many of people employed by your organisation belonged to the following ethnic groups?

Any White Background	Input number _____
Any Minority Ethnic Group Background	Input number _____
Other - Please Specify _____	Input number _____
Refused	Input number _____

Q17 In the calendar year 2005, how many people were employed by your organisation that fit into the following category?

Apprentices and young people in their first job whose main activity is to study or to train, leading to a formal qualification, for example Modern Apprenticeships and trainees.

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

A2a Thinking back to the end of the previous year, in 2004, how many people were employed by your organisation at all sites in the UK? Please EXCLUDE apprentices and young people in their first job involved in an initial training programme.

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

TOTAL WORKING HOURS

A4 In the calendar year 2005, what was the total number of paid hours worked by people employed by your organisation?

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

Total number of hours worked (HOURS)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

IF RESPONDENT CANNOT GIVE BEST ESTIMATE, GO TO CALCULATIONS

CALCULATION QS

Q20 What was the average number of hours worked per day by an average member of staff in your organisation (including any paid overtime hours)?

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

Q21 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 _____

Q22 In the UK there are 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 nec: 4 of these fall on a Monday (Easter Monday, Early May Bank holiday, Spring bank holiday (late May) and August Summer bank holiday).

Input number of bank/public holidays per year _____

Q23 Are there any other days off work that your staff are entitled to?

1. Yes

2. No

Where yes:

Q24 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

A5 In the calendar year 2005, 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 NEC: We can estimate the total labour costs using a few quick questions.

Total labour costs (£)

Write in

**IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE
IF RESPONDENT CANNOT GIVE BEST ESTIMATE, GO TO CALCULATIONS**

CALCULATION QS

Q26 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 _____

Q27 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 _____

Q28 How many hours of overtime would you say has been worked by all employees in total in the calendar year 2005?

Input total number of hours _____

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Q29 What would you say is the average hourly rate paid for overtime worked by employees in total in the calendar year 2005?

Input average hourly rate_____

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

SECTION B: VOCATIONAL TRAINING ACTIVITIES OF THE ORGANISATION

The following questions refer to Vocational Training during the calendar year 2005.

Vocational Training is defined as pre-arranged training that was at least partially funded by your organisation or training that took place during employee’s paid working time.

On the job training, training for apprentices, trainees, work experience, people working on a training contract and inductions are NOT included as Vocational Training.

B1 During the calendar year 2005, did any employees within your organisation participate in:

		YES	NO
B1_1	Internal Vocational Training courses (These are courses which are principally designed and managed by your organisation)	1	2
B1_2	External Vocational Training courses (These are courses which are principally designed and managed by a third party organisation).	1	2

PARTICIPATION IN OTHER TYPES OF VOCATIONAL TRAINING

ASK ALL

B2 During the calendar year 2005, did any employees within your organisation participate in any of the following other types of vocational training:

		YES	NO
B2_1	<p>Planned training that was carried out on-the-job.</p> <p>READ OUT IF NEC:</p> <p>Planned periods of training, instruction or practical experience undertaken in the work place using normal tools of work, either at the immediate place of work or in the work situation.</p>	1	2
B2_2	<p>Planned training through job-rotation, exchanges, secondments or study visits.</p> <p>Transfers of workers from one job to another, which are not part of a planned developmental programme, should not be included.</p>	1	2
B2_3	<p>Planned training through participation in learning circles or quality circles.</p> <p>READ OUT IF NEC:</p> <p>Learning circles are groups of employees who come together on a regular basis with the primary aim of learning more about the requirements of the work organisation, work procedures and work places.</p> <p>Quality circles are working groups with the objective of solving production and work place problems through discussion.</p>	1	2
B2_4	<p>Planned training by self directed learning.</p> <p>READ OUT IF NEC:</p> <p>Self directed learning occurs when an individual engages in a planned learning initiative where he or she manages the training time and the place at which the learning takes place.</p>	1	2

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B2_5	<p>Attendance at conferences, workshops, trade fairs and lectures.</p> <p>Attendance at these events is counted as training, only when they are planned in advance and the primary intention of a person employed attending them is training/learning.</p>	1	2
------	---	---	---

B3a Thinking about the year before, in 2004, did your organisation provide any Vocational Training courses for any employees?

YES	NO	DON'T KNOW
1	2	3

B3b Has your organisation provided any Vocational Training courses or will you provide any Vocational Training courses for any employees during 2006?

YES	NO	DON'T KNOW
1	2	3

B4a During 2004, did your organisation provide any of these other forms of Training for any employees? (e.g. on the job training, secondments, quality circles, self-directed learning and conferences).

YES	NO	DON'T KNOW	NOT APPLICABLE
1	2	3	4

B4b And has your organisation provided any of these other forms of training or will you provide any of this training for any employees during 2006?

YES	NO	DON'T KNOW
1	2	3

IF B1a OR B1b = YES, GO TO SECTIONS C AND D
WHERE B1a AND B1b BOTH = NO, SKIP TO C8

WHERE YES AT B1_1 OR B1_2

SECTION C: VOCATIONAL TRAINING COURSES IN 2005

The following questions refer to Vocational Training for people employed by your organisation during the calendar year 2005.

READ OUT IF NECESSARY: Vocational Training is defined as pre-arranged training that was at least partially funded by your organisation and/or took place during employee's paid working time during the calendar year 2005. Training for apprentices, trainees, people working on a training contract and inductions do not count as Vocational Training.

C1a Firstly, can you tell me how many employees in your organisation participated in at least one Vocational Training course? For this purpose, we would like you to count each participant only once irrespective of the number of Vocational Training courses he or she has participated in.

READ OUT IF NECESSARY: This would be either an internal or external Vocational Training courses.

Total number of employees

Write in

IF TOTAL = 0 AT C1a GO TO C8

C1b And how many of these people were male?

Write in

C1c And how many of these people were female?

Write in

CATI CHECK: $C1b + C1c = C1a$

Could you please tell me the numbers of employees who participated in at least one Vocational Training course in the following 3 age groups, aged under 25, 25-54 and 55 and over?

IF NEC: Your best estimate will be fine if you cannot provide exact figures

C2a Under 25 years old?

Write in figure _____

C2b 25 – 54 years old?

Write in figure _____

C2c 55 years and older?

Write in figure _____

CATI CHECK: $C2a + C2b + C2c = C1a$

C3a How many paid working hours in total were spent on Vocational Training courses in the calendar year 2005 by all employees?

Total paid working hours spent on ALL Vocational Training COURSES
(HOURS)

Write in figure _____

C3b How many paid working hours were spent on internally managed Vocational Training courses, as opposed to externally managed courses?

Paid working hours spent on INTERNAL Vocational Training COURSES
(HOURS)

Write in figure _____

C3c How many paid working hours were spent on externally managed courses?

Paid working hours spent on EXTERNAL Vocational Training COURSES
(HOURS)

Write in figure _____

CATI CHECK: $C3b + C3c = C3a$

C4a Can you tell me, how many of the (CATI TO INSERT FROM Q41) hours spent on ALL Vocational Training courses was by males?

Total paid working hours spent on ALL Vocational Training COURSES by
males (HOURS)

Write in figure _____

C4b And how many paid working hours were spent on ALL VOCATIONAL
TRAINING courses by females?

Total paid working hours spent on ALL Vocational Training COURSES by
females (HOURS)

Write in figure _____

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CATI CHECK: C4a + C4b = C3a

C5 For each of the following subjects which I shall read out, how many paid working hours in total were spent on training courses in the calendar year 2005 covering each of these subjects?

READ OUT AND WRITE IN FOR EACH

CATI REMIND RESPONDENT OF TOTAL HOURS AT C3a

	TOTAL HOURS (WRITE IN)
Foreign Languages (including English)	
Sales and Marketing	
Accounting, Finance, Management and Administration and Office Work	
IT/Computer skills	
Engineering, Manufacturing and Construction	
Health & Safety, environmental protection	
Personal Services (such as Hotel, Restaurant, Travel, Domestic services, Transport and Security Services and Protection of property and People, Military)	
Personal development and company /industry knowledge	
Other training subjects	

CATI CHECK: C5 = C3a

WHERE C5=0 SKIP TO C7a

C6 Thinking about externally managed training courses only, how many paid working hours were spent on training courses run by each of the following types of training provider in the calendar year 2005?

READ OUT AND WRITE IN FOR EACH

CATI REMIND RESPONDENT OF TOTAL HOURS AT C3c

	TOTAL HOURS (WRITE IN)
Schools	
FE Colleges	
Universities	
Other government or local authority funded training organisations	
Private training organisations	
Equipment suppliers/software suppliers	
Parent/associate companies	
Trade unions	
Group Training Associations	
Chambers of Commerce, sector bodies and employers' organisations (e.g. NTOs)	
Other training provider	

CATI CHECK TOTAL C6 = C3c

WHERE EACH CODE > 0 HOURS AT C6 ASK

Q48 Do you have a preferred external training provider?

Yes

No

ASK WHERE CODE 1 AT Q48

Q49 a) What type of provider is this? [List options as at C6]

b) Could you please tell me the name of your preferred external training provider?

PROBE FULLY

Write in verbatim

--

C7a What was the total cost to your organisation in the calendar year 2005 of providing Vocational Training courses? Please include fees to external training organisations, travel & subsistence payments, salaries of staff involved in providing training, the cost of premises and equipment, and contributions and receipts from collective funding arrangements where possible.

Total cost of providing Vocational Training courses (NB. Exclude trainees)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

C7b And how does this total cost break down for each of the following items? Please let me know the cost that each of these items counts for.

READ OUT AND WRITE IN FOR EACH

CHECK THAT SUM OF C7b = C7a

	COST (WRITE IN)
Fees and payments for courses, trainers and assessors	
Travel and subsistence payments	
Labour costs of internal trainers for Vocational Training courses	
Costs of premises, equipment and materials	

ASK ALL

C8a I would now like to know whether your organisation has contributed to collective or other funds for Vocational Training activities?

By collective funds I mean funds or grants managed by a trade, industry or sector association that may have responsibility for arranging qualifications and training at a trade, industry or sector level.

Yes

No

IF CODE 1 AT C8a ASK C8a1, IF NOT GO TO C8c

C8a1 Please could you tell me which funds you have contributed towards?

PROBE FULLY

Write in verbatim

--

C8b And how much has your organisation contributed to funding Vocational Training activities?

Total contributions (£)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

ASK ALL

C8c Has your organisation received any funds from other sources of grants or subsidies for Vocational Training? (NB: For example, 'trained then claimed a subsidy')

	YES	NO
Vocational Training Receipts	1	2

IF CODE 1 AT C8c ASK C8c1, IF NOT GO TO C9a

C8c1 Please could you tell me which sources you have received funds from?

Write in

--

IF CODE 1 AT C8c ASK C8d, IF NOT GO TO C9a

C8d And how much has your organisation received in payment for Vocational Training activities?

Total received payments (£)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

Continuing Vocational Training Survey– CVTS3

C9a During the calendar year 2005, did your organisation employ people from any of the following groups?

		YES	NO
a)	People who have recently moved to the UK	1	2
b)	People from minority ethnic groups	1	2
c)	People with a disability	1	2
d)	People employed without formal qualifications or with a low level of qualification	1	2
e)	People at risk of losing their job or of being made redundant, for instance, due to economic conditions or because of changes in working methods or because of reorganisation	1	2

IF C9_1a-e=YES, AND [B1_1 or B1_2 = YES], ASK C9b_1-5, IF NOT GO TO C10a

C9b Were Vocational Training courses implemented **specifically** for any of the following group/s in the calendar year 2005?

		YES	NO
a)	People who have recently moved to the UK	1	2
b)	People from minority ethnic groups	1	2
c)	People with a disability	1	2
d)	People employed without formal qualifications or with a low level of qualification	1	2
e)	People at risk of losing their job or of being made redundant, for instance, due to economic conditions or because of changes in working methods or because of reorganisation	1	2

ASK ALL

C10a During the calendar year 2005, did your organisation employ people who held either of the following type of contract? :

		YES	NO
a)	People with a part-time working contract	1	2
b)	People with a Temporary (fixed term) contract	1	2
c)	People employed through an employment/recruitment agency	1	2

IF ANY AT C10a=YES AND B1_1 or B1_2 = YES, ASK FOR EACH, OTHERS GO TO D2

C10b During the calendar year 2005, did your organisation provide specific Vocational Training courses for:

		YES	NO
a)	People with a part-time working contract	1	2
b)	People with a Temporary (fixed term) contract	1	2
c)	People employed through an employment/recruitment agency	1	2

SECTION D: TRAINING POLICY OF THE ENTERPRISE

ASK ALL WHERE B1_1 or B1_2 = YES, OR B2_1-5 = YES, OTHERS GO TO E1

D2 During the calendar year 2005, was there a specific person or department within your organisation who had responsibility for arranging Vocational Training?

CODE ONE OPTION ONLY

YES	NO	DON'T KNOW
1	2	3

Continuing Vocational Training Survey– CVTS3

D1 During the calendar year 2005, did your organisation run a training centre or run a shared training centre with other organisations, which had the necessary equipment to provide Vocational Training for its employees?

CODE ONE OPTION ONLY

OWN TRAINING CENTRE	SHARED TRAINING CENTRE	BOTH OWN AND SHARED TRAINING CENTRES	NO	DON'T KNOW
1	2	3	4	5

D3 How often did your organisation make use of an external advisory service to obtain information or advice on Vocational Training?

CODE ONE OPTION ONLY

ALWAYS	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D4 How often did your organisation implement formal procedures with the objective of evaluating future skills needs of your organisation?

CODE ONE OPTION ONLY

REGULARLY	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D5 How often did your organisation carry out structured interviews with its employees with the objective of establishing their specific training needs?

CODE ONE OPTION ONLY

REGULARLY	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D6 Did the planning of Vocational Training within your organisation lead to a written training plan or programme?

CODE ONE OPTION ONLY

YES	NO	DON'T KNOW
-----	----	------------

1	2	3
---	---	---

D7 Did your organisation have an annual training budget?

CODE ONE OPTION ONLY

YES	NO	DON'T KNOW
1	2	3

WHERE D7 = YES

Q69 What was the amount of this budget?

Write in _____

Q70 How was this budget decided upon? Read out

1. Cost per head
2. Proportion of salary budget
3. Other – please specify _____

D8 At the end of a training event, how often did your organisation measure the participants' satisfaction with that training event (e.g. by means of a questionnaire)?

CODE ONE OPTION ONLY

ALWAYS	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D9 After training, how often did your organisation assess the participants in order to establish whether targeted skills were successfully acquired as a direct result of the training?

For example, assessment might have involved a written or practical test, organised by either the training provider or organisation itself.

CODE ONE OPTION ONLY

ALWAYS	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

Continuing Vocational Training Survey– CVTS3

D10 After training, how often did your organisation assess the participants' occupational behaviour and/or performance?

For example, by observation of the individual by a supervisor on the job, or by means of a questionnaire to the supervisor.

CODE ONE OPTION ONLY

ALWAYS	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D11 After training, how often did your organisation measure the impact of training on business performance through the use of indicators?

Typical indicators could be based upon (but not limited to) production time, delivery times, utilisation of equipment, or reduction in waste.

CODE ONE OPTION ONLY

ALWAYS	OFTEN	OCCASIONALLY	NEVER
1	2	3	4

D12a Were any Vocational Training plans, policies or practices for your organisation, included in any written national, sectoral or other agreements with government, local area or trade organisations?

CODE ONE OPTION ONLY

YES	NO	DON'T KNOW
1	2	3

IF CODE 1 AT D12a ASK D12b, IF NOT GO TO D13a

D12b Please could you tell me which organisations you had an agreement with?

PROBE FULLY

Write in verbatim

D13a Did your organisation have a formal structure involving employee representatives, for example a committee or works council?

CODE ONE OPTION ONLY.

YES	NO	DON'T KNOW
1	2	3

IF YES GO TO D13b, IF NOT GO TO D14a

D13b Did this formal structure play a part in any of the following elements of your organisation's management process?

		YES	NO
a)	Setting objectives and priorities for Vocational Training activities	1	2
b)	Establishing the criteria for selecting who should participate in Vocational Training	1	2
c)	The subject matter of the Vocational Training activity	1	2
d)	The budgeting process related to Vocational Training	1	2
e)	The procedure for selecting external Vocational Training providers	1	2
f)	Evaluation of the training outcomes	1	2

D14a Did any of the following public measures have an effect upon the planning, policy and practices of Vocational Training within your organisation?

READ OUT AND CODE ALL THAT APPLY

		YES	NO
a)	Publicly-funded advisory service aimed at identifying training needs and/or developing training plans	1	2
b)	Financial subsidies towards the costs of training employees	1	2
c)	Tax relief on expenditure on training employees	1	2
d)	Procedures to ensure the standards of trainers (e.g. by national registers, assessment etc)	1	2

Continuing Vocational Training Survey– CVTS3

e)	Provision of recognised standards and frameworks for qualification and certification	1	2
----	--	---	---

D15 Did any of the following factors limit Vocational Training activities in your organisation?

READ OUT AND CODE ALL THAT APPLY

		YES	NO
a)	The high costs of Vocational Training courses	1	2
b)	The lack of suitable Vocational Training courses on the market	1	2
c)	Difficulties in assessing the Vocational Training needs of your organisation	1	2
d)	A greater focus on training in your organisation in a previous year	1	2
e)	The high workload and limited time available of employees	1	2
f)	The current level of training is appropriate to the needs of your organisation	1	2
g)	A higher focus on Initial Training than Vocational Training	1	2
h)	Concerns that if staff are trained they may find it easier to get work with other organisations	1	2
i)	Other	1	2

ALL FROM THIS SECTION GO TO F1a

ASK WHERE B1_1 and B1_2 BOTH = NO AND B2_1-5 ALL = NO

SECTION E: REASONS FOR NON-PROVISION OF VOCATIONAL TRAINING COURSES OR OTHER FORMS OF VOCATIONAL TRAINING DURING 2005

NB: This section of the questionnaire is to be answered by organisations that did not provide Vocational Training courses or other forms of Vocational Training for their employees during the calendar year 2005.

E1 Which of the following were reasons why your organisation did not provide any Vocational Training courses or any other forms of Vocational Training for employees during the calendar year 2005?

READ OUT AND CODE ALL THAT APPLY

		YES	NO
a)	The existing skills and competences of the employees met the current needs of your organisation	1	2
b)	Your organisation preferred to recruit individuals with the required skills and competencies	1	2
c)	It was difficult to assess the Vocational Training needs of your organisation	1	2
d)	There was a lack of suitable Vocational Training on the market	1	2
e)	The costs of Vocational Training courses were too high	1	2
f)	Your organisation had a higher focus on training apprentices and new employees than on training existing employees	1	2
g)	There had been a greater focus on training in your organisation in a previous year	1	2
h)	Employees had a high workload and limited time available	1	2
i)	Concerns that if staff are trained they may find it easier to get work with other organisations	1	2
j)	Other	1	2

SECTION F: INITIAL TRAINING

Initial Training is where the main activity of the person should be to study or to train, leading to a formal qualification. The learning activity should be at least partly work based and will include training carried out by apprentices and young people in their first job. Arranged training on and off the job for employees further on in their career or inductions are not included as Initial Training.

The following questions now refer to Initial Training only during the calendar year 2005.

F1a During the calendar year 2005, what was the total number of people within your organisation who took part in Initial Training?

Total number of Initial Training participants

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

IF TOTAL = 0 AT F1a, GO TO F3a

Q83 Please could you give some examples of the job titles of employees who you've included as initial training participants?

PROBE FULLY

Write in verbatim

F1b_1 From the total number of Initial Training participants, how many were male?

Write in figure_____

F1b_2 And how many were female?

Write in figure_____

F2a Can you now tell me the total cost to your organisation of providing Initial Training, including costs of trainers, labour cost of trainees, and all other training costs?

Total cost £

Write in

Where = Dk Skip to F3a

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

F2b And how does this total cost break down for each of the following items?
Please let me know the cost of each of these items.

READ OUT AND WRITE IN FOR EACH

	COST (WRITE IN)
Labour costs of individuals registered on an Initial Training activity	
Labour costs of Initial Training trainers or mentors	
Other costs (including training fees, travel costs, teaching materials, costs of training centres or specific training rooms)	

ASK ALL

F3a Now I would just like to know whether your organisation contributed to collective or other funds for Initial Training activities in the calendar year 2005? By collective funds I mean funds or grants managed by a trade, industry or sector association that may have responsibility for arranging qualifications and training at a trade, industry or sector level.

1. Yes
2. No

IF CODE 1 AT F3a ASK F3a1, IF NOT GO TO F3c

F3a1 Please could you tell me which funds you have contributed towards?

PROBE FULLY

Write in verbatim

IF CODE 1 AT F3a ASK F3b, IF NOT GO TO F3c

F3b How much has your organisation contributed to funding Initial Training activities?

Total contributions (£)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

F3c Has your organisation received any funds from other sources of grants or subsidies for Initial Training? (NB: 'trained then claimed a subsidy')

1. Yes

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2. No

IF CODE 1 AT F3c ASK F3c1, IF NOT GO TO Q94

F3c1 Please could you tell me what sources you have received funds from?
PROBE FULLY

Write in verbatim

IF CODE 1 AT F3c ASK F3d, IF NOT GO TO Q94

F3d And how much has your organisation received in payment for Initial Training activities?

Total received payments (£)

Write in

IF RESPONDENT CANNOT GIVE PRECISE FIGURES, ASK FOR BEST ESTIMATE

ASK ALL

Q94 Finally, could I just ask what is the annual turnover of your organisation please?

Write in number_____Prompt with bandings where necessary

That completes our interview with you today. Thank you very much for your time; your help is much appreciated by the Department for Education and Skills, and BMG Research. The person responsible for this project is Rhian Dent, and she can be contacted on 0121 333 6006 for any further information.

As a market research agency, BMG Research complies with the Market Research Society's Code of Conduct. If you want to check that BMG Research is a genuine market research agency please call the Market Research Society's free phone number on 0500 396 999.

16.2 Annex B: Sample Profile Tables

Table 1: Target Sample

NACE	All	10-49	50-249	250+
TOTAL	4020	1615	1368	1036
C	110	61	34	16
15-16	202	74	69	59
17-19	206	115	66	25
21-22	223	103	67	54
23-26	217	84	72	61
27-28	208	92	68	48
29-33	214	76	73	65
34-35	200	81	65	54
20, 36-37	208	91	72	45
E	41	14	12	15
F	212	84	69	59
50	252	84	91	77
51	214	79	73	61
52	238	98	74	66
H	249	95	95	59
60-63	254	84	110	61
64	173	81	61	32
65-66	186	69	64	54
67	180	73	61	46
K+O	231	80	71	80

Table 2: Sample achieved

TOTAL	3365	1570	1242	553
C	50	30	12	8
15-16	189	95	67	27
17-19	129	78	39	12
21-22	187	103	60	24
23-26	206	80	85	41
27-28	180	100	64	16
29-33	205	82	80	43
34-35	132	64	54	14
20, 36-37	177	92	65	20
E	33	7	13	13
F	200	96	75	29
50	191	94	70	27
51	153	76	51	26
52	190	85	71	34
H	216	91	108	17
60-63	248	88	123	37
64	81	50	22	9
65-66	113	49	44	20
67	127	85	30	12
K+O	358	125	109	124

Table 3: Count of enterprises supplied by ONS, from the Inter-Departmental Business Register (IDBR)

TOTAL	178,965	146,093	26,792	6,080
C	340	225	78	37
15-16	2,513	1,560	698	255
17-19	2,128	1,614	456	58
21-22	4,774	3,710	882	182
23-26	5,348	3,622	1,376	350
27-28	7,140	5,807	1,204	129
29-33	7,313	5,271	1,673	369
34-35	1,523	910	424	189
20, 36-37	4,300	3,519	671	110
E	91	34	29	28
F	16,557	14,422	1,841	294
50	7,049	5,896	968	185
51	16,468	13,774	2,316	378
52	13,254	11,579	1,237	438
H	19,712	17,396	1,995	321
60-63	8,332	6,675	1,279	378
64	1,151	903	178	70
65-66	1,291	780	333	178
67	2,506	1,995	389	122
K+O	57,175	46,401	8,765	2,009

Table 4: Count of enterprises that switched size stratum

TOTAL	13%	11%	15%	11%
C	16%	23%	8%	0%
15-16	9%	7%	12%	7%
17-19	5%	4%	8%	8%
21-22	8%	5%	13%	8%
23-26	9%	5%	9%	17%
27-28	8%	6%	8%	19%
29-33	6%	5%	8%	7%
34-35	13%	16%	11%	7%
20, 36-37	9%	10%	6%	15%
E	18%	14%	31%	8%
F	11%	11%	15%	0%
50	14%	13%	17%	7%
51	18%	12%	18%	35%
52	16%	12%	20%	18%
H	18%	19%	19%	0%
60-63	17%	16%	20%	8%
64	22%	26%	23%	0%
65-66	15%	12%	18%	15%
67	14%	18%	10%	0%
K+O	15%	10%	24%	12%

Table 5: Response rates in call outcomes

Completed interviews	3,365
Appointments	750
Quits	793
Refusal	2,768
Not available during fieldwork	320
Total contacted	7,996
No answer	249
Ring backs	4,394
No-one available for interview	2,621
Total live contacts	7,264
Unobtainable	3,687
Quota fail	1,693
Fax	964
Unused sample (parked)	7,608
Total dead sample	13,952
Response rate on contacted sample	42%
Response rate on total sample	12%

Table 6: Coverage rates - % of all existing enterprises interviewed

TOTAL	1.9%	1.1%	4.6%	9.1%
C	14.7%	13.3%	15.4%	21.6%
15-16	7.5%	6.1%	9.6%	10.6%
17-19	6.1%	4.8%	8.6%	20.7%
21-22	3.9%	2.8%	6.8%	13.2%
23-26	3.9%	2.2%	6.2%	11.7%
27-28	2.5%	1.7%	5.3%	12.4%
29-33	2.8%	1.6%	4.8%	11.7%
34-35	8.7%	7.0%	12.7%	7.4%
20, 36-37	4.1%	2.6%	9.7%	18.2%
E	36.3%	20.6%	44.8%	46.4%
F	1.2%	0.7%	4.1%	9.9%
50	2.7%	1.6%	7.2%	14.6%
51	0.9%	0.6%	2.2%	6.9%
52	1.4%	0.7%	5.7%	7.8%
H	1.1%	0.5%	5.4%	5.3%
60-63	3.0%	1.3%	9.6%	9.8%
64	7.0%	5.5%	12.4%	12.9%
65-66	8.8%	6.3%	13.2%	11.2%
67	5.1%	4.3%	7.7%	9.8%
K+O	0.6%	0.3%	1.2%	6.2%

Annex C: Item response rates**Table 7: Total working hours - Percentage answering**

Total	61%	60%	61%	65%
C	54%	52%	61%	44%
DA	62%	64%	53%	80%
DB & DC	74%	69%	81%	80%
DE 21	68%	74%	62%	61%
DF - DI	66%	64%	66%	70%
DJ	72%	75%	67%	71%
DK & DL	75%	78%	72%	77%
DM	77%	76%	76%	81%
DD & DN	67%	69%	71%	48%
E	55%	57%	80%	38%
F	63%	63%	57%	74%
G50	47%	46%	43%	55%
51	51%	45%	53%	64%
52	51%	47%	58%	48%
H	68%	57%	73%	81%
I60 - 63	66%	65%	61%	79%
I64	64%	64%	52%	82%
J65 & 66	55%	61%	49%	54%
J67	61%	55%	74%	56%
K + O	51%	44%	52%	58%
A	61%	62%	55%	67%
B	57%	57%	-	-
L	55%	39%	43%	65%
M	51%	49%	52%	53%
N	65%	62%	64%	77%

Table 8: Total labour costs - Percentage answering

Total	34%	43%	25%	29%
C	16%	9%	28%	11%
DA	37%	45%	28%	33%
DB & DC	19%	17%	22%	20%
DE 21	42%	48%	35%	35%
DF - DI	44%	57%	30%	47%
DJ	50%	65%	33%	29%
DK & DL	44%	59%	33%	37%
DM	48%	59%	38%	44%
DD & DN	50%	64%	37%	35%
E	12%	29%	10%	6%
F	43%	58%	30%	29%
G50	37%	51%	26%	24%
51	36%	45%	31%	20%
52	25%	32%	19%	18%
H	27%	32%	22%	30%
I60 - 63	29%	34%	23%	35%
I64	44%	59%	32%	29%
J65 & 66	14%	18%	11%	13%
J67	28%	32%	21%	31%
K + O	20%	30%	16%	13%
A	42%	49%	25%	17%
B	57%	57%	-	-
L	47%	74%	29%	44%
M	25%	27%	15%	30%
N	33%	41%	18%	39%

Table 9: Age of CVT participants - < 25 years - Percentage answering

Total	87%	97%	88%	67%
C	78%	100%	55%	83%
DA	85%	98%	82%	67%
DB & DC	98%	100%	95%	100%
DE 21	90%	95%	91%	71%
DF - DI	86%	93%	92%	71%
DJ	91%	96%	91%	69%
DK & DL	93%	100%	94%	81%
DM	93%	100%	90%	83%
DD & DN	94%	100%	92%	83%
E	62%	100%	50%	57%
F	88%	98%	81%	80%
G50	86%	94%	91%	57%
51	89%	100%	94%	50%
52	89%	100%	87%	74%
H	87%	98%	89%	60%
I60 - 63	91%	95%	93%	79%
I64	87%	100%	88%	58%
J65 & 66	79%	85%	81%	65%
J67	89%	94%	88%	63%
K + O	81%	98%	83%	62%
A	97%	98%	92%	100%
B	100%	100%	-	-
L	72%	89%	92%	60%
M	82%	98%	86%	52%
N	89%	99%	86%	69%

Table 10: Age of CVT participants - 24-54 years - Percentage answering

Total	87%	97%	88%	68%
C	78%	100%	55%	83%
DA	84%	95%	82%	67%
DB & DC	98%	100%	95%	100%
DE 21	89%	95%	91%	64%
DF - DI	87%	93%	94%	71%
DJ	93%	98%	91%	77%
DK & DL	93%	100%	94%	81%
DM	93%	100%	90%	83%
DD & DN	94%	100%	92%	83%
E	62%	100%	50%	57%
F	88%	98%	81%	80%
G50	85%	94%	91%	52%
51	90%	100%	94%	58%
52	89%	100%	87%	74%
H	86%	95%	89%	60%
I60 - 63	90%	93%	93%	79%
I64	87%	100%	88%	58%
J65 & 66	79%	85%	81%	65%
J67	89%	94%	88%	63%
K + O	82%	98%	81%	65%
A	97%	98%	92%	100%
B	100%	100%	-	-
L	72%	89%	92%	60%
M	83%	98%	88%	53%
N	89%	99%	86%	71%

Table 11: Age of CVT participants - >54 years - Percentage answering

Total	86%	97%	87%	66%
C	78%	100%	55%	83%
DA	84%	95%	82%	67%
DB & DC	98%	100%	95%	100%
DE 21	89%	95%	91%	64%
DF - DI	87%	93%	94%	71%
DJ	91%	96%	91%	69%
DK & DL	93%	100%	91%	81%
DM	90%	100%	84%	83%
DD & DN	92%	100%	87%	83%
E	62%	100%	50%	57%
F	88%	98%	81%	80%
G50	84%	92%	91%	52%
51	89%	100%	94%	50%
52	88%	97%	87%	74%
H	86%	95%	89%	60%
I60 - 63	90%	93%	93%	79%
I64	85%	100%	88%	50%
J65 & 66	77%	85%	81%	59%
J67	88%	94%	85%	63%
K + O	81%	98%	81%	63%
A	93%	93%	92%	100%
B	100%	100%	-	-
L	72%	89%	92%	60%
M	83%	98%	88%	52%
N	89%	99%	86%	69%

Table 12: Gender of CVT participants - male - Percentage answering

Total	94%	99%	95%	82%
C	96%	100%	91%	100%
DA	93%	100%	92%	81%
DB & DC	100%	100%	100%	100%
DE 21	94%	100%	100%	64%
DF - DI	95%	97%	98%	89%
DJ	97%	100%	94%	92%
DK & DL	98%	100%	98%	93%
DM	97%	100%	97%	92%
DD & DN	95%	100%	95%	83%
E	92%	100%	100%	86%
F	99%	100%	98%	100%
G50	94%	100%	94%	83%
51	97%	100%	97%	92%
52	92%	100%	90%	83%
H	91%	100%	94%	65%
I60 - 63	98%	100%	100%	91%
I64	98%	100%	94%	100%
J65 & 66	87%	93%	89%	76%
J67	96%	100%	96%	75%
K + O	86%	97%	87%	73%
A	97%	95%	100%	100%
B	100%	100%	-	-
L	82%	89%	100%	74%
M	90%	97%	92%	75%
N	95%	100%	95%	83%

Table 13: Gender of CVT participants - female - Percentage answering

Total	94%	99%	95%	82%
C	96%	100%	91%	100%
DA	93%	100%	92%	81%
DB & DC	100%	100%	100%	100%
DE 21	94%	100%	100%	64%
DF - DI	95%	97%	98%	89%
DJ	96%	100%	94%	85%
DK & DL	98%	100%	98%	93%
DM	97%	100%	97%	92%
DD & DN	94%	100%	92%	83%
E	92%	100%	100%	86%
F	99%	100%	98%	100%
G50	94%	100%	94%	83%
51	97%	100%	97%	92%
52	92%	100%	90%	83%
H	90%	98%	94%	65%
I60 - 63	98%	100%	100%	91%
I64	98%	100%	94%	100%
J65 & 66	87%	93%	89%	76%
J67	96%	100%	96%	75%
K + O	86%	97%	87%	72%
A	98%	98%	100%	100%
B	100%	100%	-	-
L	82%	89%	100%	74%
M	90%	97%	92%	75%
N	95%	100%	95%	83%

Table 14: CVT hours: Male - Percentage answering

Total	58%	67%	55%	44%
C	67%	100%	45%	50%
DA	59%	68%	58%	43%
DB & DC	64%	75%	53%	63%
DE 21	57%	70%	54%	29%
DF - DI	56%	50%	62%	51%
DJ	61%	67%	62%	38%
DK & DL	69%	70%	70%	63%
DM	58%	63%	58%	42%
DD & DN	60%	63%	55%	67%
E	69%	100%	75%	57%
F	66%	74%	60%	60%
G50	52%	57%	55%	35%
51	55%	62%	67%	8%
52	64%	82%	56%	48%
H	51%	64%	52%	20%
I60 - 63	55%	63%	55%	45%
I64	60%	70%	65%	33%
J65 & 66	46%	48%	44%	47%
J67	49%	54%	42%	38%
K + O	53%	66%	51%	39%
A	61%	62%	46%	100%
B	50%	50%	-	-
L	44%	32%	54%	47%
M	53%	72%	37%	38%
N	69%	83%	62%	48%

Table 15: CVT hours: Female - Percentage answering

Total	61%	70%	59%	46%
C	74%	100%	55%	67%
DA	62%	73%	58%	48%
DB & DC	70%	70%	68%	75%
DE 21	65%	75%	69%	29%
DF - DI	63%	70%	68%	51%
DJ	72%	78%	74%	46%
DK & DL	75%	87%	70%	63%
DM	77%	97%	65%	58%
DD & DN	73%	79%	66%	75%
E	69%	100%	75%	57%
F	75%	84%	72%	60%
G50	63%	75%	64%	35%
51	63%	77%	70%	17%
52	60%	79%	54%	43%
H	51%	60%	55%	20%
I60 - 63	58%	66%	56%	52%
I64	67%	83%	71%	33%
J65 & 66	45%	48%	41%	47%
J67	52%	60%	42%	38%
K + O	52%	63%	54%	39%
A	69%	67%	69%	100%
B	50%	50%	-	-
L	46%	32%	54%	49%
M	45%	58%	32%	38%
N	61%	72%	53%	46%

Table 16: CVT hours: Internal - Percentage answering

Total	69%	77%	67%	58%
C	74%	100%	64%	50%
DA	70%	78%	71%	52%
DB & DC	70%	75%	63%	75%
DE 21	70%	85%	63%	43%
DF - DI	63%	53%	74%	57%
DJ	74%	80%	65%	77%
DK & DL	78%	81%	81%	67%
DM	71%	80%	68%	58%
DD & DN	74%	82%	68%	67%
E	69%	100%	75%	57%
F	82%	84%	78%	84%
G50	60%	71%	60%	39%
51	72%	85%	70%	50%
52	78%	88%	77%	65%
H	60%	64%	65%	40%
I60 - 63	70%	88%	67%	55%
I64	73%	78%	76%	58%
J65 & 66	61%	78%	44%	59%
J67	67%	72%	62%	50%
K + O	69%	77%	74%	57%
A	69%	71%	54%	100%
B	75%	75%	-	-
L	52%	58%	54%	49%
M	60%	66%	54%	58%
N	70%	81%	61%	58%

Table 17: CVT hours: External - Percentage answering

Total	66%	72%	65%	60%
C	74%	100%	55%	67%
DA	69%	75%	68%	57%
DB & DC	79%	85%	74%	75%
DE 21	72%	80%	71%	50%
DF - DI	64%	57%	70%	63%
DJ	73%	76%	68%	77%
DK & DL	72%	77%	70%	67%
DM	70%	70%	71%	67%
DD & DN	69%	74%	66%	67%
E	69%	100%	75%	57%
F	70%	78%	62%	72%
G50	58%	65%	62%	35%
51	66%	69%	70%	50%
52	77%	94%	69%	65%
H	66%	67%	71%	50%
I60 - 63	63%	71%	61%	58%
I64	67%	78%	71%	42%
J65 & 66	52%	52%	44%	65%
J67	63%	66%	54%	75%
K + O	67%	74%	68%	58%
A	66%	67%	54%	100%
B	50%	50%	-	-
L	51%	53%	46%	51%
M	61%	66%	54%	62%
N	69%	76%	65%	60%

Table 18: Total cost in 2005 of providing CVT courses - Percentage answering

Total	66%	70%	64%	63%
C	63%	80%	55%	50%
DA	58%	55%	66%	48%
DB & DC	66%	75%	58%	63%
DE 21	73%	78%	74%	57%
DF - DI	69%	63%	76%	63%
DJ	66%	76%	62%	38%
DK & DL	67%	68%	68%	63%
DM	68%	70%	68%	67%
DD & DN	65%	71%	61%	58%
E	54%	0%	100%	43%
F	67%	67%	59%	84%
G50	63%	69%	62%	52%
51	69%	77%	67%	58%
52	63%	74%	49%	70%
H	66%	64%	73%	50%
I60 - 63	64%	78%	59%	58%
I64	62%	70%	59%	50%
J65 & 66	65%	63%	63%	71%
J67	60%	60%	54%	75%
K + O	67%	69%	64%	66%
A	69%	62%	85%	100%
B	75%	75%	-	-
L	65%	63%	46%	70%
M	65%	67%	60%	68%
N	76%	85%	71%	58%

Table 19: Total cost of IVT - Percentage answering

Total	42%	49%	39%	35%
C	55%	71%	50%	43%
DA	38%	51%	33%	17%
DB & DC	41%	43%	33%	57%
DE 21	55%	58%	59%	33%
DF - DI	43%	50%	41%	39%
DJ	41%	50%	33%	18%
DK & DL	50%	66%	44%	38%
DM	42%	44%	42%	38%
DD & DN	43%	47%	32%	54%
E	36%	0%	33%	38%
F	42%	43%	39%	45%
G50	48%	58%	39%	42%
51	38%	50%	35%	21%
52	43%	61%	30%	33%
H	39%	39%	43%	28%
I60 - 63	37%	43%	34%	34%
I64	36%	38%	46%	14%
J65 & 66	29%	45%	21%	25%
J67	44%	48%	40%	25%
K + O	48%	54%	51%	41%
A	28%	20%	56%	100%
L	32%	40%	25%	31%
M	36%	40%	34%	31%
N	49%	63%	44%	29%

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