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# CONTINUING VOCATIONAL TRAINING SURVEY 2015



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## Contents

	Page
CIP Data	2
Contents	3
<b>Key facts</b>	<b>5</b>
<b>A. Background Information of Enterprises</b>	<b>6</b>
Chart 1a. Number of enterprises by NACE category	6
Chart 1b. Number of enterprises by size category	6
Chart 2. Distribution of employees by sex	7
Chart 3. Enterprises' actions in reaction to future needs by size category	8
<b>B. Training Policies</b>	<b>8</b>
Chart 4. Enterprises providing CVT courses by size category	8
Chart 5. Distribution of enterprises by type of CVT course provision	9
Chart 6. Distribution of enterprises by type of CVT provided	9
<b>C. Investment in CVT Courses</b>	<b>10</b>
Chart 7. Total CVT and PAC costs by the enterprise by NACE category	10
<b>D. Certification of Training</b>	<b>11</b>
Chart 8. Enterprises having some form of assessment for CVT	11
Chart 9. Enterprises by methods of assessment of CVT outcomes by size category	12
<b>E. Limitations in Training Provision</b>	<b>12</b>
Chart 10. Enterprises by limiting factors for providing more CVT	12
Chart 11. Number of enterprises not providing any form of CVT by reasons	13
<b>F. Initial Vocational Training (IVT)</b>	<b>13</b>
Chart 12. Distribution of enterprises by size category and IVT provision	13
Chart 13. Enterprises providing IVT by reason	14
Annex 1 – Methodology and Data Quality	15
Annex 2 – Output Tables	27

**Annex 2 – Output Tables**

Table 1.	Distribution of employees by NACE and size categories	29
Table 2.	Total annual labour costs and hours worked by NACE and size categories	30
Table 3.	Enterprises' actions in reaction to future needs by NACE and size categories	31
Table 4.	Uptake of measures benefited from CVT	31
Table 5.	Enterprises providing internal and/or external CVT by NACE and size categories	32
Table 6.	Number of participation in CVT courses by NACE and size categories	33
Table 7.	Enterprises providing other forms of training by NACE and size categories	34
Table 8.	Total paid working time on CVT courses by NACE and size categories	35
Table 9.	Cost of CVT and personal absence cost by NACE and size categories	36
Table 10.	Number of enterprises having assessment of outcomes of CVT courses and other training activities by NACE and size categories	37
Table 11.	Enterprises providing IVT by NACE and size categories	38
Table 12.	Reasons for providing IVT by NACE and size categories	39

## Continuing Vocational Training Survey 2015

### TOURISM, EDUCATION AND INFORMATION SOCIETY STATISTICS UNIT

The Continuous Vocational Training Survey (CVTS) aims to gather information on vocational training patterns, investment in training and other general information from enterprises. The survey is conducted every five years as per EU regulation amongst enterprises with 10 or more employees and selected NACE Rev.2 activities<sup>1</sup>. This survey was carried out during 2016, with 2015 as a reference year. The analysis presented is based on an estimated population of 1,926 enterprises. (For further methodological information, kindly refer to Annex 1.)

#### Key Facts

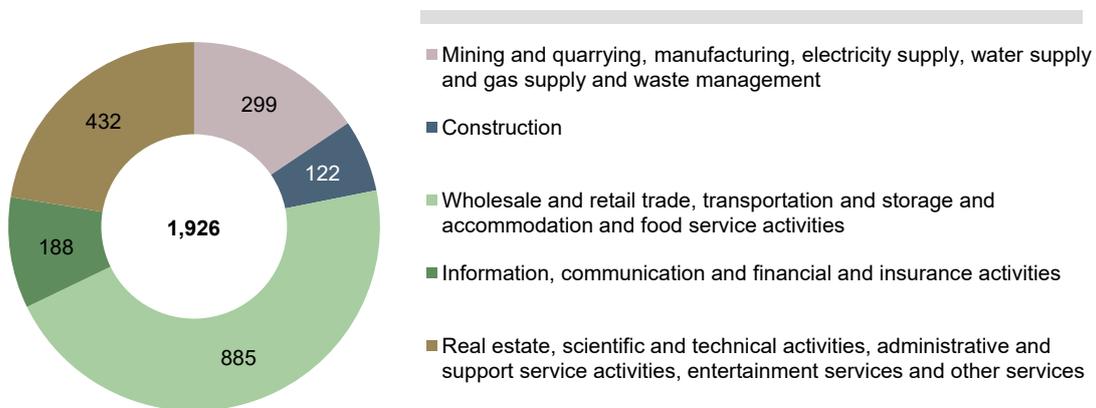
- Enterprises providing some form of Continuous Vocational Training (CVT) during 2015 amounted to a total of 1,187 enterprises (61.6 per cent), while the remaining 739 enterprises (38.4 per cent) did not provide any form of training to their employees.
- Nearly two-thirds of all small size enterprises (i.e. having 10-49 employees) did not provide CVT courses.
- A total of 38,998 (35.8 per cent) employees underwent at least one CVT course during the reference year.
- Around 1.5 million paid working hours were spent on CVT courses (amounting to 0.8 per cent of the total paid working hours), of which the majority (56.5 per cent) were allocated to Internal CVT courses.
- On average, enterprises which provided CVT courses for their employees directly spent €636 per participant. On the other hand, the average personal absence cost (i.e. the indirect cost of sending employees to training) amongst all CVT participants who was borne by the enterprises, stood at €522 per participant. This amounts to a total average cost (direct and indirect) of €1,158 per participant.
- Of the 739 enterprises which did not provide CVT courses or any other form of courses, 565 enterprises (76.5 per cent) revealed that the primary reason for not doing so was that the existing qualifications, skills and competences were in line with the current needs of the enterprise.
- Enterprises providing some form of Initial Vocational Training (IVT), such as apprenticeship, numbered 311 enterprises (16.1 per cent).

<sup>1</sup> The NACE coding framework is a pan-European classification system which groups organisations according to their business activities. For CVTS, the enterprises falling within the following NACE Rev.2 code categories were targeted to participate: B, C10-C12, C13-C15, C17-C18, C19-C23, C24-C25, C26-C28+C33, C29-C30, C16+C31-C32, D-E, F, G45, G46, G47, H, I, J, K64-K65, K66, L+M+N+R+S. For more information on NACE, refer to the following link: <http://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF>

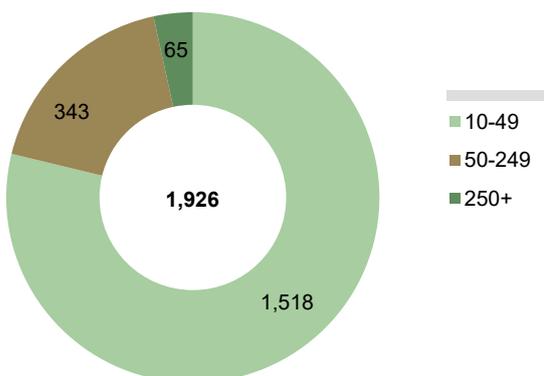
## A. Background Information of Enterprises

Of the total estimated population of 1,926 enterprises, 45.9 per cent belonged to the NACE categories relating to Wholesale and retail trade, transportation and storage and accommodation and food service activities. Construction related enterprises comprised of the smallest share with 6.3 per cent. When considering enterprise size, 78.8 per cent constituted of enterprises having between 10-49 employees. On the other hand, enterprises having 250 or more employees made up 3.4 per cent of the target population of enterprises.

**Chart 1a. Number of enterprises by NACE category**

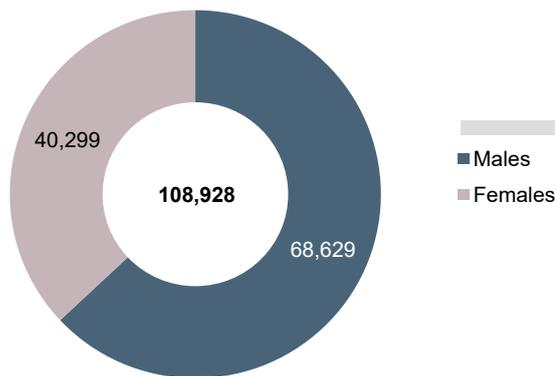


**Chart 1b. Number of enterprises by size category**



The 1,926 enterprises under study employed a total of 108,928 employees (irrespective of full-time, reduced or part-time basis) during the reference year of the survey. From these employees, 63.0 per cent (68,629 employees) were males.

**Chart 2. Distribution of employees by sex**

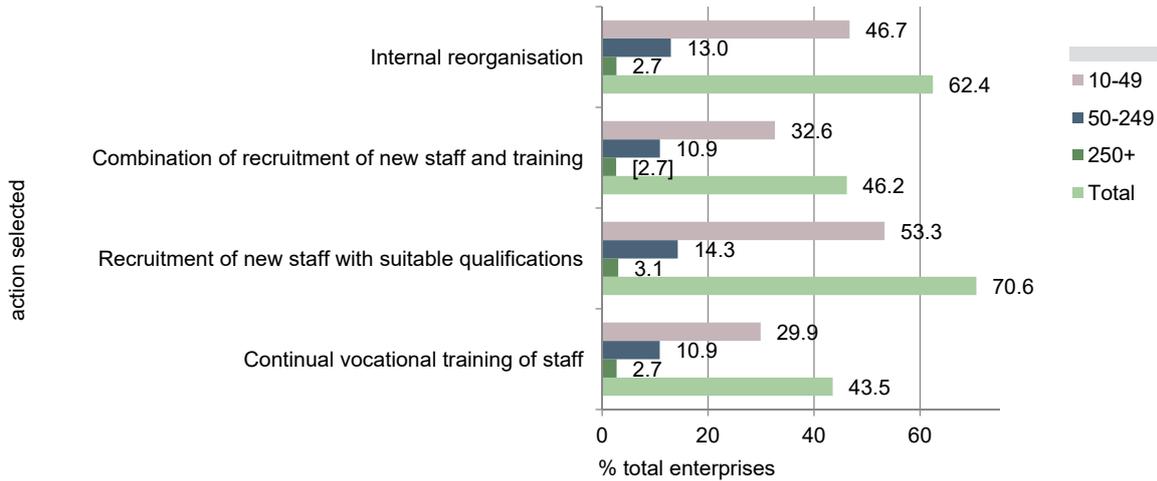


Around 192 million hours were clocked in by these employees during 2015, amounting to a total annual labour cost of €2.2 billion (including all direct and indirect costs borne by the enterprise related to employees). This translates into an annual average of 1,762 working hours and an annual cost of €20,212 per employee respectively.

Enterprises were asked to select the three most important types of skills and competences which will be necessary to adopt in the workplace in the next few years. Customer Handling Skills was the most selected skill from all enterprises (51.9 per cent). This was closely followed by Team Working Skills with 51.4 per cent and Technical, Practical or Job-Specific Skills with 43.5 per cent.

The majority of enterprises (70.6 per cent) said that they prefer to recruit new staff with the required skills and qualifications to address emerging needs of the enterprise. On the other hand, addressing future needs through the provision of training was the least preferred option, with only 43.5 per cent of all enterprises opting for this practice.

**Chart 3. Enterprises' actions in reaction to future needs by size category**

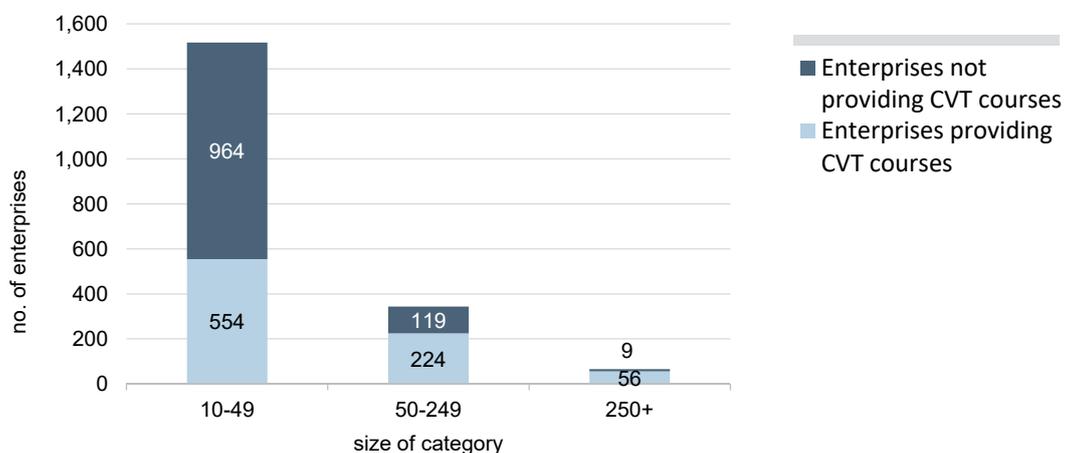


Note: Up to three options were possible for selection.

## B. Training Policies

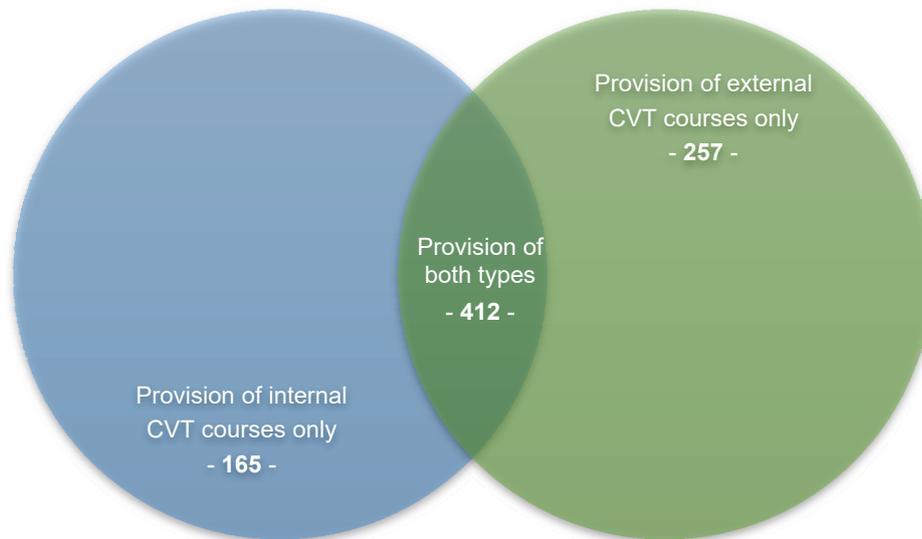
Enterprises providing some form of CVT during 2015 amounted to a total of 1,187 enterprises (61.6 per cent), while the remaining 739 enterprises (38.4 per cent) did not provide any form of training. A total of 834 enterprises (43.3 per cent of the total enterprises) provided internally and/or externally organised types of CVT courses during 2015.

**Chart 4. Enterprises providing CVT courses by size category**



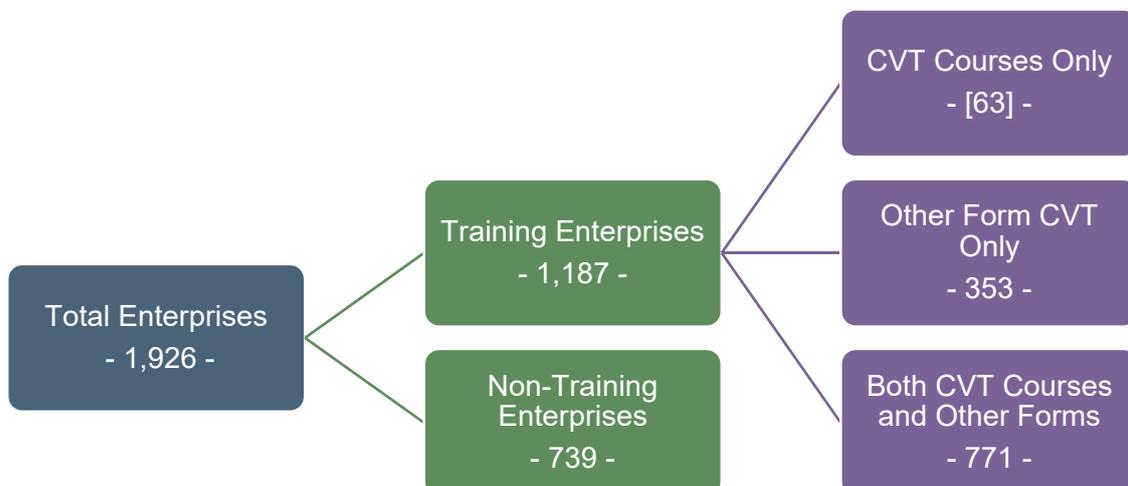
From the total enterprises, 577 enterprises (30.0 per cent of the total enterprises) conducted at least one Internal CVT course, while 669 enterprises (34.7 per cent of total enterprises) proceeded with at least one externally organised CVT courses.

**Chart 5. Distribution of enterprises by type of CVT course provision**



CVT courses differ from other forms of CVT as the former courses tend to be more structured and against a cost. Enterprises providing other forms of CVT, such as; on-the-job training, job rotation, exchanges, secondments, study-visits, conferences, workshops, learning circles or self-directed learning, totalled to 1,124, which represents 58.4 per cent of the total enterprises.

**Chart 6. Distribution of enterprises by type of CVT provided**



Slightly over 5 per cent of the enterprises (98 enterprises) said they benefitted from EU subsidies to support provision of CVT courses for their employees. Receipts and reimbursements from allocated training funds was the second most common measure taken-up<sup>2</sup> by the enterprises.

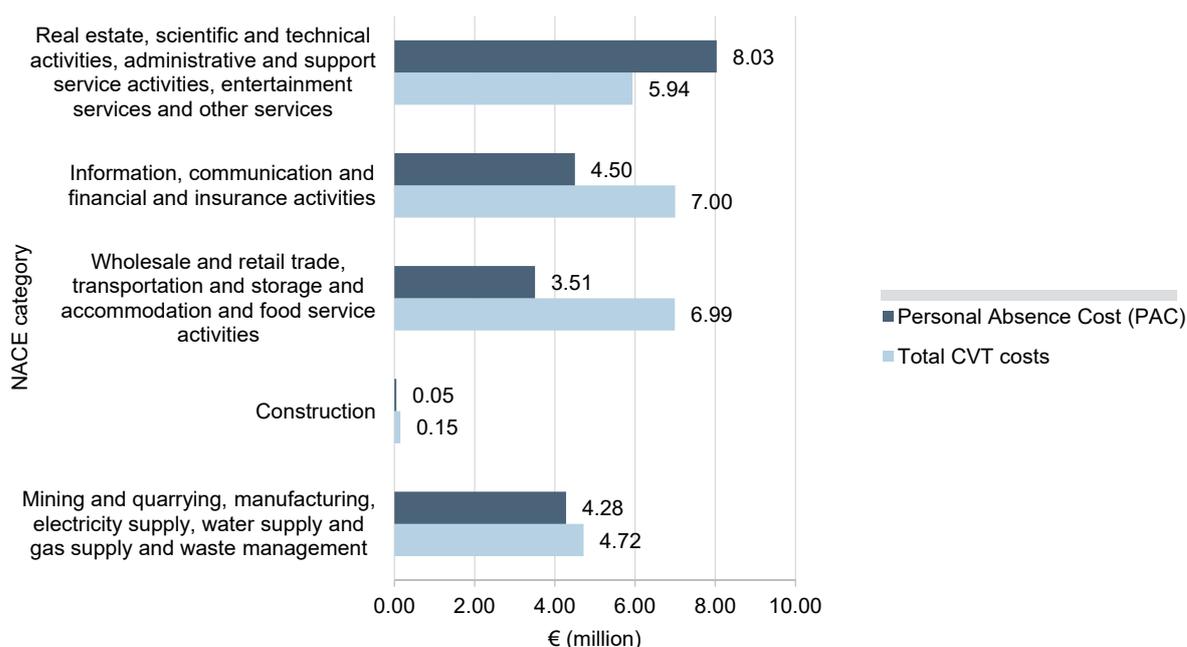
### C. Investment in CVT Courses

A total of 38,998 employees underwent at least one form of CVT course during the reference year. Around 1.5 million of paid working hours were spent on CVT courses (amounting to 0.8 per cent of the total paid working hours), of which the majority (56.5 per cent) were allocated to internally organised CVT courses.

Enterprises were asked to select the three most preferred topics addressed through the provision of CVT courses. With 61.3 per cent, Specific, Practical and Job-Related courses were the most selected topic. This was followed by Management Skills Development with 36.8 per cent and Customer Handling Skills with 34.0 per cent.

Total costs incurred by enterprises for providing CVT courses to their employees amounted to around €24.8 million, while a total Personal Absence Cost (PAC) associated with provision of training during working hours, was estimated at €20.4 million.

**Chart 7. Total CVT and PAC costs by the enterprise by NACE category**



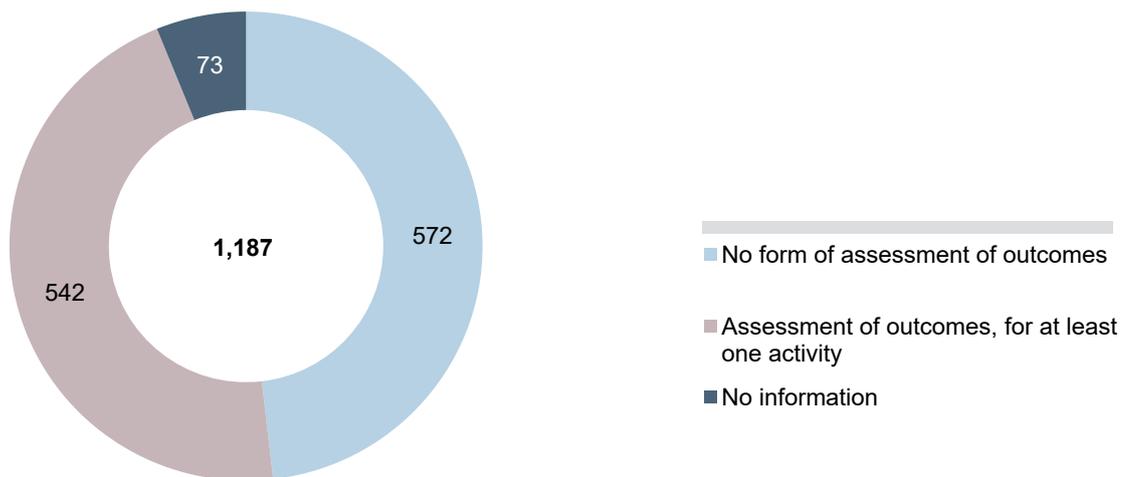
<sup>2</sup> This figure is not published due to the exact estimate being based on very low enterprise counts.

On average, enterprises which provided CVT courses for their employees spent €636 per participant. The average personal absence cost amongst all CVT participants borne by the enterprise stood at €522 per participant. On the other hand, the average cost for CVT courses per working hour spent in training stood at €16.60, while the PAC cost stood at €13.63 per hour.

#### D. Certification of Training

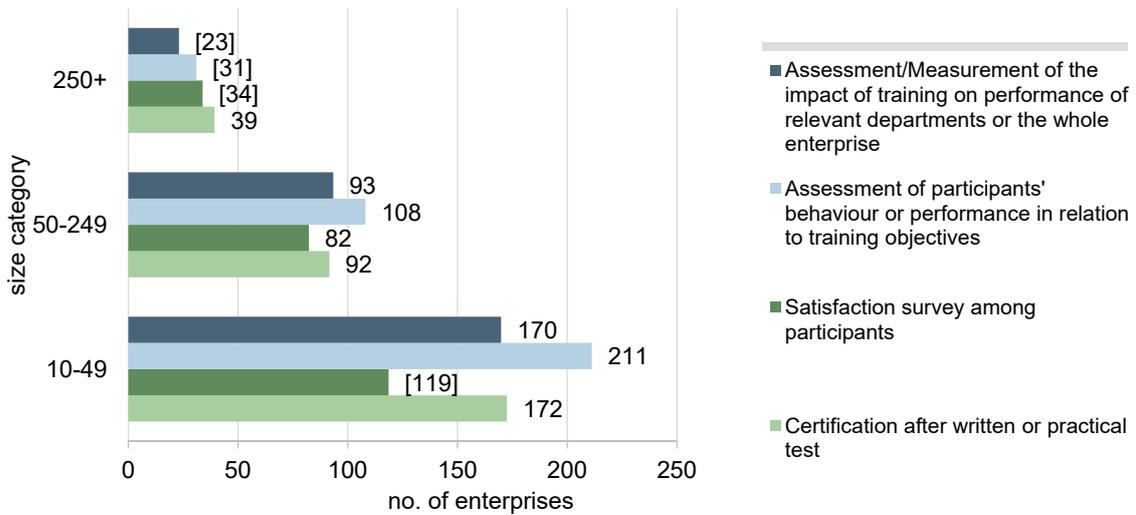
Of 1,187 enterprises that provided either CVT courses or any other form of training, 542 (45.7 per cent) applied some form of assessment criteria to the participants. On the other hand, 572 enterprises (48.2 per cent) said that they did not provide any form of assessment, while the remaining 73 enterprises (6.1 per cent) did not provide information regarding their training assessment and certification policies.

**Chart 8. Enterprises having some form of assessment for CVT**



Enterprises were asked to indicate the three most preferred types of assessment when providing CVT courses. From the 542 enterprises which provided some form of assessment of CVT courses during 2015, the most selected type was by assessment of participants' behaviour or performance in relation to training objectives, with 350 enterprises (64.6 per cent) opting for this method. With 303 enterprises (55.9 per cent), the second most chosen method of assessment was through certification after a written or practical test. A total of 286 enterprises (52.8 per cent) opted for assessment/measurement of the impact of training on the performance of relevant department or the whole enterprise (rather than the employee), while assessment through a satisfaction survey among participants was selected by 235 enterprises (43.4 per cent).

**Chart 9. Enterprises by methods of assessment of CVT outcomes by size category**

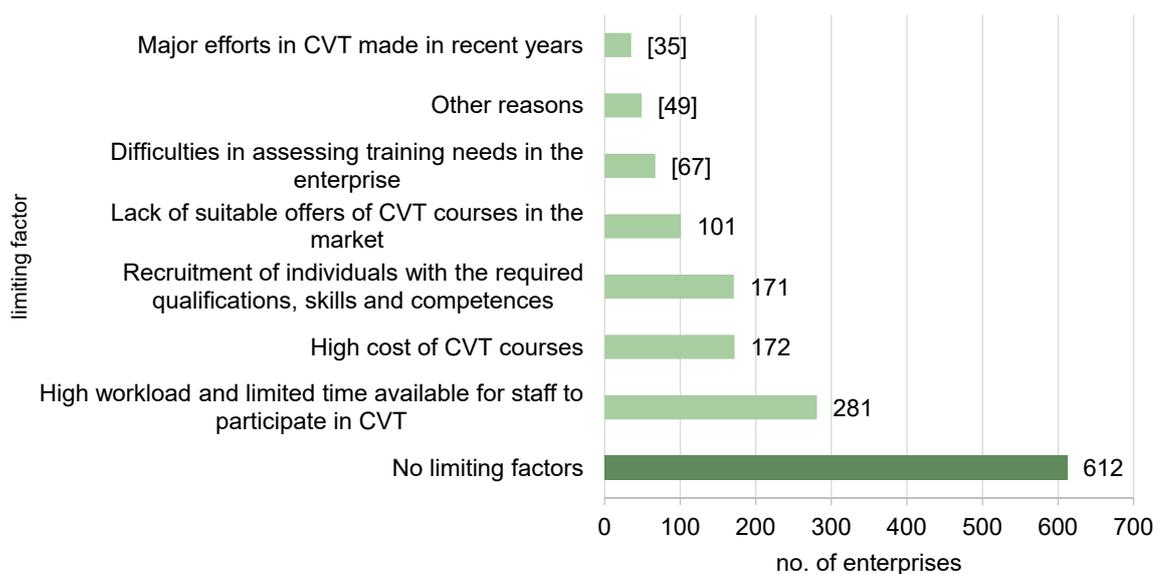


Note: Up to three options were possible for selection.

**E. Limitations in Training Provision**

Slightly more than half of the 1,187 enterprises who were providing either CVT courses or any other forms of training, did not identify any limiting factors inhibiting the provision of CVT training (612 enterprises). Enterprises having faced limiting factors in the provision of CVT were asked what types of limitations they encountered. From these enterprises, the most common limitation faced was a result of high workload and limited time available for staff to participate in training (281 enterprises). With 172 enterprises, cost related limitations were the second most common.

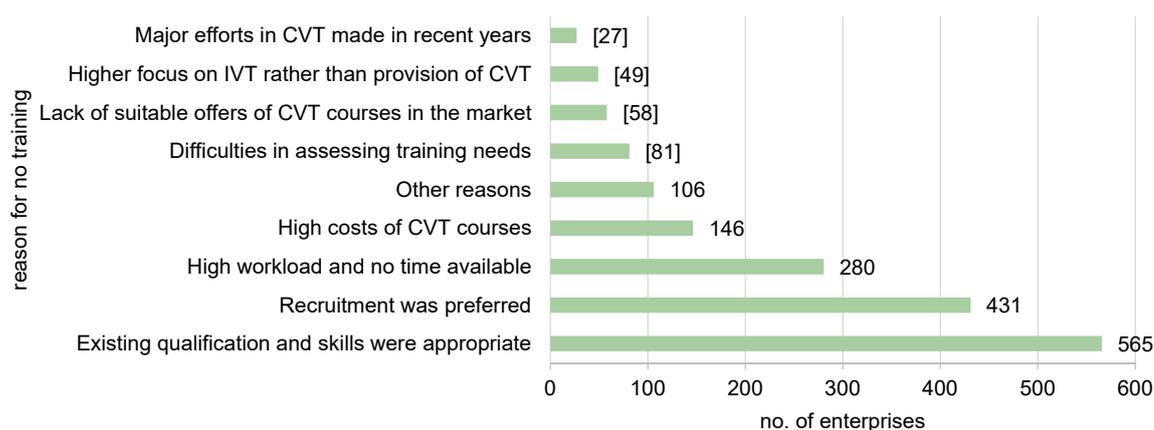
**Chart 10. Enterprises by limiting factors for providing more CVT**



Note: Up to three options were possible for selection.

Similarly, of the 739 enterprises which did not provide CVT courses or any other form of training, their reasons for not doing so were queried. 565 enterprises (76.5 per cent) did not do so because they felt that the existing qualifications, skills and competences of their employees were appropriate to their current needs. Nearly 60 per cent (431 enterprises) said that they did not need to provide further training to their staff because they recruit individuals with the required qualifications, skills and competences. On the other hand, cost related barriers were only an issue for 146 enterprises (19.8 per cent).

**Chart 11. Number of enterprises not providing any form of CVT by reasons**

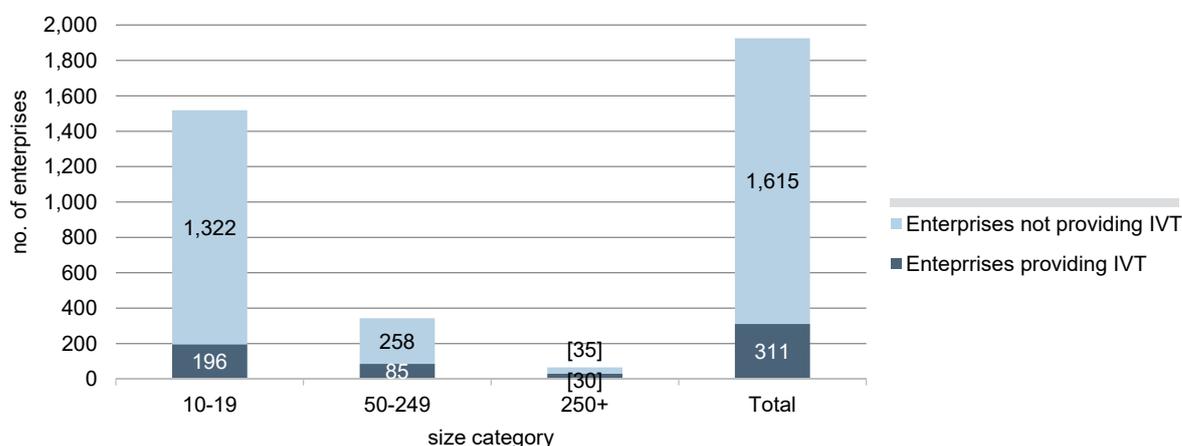


Note: Up to three options were possible for selection.

## F. Initial Vocational Training (IVT)

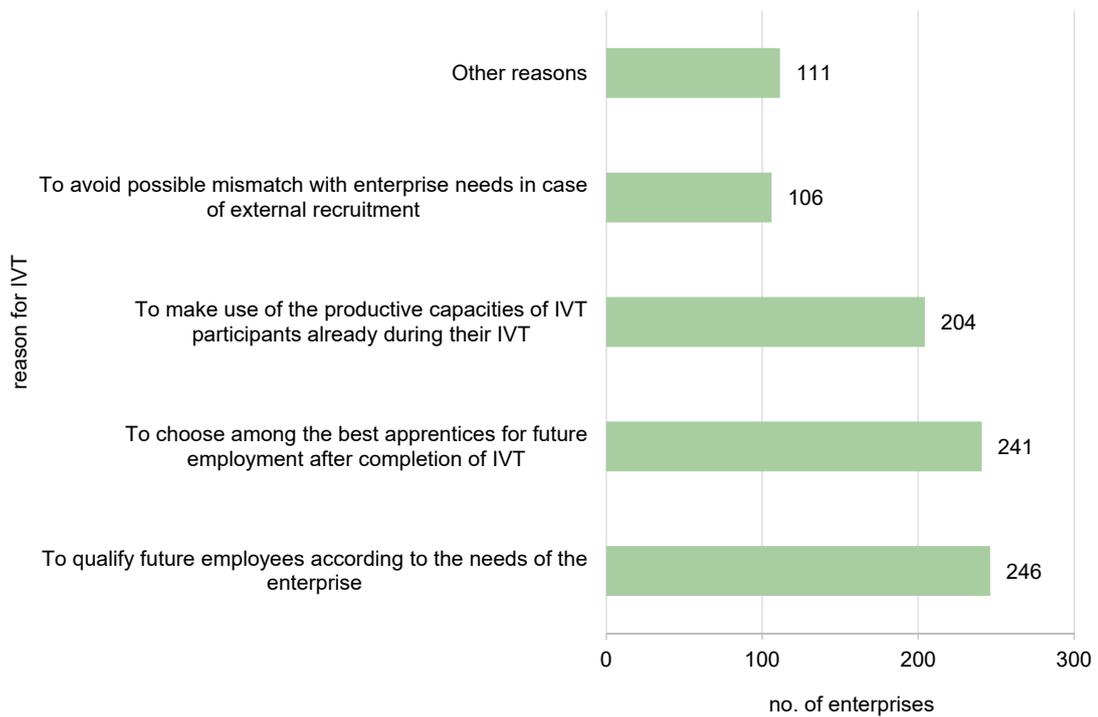
Out of the total 1,926 enterprises, 311 enterprises (16.1 per cent) provided some form of IVT (such as apprenticeships) during the reference year. Nearly a quarter of all enterprises with 50-249 employees provide IVT, while large enterprises (with 250 or more employees) were more likely to offer IVT, with 46.2 per cent. On the other hand, 12.9 per cent of the small enterprises with 10-49 employees provided IVT opportunities during the reference year.

**Chart 12. Distribution of enterprises by size category and IVT provision**



Upon enquiring on the top three reasons for providing IVT, the most selected reason was to qualify future employees according to the needs of the enterprise, with 246 enterprises (79.1 per cent). Over 77 per cent of these enterprises (241 enterprises) were using IVT as an opportunity to be able to choose among the best apprentices for future employment after completion of IVT. Furthermore, 204 enterprises (65.6 per cent) were providing IVT to support their work force.

**Chart 13. Enterprises providing IVT by reason**



Note: Up to three options were possible for selection.

**Annex 1**  
**Methodology and Data Quality**



## 1.1 Regulation

The Continuing Vocational Training Survey (CVTS) is conducted by the National Statistics Office (NSO) every five years, under European Regulation (EC) No. 1153/2014. The survey covers enterprises employing 10 or more employees (including employees on both full-time and part-time basis and excluding apprentices and interns) from selected economic sectors (refer to methodological section 1.3). This survey aims at measuring the enterprises' investment in Continuing Vocational Training (CVT) for its employees, which is a crucial aspect towards lifelong learning. Costs associated with the provision of vocational training (be it internal or outsourced) of employees are also measured.

## 1.2 Reference Period

The CVTS was carried out for the third time in Malta during 2016, with 2015 as the reference year.

## 1.3 Categories

The survey focuses on training investment relating to enterprises having 10 or more employees and falling under the NACE (Rev. 2) categories: B, C10-C33, D, E, F, G45-47, H, I, J, K64-66, L, M, N, R and S. For the purpose of this publication the following Size and NACE (Rev. 2) classifications were considered:

**Table A. Size category of enterprises**

No. of employees	Size category
10-49	Small
50-249	Medium
250+	Large

**Table B. NACE category (incl. NACE Rev.2 Code) of enterprises**

Mining and quarrying (B), manufacturing (C), electricity supply, water supply and gas supply and waste management (D and E)

Construction (F)

Wholesale and retail trade (G), transportation and storage (H) and accommodation and food service activities (I)

Information, communication (J) and financial and insurance activities (K)

Real estate (L), scientific and technical activities (M), administrative and support service activities (N), entertainment services (R) and other services (S)

These classifications are based on the abovementioned legislation and follows recommended categorisations, in line with Eurostat's reporting mechanism.

#### **1.4 Definitions**

When collecting information, the following definitions were used, in line with the Eurostat regulations and recommendations:

**Continuing Vocational Training (CVT):** Training measures or activities provided by enterprises for their employees, which have as their primary objectives the acquisition of new competences or the development and improvement of existing skills. Two types of CVT are explored in this survey: CVT courses and other forms of CVT, which are explained further below. Usually, this training is financed (at least partly) by the enterprises and planned in advance. Any additional training or learning taken on by the employee on a personal basis is not included. Persons employed through an apprenticeship or training contract are not included for CVT, but are classified for IVT (refer to the definition below).

##### **CVT courses:**

**Internal CVT courses:** Principally designed and managed by the enterprise itself. Courses are generally designed and managed by the internal training department of the enterprise. However, the course can physically take place either within or outside the enterprise.

**External CVT courses:** Principally designed and managed by external organisations which are not part of the enterprise itself (or by a training organisation which belongs to the parent company of the enterprise). The course is selected and ordered/purchased by the enterprise and can physically take place either within or outside the enterprise.

**Other Forms of CVT:** Other forms of CVT entail training activities which are typically connected to the employees' working activities, but also include amongst others, participation in conferences, and trade fairs for the purpose of learning. These forms of CVT are often characterised by a degree of self-organisation (time, logistics and content) by the individual learner or by a group of learners. The content is often tailored according to the learners' individual needs in the workplace.

For the purpose of this survey, the following types of other forms of CVT are identified:

- Guided-on-the-job training;
- Job rotation, exchanges, secondments or study visits;
- Participation in conferences, workshops, trade fairs and lectures;
- Participation in learning or quality circles;
- Self-directed learning/e-learning.

**Initial Vocational Training (IVT):** For the purpose of this survey, IVT is restricted to apprenticeships at ISCED<sup>3</sup> levels 2 to 5, with the following criteria:

- The apprenticeship must be part of a formal education programme (or component of it). Within the programme, learning time alternates between periods of practical training (workplace) and general/theoretical education (within an educational institution/training centre).
- The completion of the apprenticeship is mandatory to obtain a qualification or certification for this programme.
- The duration of the apprenticeship is from six months to six years (full-time equivalent). The duration refers to the whole training programme and not only to the work-based component.
- The apprentices receive remuneration (wage or allowance, in cash or in kind).

IVT is often financed (partly or fully) by the enterprise, although this is not a mandatory condition. Apprentices/IVT participants often have a special training contract and are not considered as part of the enterprise's workforce.

**Total Cost of CVT:** The total cost borne by the enterprise associated with the provision of CVT (in Euros) is calculated by including the following components:

- Fees and payments for enrolment;
- Travel or subsistence payments;
- Labour cost of internal trainers;
- Costs relating to booking of training centre or rooms;
- Cost related to training material;
- Other CVT contributions;

and deducting any CVT receipts from different collective funding agreements, subsidies and financial assistance, such as:

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<sup>3</sup> ISCED is a statistical framework for organizing information on education maintained by the United Nations Educational, Scientific and Cultural Organization (UNESCO). Further information can be found in the following link: [http://ec.europa.eu/eurostat/statistics-explained/index.php/International\\_Standard\\_Classification\\_of\\_Education\\_\(ISCED\)](http://ec.europa.eu/eurostat/statistics-explained/index.php/International_Standard_Classification_of_Education_(ISCED))

- Receipts from sectoral/regional funds;
- Receipts from national funds;
- Subsidies from national or EU sources;
- Rebates or tax concessions on expenditure;
- External financial assistance from private foundations;
- Other payments the enterprise received for CVT courses provided.

**Personal Absence Cost (PAC):** The PAC (in Euros) estimates the cost incurred by the enterprises for every employee who underwent CVT course training during paid working hours (including overtime, time paid through allowances, etc.). For the purpose of this survey, the PAC is calculated as the labour cost per hour of the enterprise for every training participant.

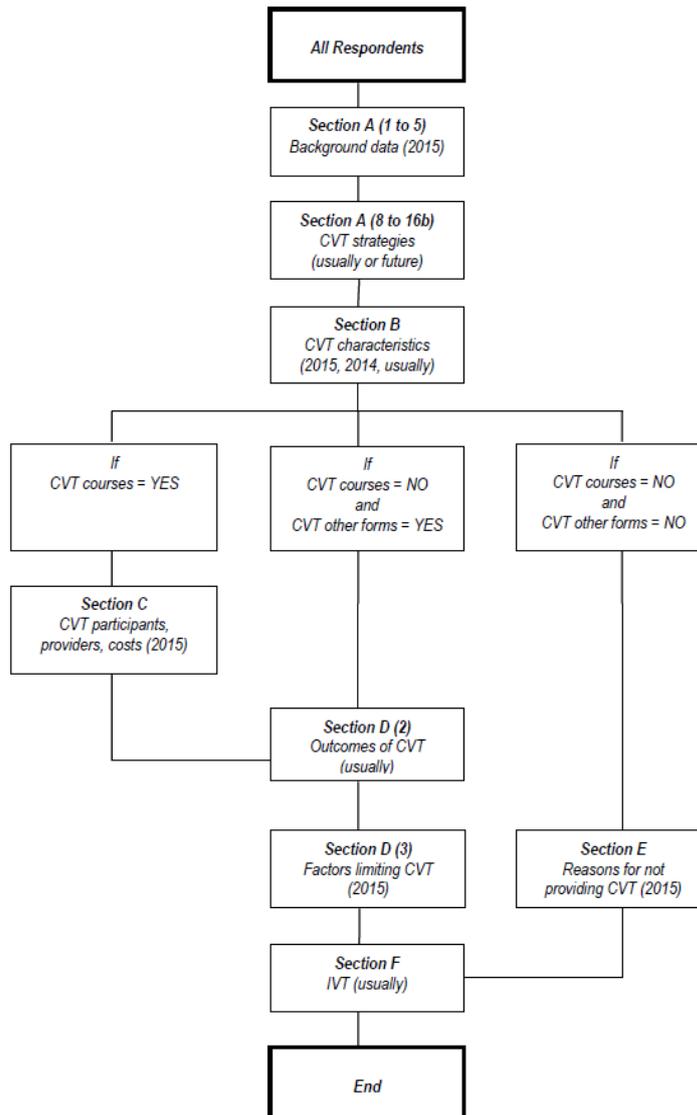
For example, consider an enterprise who recorded a total annual labour cost of €200,000 along with a total of 30,000 hours. Furthermore, during the same year, the enterprise recorded a total of 50 hours spent by its employees who underwent training during working hours. Therefore, the PAC is calculated as follows:

$$PAC = (\text{Hours in CVT during work}) \times \frac{(\text{Total annual labour cost})}{(\text{Total annual hours worked})}$$

$$PAC = 50 \times \frac{€200,000}{30,000} = \mathbf{€333.33}$$

## 1.5 Questionnaire Design

The questionnaire was designed in accordance with Eurostat's manual, which in turn, enhances harmonisation and comparability of results at EU level. Due to various levels of applicability of the questions, the following questionnaire structure was designed to facilitate responses and minimise as much as possible missing information and misinterpretation of questions.



## 1.6 Sampling Design

A total sampling frame for this survey was extracted from the Statistical Business Register (which is maintained and updated internally by NSO). This provided a total population of 1,926 enterprises. From this, a sample of 1,393 enterprises was drawn.

Sample selection was carried out by stratification, whereby an independent selection from each stratum subject to a fixed relative margin of error was considered. Strata were constructed by NACE sub-categories activity and size class according to the governing legislation, yielding a total of 60 strata. The expected proportion of training enterprises in each stratum was calculated on the basis of CVTS figures from previous cycles. When estimating the gross sample, an estimated 40 per cent was projected in order to ensure adequate response rates and proper representation.

**Table C. Total number of enterprises by NACE category and size category in the total population**

NACE category	Size category			
	10-49	50-249	250+	Total
	No.			
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	232	54	12	<b>298</b>
Construction	103	20	2	<b>125</b>
Wholesale and retail trade, transportation and storage and accommodation and food service activities	710	155	19	<b>884</b>
Information, communication and financial and insurance activities	136	44	11	<b>191</b>
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	337	70	21	<b>428</b>
<b>Total</b>	<b>1,518</b>	<b>343</b>	<b>65</b>	<b>1,926</b>

Source: Statistical Business Register\*

\* Figures are reported from the source as at the time of sampling.

**Table D. Total number of enterprises by NACE category and size category in the gross selected sample**

NACE category	Size category			
	10-49	50-249	250+	Total
	No.			
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	232	54	12	<b>298</b>
Construction	103	20	2	<b>125</b>
Wholesale and retail trade, transportation and storage and accommodation and food service activities	461	152	19	<b>632</b>
Information, communication and financial and insurance activities	122	44	11	<b>177</b>
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	86	54	21	<b>161</b>
<b>Total</b>	<b>1,004</b>	<b>324</b>	<b>65</b>	<b>1,393</b>

Source: Statistical Business Register\*

\* Figures are reported from the source as at the time of sampling.

**Table E. Total number of responding enterprises by NACE category and size category in the net sample**

NACE category	Size category			
	10-49	50-249	250+	Total
	No.			
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	149	42	12	<b>203</b>
Construction	67	17	2	<b>86</b>
Wholesale and retail trade, transportation and storage and accommodation and food service activities	286	117	18	<b>421</b>
Information, communication and financial and insurance activities	95	37	11	<b>143</b>
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	58	41	20	<b>119</b>
<b>Total</b>	<b>655</b>	<b>254</b>	<b>63</b>	<b>972</b>

### 1.7 *Data Collection Method*

The collection was carried out through a self-administered paper assisted interview of a standalone questionnaire. A letter of information about this survey and necessary contact details was sent to the enterprises prior to the issue of the questionnaire. Technical assistance from internal staff was also provided to all requesting enterprises during the data collection. Reminders (legal and non-legal) and face-to-face follow-ups were also conducted by the office in order to ensure coverage of the entire target population.

### 1.8 *Response Rates*

From the total sample, 69.8 per cent (972 enterprises) of those surveyed provided information. Furthermore, due to the stratified sampling design, response rates for each of the NACE and Size categories were also considered. As seen below, a representative response rate was achieved in all strata.

**Table F. Response rates by NACE category and size category**

NACE category	Size category			
	10-49	50-249	250+	Total
	(%)			
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	64.2	77.8	100.0	<b>68.1</b>
Construction	65.0	85.0	100.0	<b>68.8</b>
Wholesale and retail trade, transportation and storage and accommodation and food service activities	62.0	77.0	94.7	<b>66.6</b>
Information, communication and financial and insurance activities	77.9	84.1	100.0	<b>80.8</b>
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	67.4	75.9	95.2	<b>73.9</b>
<b>Total</b>	<b>65.2</b>	<b>78.4</b>	<b>96.9</b>	<b>69.8</b>

### 1.9 *Data Processing and Quality Assurance*

Enterprises' responses were inputted into a specifically designed data entry software by trained staff. Prior to data entry, each questionnaire was vetted by internal staff and enterprises were queried on any missing or inconsistent information. In addition, the data entry programme was designed with built-in checks to further minimise data entry errors.

During both the vetting and the data entry processes, logical checks were implemented to mitigate the possibility of missing or misleading information being introduced into the dataset due to human errors. The data analysis process of the 2015 CVTS comprised of a thorough procedure for verifying the quality of the data, thus ensuring consistency. This included checking for incomplete information, data that has failed previous internal controls and other anomalies identified. Comparison with previous CVTS's and other surveys (such as: the Labour Cost Survey, the Job-Vacancy Survey and the Business Register) was also conducted for consistency checks. For any anomalies found, a number of micro-edits were applied to the respective data.

Efforts were made during the data collection process to mitigate item non-response as much as possible. However, item non-response cannot be completely eradicated during data collection phase and corrective measures had to be taken during the data analysis stage in order to cater for item non-response. Missing information was imputed either using auxiliary information (e.g. survey data, administrative data, etc.) or through appropriate statistical techniques.

## **1.10 Weighting**

Post-stratification weighting was conducted through the use of benchmarks, specifically by; size category of the enterprise and NACE Rev.2 activity. By means of this process, it is then possible to produce estimates on the target population. In addition, weighting serves to reduce the effect of non-response bias, which tends to make estimates unreliable if not-treated for.

## **1.11 Sampling and Non-Sampling Errors**

As a sample survey, the results presented are not likely to be a perfect representation of all enterprises in the target population. The results are based on information collected from the sampled responding enterprises, as outlined in the above data collection methodology. These are therefore, estimates of the values which would have been obtained if all enterprises in the target population had been perfectly surveyed.

The degree of error will depend on how widely particular categories of information vary between enterprises and the degree of representativeness of the sample in each category. The term error is used here in the technical sense to describe variations and biases in the data collected. The difference between sample estimates and population parameters caused by observing a sample instead of the whole population is known as sampling error. In order to highlight results with relatively high levels of sampling errors, the following flagging system for the published data is used:

- : Data not published due to unreliable survey estimates as a result of:
  1. less than 20 responding enterprises on a particular question; or
  2. the non-response for the item concerned exceeds 50 per cent.
  
- [ ] Figures to be used with caution: figures with between 20 and 49 responding enterprises on a particular question or with non-response for the item concerned that exceeds 20 per cent but is lower or equal to 50 per cent.

Other types of errors which influence the results in this report are non-sampling errors. These errors are not measurable and included in all kinds of surveys, including Censuses. Such errors are caused by other factors mentioned so far, amongst which; the inability or unwillingness of respondents to provide accurate and complete information, errors and inconsistencies by interviewers and office personnel. While every effort was made to minimise these types of errors, they are still present and must be acknowledged by the users of this data.

### 1.12 Confidentiality

As with all the surveys implemented by the NSO, the CVTS is being governed by the provisions of the Malta Statistics Authority Act (XXIV of 2000). This Act emphasises both the NSO's right to collect private and personal information for statistical purposes, while binding the NSO from providing any identifiable information to third parties.

*More information on this survey can be accessed on:*

<http://ec.europa.eu/eurostat/web/microdata/continuing-vocational-training-survey>

# **Annex 2**

## **Output Tables**



**Table 1. Distribution of employees\* by NACE and size categories**

NACE/Size category	Males			Females			Total		
	No.	% (NACE or Size)	% (Males)	No.	% (NACE or Size)	% (Females)	No.	% (NACE or Size)	% (Total)
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	13,750	71.63	20.03	5,446	28.37	13.51	<b>19,196</b>	<b>100.00</b>	<b>17.62</b>
Construction	4,462	90.42	6.50	473	9.58	1.17	<b>4,935</b>	<b>100.00</b>	<b>4.53</b>
Wholesale and retail trade, transportation and storage and accommodation and food service activities	25,626	62.23	37.34	15,555	37.77	38.60	<b>41,181</b>	<b>100.00</b>	<b>37.81</b>
Information, communication and financial and insurance activities	7,582	54.55	11.05	6,316	45.45	15.67	<b>13,898</b>	<b>100.00</b>	<b>12.76</b>
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	17,209	57.91	25.08	12,509	42.09	31.05	<b>29,718</b>	<b>100.00</b>	<b>27.28</b>
10-49	22,912	65.59	33.39	12,021	34.41	29.83	<b>34,933</b>	<b>100.00</b>	<b>32.07</b>
50-249	21,728	60.35	31.66	14,278	39.65	35.43	<b>36,006</b>	<b>100.00</b>	<b>33.06</b>
250+	23,989	63.15	34.95	14,000	36.85	34.74	<b>37,989</b>	<b>100.00</b>	<b>34.87</b>
<b>Total</b>	<b>68,629</b>	<b>63.00</b>	<b>100.00</b>	<b>40,299</b>	<b>37.00</b>	<b>100.00</b>	<b>108,928</b>	<b>100.00</b>	<b>100.00</b>

\* Including all employees, irrespective of full-time, part-time or reduced hours basis and excluding apprentices and interns

**Table 2. Total annual labour costs and hours worked\* by NACE and size categories**

NACE/Size category	Total employees*	Total annual hours	Total annual cost	Total annual hours per employee	Total annual cost per employee
	No.	No. (million)	€ (million)	No.	€
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	19,196	37.34	402.75	1,945	20,982
Construction	4,935	9.80	79.71	1,987	16,152
Wholesale and retail trade, transportation and storage and accommodation and food service activities	41,181	70.30	696.60	1,707	16,916
Information, communication and financial and insurance activities	13,898	23.93	416.58	1,722	29,974
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	29,718	50.51	606.02	1,700	20,392
10-49	34,933	63.80	653.37	1,827	18,704
50-249	36,006	65.38	785.12	1,816	21,805
250+	37,989	62.70	763.17	1,650	20,089
<b>Total</b>	<b>108,928</b>	<b>191.88</b>	<b>2,201.66</b>	<b>1,762</b>	<b>20,212</b>

\* Including all employees, irrespective of full-time, part-time or reduced hours basis

**Table 3. Enterprises' actions in reaction to future needs by NACE and size categories**

NACE/Size category	Continual Vocational Training of Staff		Recruitment of new staff with suitable qualifications		Combination of recruitment of new staff and training		Internal reorganisation	
	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	127	6.57	194	10.05	120	6.24	173	8.99
Construction	[32]	[1.66]	89	4.64	[40]	[2.08]	[67]	[3.48]
Wholesale and retail trade, transportation and storage and accommodation and food service activities	310	16.10	596	30.94	373	19.35	525	27.26
Information, communication and financial and insurance activities	123	6.41	159	8.24	126	6.54	142	7.39
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	246	12.76	322	16.75	230	11.94	295	15.29
10-49	576	29.90	1,026	53.29	628	32.63	900	46.71
50-249	209	10.88	275	14.27	210	10.92	250	12.99
250+	53	2.74	59	3.05	[51]	[2.65]	52	2.72
<b>Total</b>	<b>838</b>	<b>43.51</b>	<b>1,360</b>	<b>70.61</b>	<b>889</b>	<b>46.18</b>	<b>1,202</b>	<b>62.41</b>

**Table 4. Uptake of measures benefited from CVT**

Benefit measure	No. of benefiting enterprises	
	No.	% total enterprises
Tax incentives (e.g. tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)	:	:
Receipts from training funds (national, regional sector)	[43]	[2.23]
EU subsidies (e.g. European Social Fund)	98	5.09
Government subsidies	:	:
Other sources	:	:

Note: More than one option was possible for selection.

**Table 5. Enterprises providing internal and/or external CVT by NACE and size categories**

NACE/Size category	Internal CVT		External CVT		Internal and/or External CVT	
	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	82	4.27	93	4.80	110	5.69
Construction	:	:	:	:	[27]	[1.40]
Wholesale and retail trade, transportation and storage and accommodation and food service activities	194	10.06	248	12.85	315	16.37
Information, communication and financial and insurance activities	110	5.72	126	6.54	146	7.57
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	176	9.12	182	9.45	236	12.26
10-49	359	18.62	417	21.64	554	28.77
50-249	166	8.64	202	10.48	224	11.63
250+	[52]	[2.70]	[50]	[2.60]	56	2.89
<b>Total</b>	<b>577</b>	<b>29.94</b>	<b>669</b>	<b>34.73</b>	<b>834</b>	<b>43.29</b>

Note: Totals do not tally since an enterprise may have opted for the provision of both internal and external CVT (i.e. not mutually exclusive).

**Table 6. Number of participants in CVT courses by NACE and size categories**

NACE/Size category	Total participants		% total employees in all enterprises	% total employees in CVT enterprises
	No.	%		
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	7,555	19.37	39.36	56.07
Construction	[360]	[0.92]	[7.29]	[18.57]
Wholesale and retail trade, transportation and storage and accommodation and food service activities	10,159	26.05	24.67	44.92
Information, communication and financial and insurance activities	8,661	22.21	62.32	68.77
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	12,263	31.45	41.26	60.91
10-49	6,610	16.95	18.92	45.65
50-249	12,329	31.61	34.24	50.60
250+	20,059	51.44	52.80	62.86
<b>Total</b>	<b>38,998</b>	<b>100.00</b>	<b>35.80</b>	<b>55.12</b>

Table 7. Enterprises providing other forms of training by NACE and size categories

NACE/Size category	Provision of guided-on-the-job training		Provision of job rotation, exchanges, secondments or study visits		Participation in conferences, workshops, trade fairs or lectures		Participation in learning or quality circles		Planned training by self-directed learning/E-learning		At least one of other forms of training	
	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises	No.	% total enterprises
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	142	47.45	[53]	17.73	[64]	[21.40]	[48]	[16.05]	[46]	[15.38]	154	51.67
Construction	[37]	[30.33]	:	:	:	:	:	:	:	:	[45]	[36.89]
Wholesale and retail trade, transportation and storage and accommodation and food service activities	359	40.59	[73]	[8.25]	160	18.03	114	12.91	89	10.09	422	47.65
Information, communication and financial and insurance activities	137	72.87	[46]	[24.47]	102	54.35	[51]	[27.13]	90	48.05	156	83.02
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	281	64.97	[118]	[27.31]	189	43.71	[98]	[22.69]	[94]	[21.76]	347	80.26
10-49	660	43.50	167	11.03	336	22.14	201	13.23	209	13.77	800	52.73
50-249	235	68.53	100	29.21	145	42.27	90	26.13	97	28.20	262	76.39
250+	61	93.71	[33]	[50.77]	[42]	[64.62]	[25]	[38.46]	[27]	[41.54]	62	95.31
<b>Total</b>	<b>956</b>	<b>49.65</b>	<b>300</b>	<b>15.59</b>	<b>523</b>	<b>27.14</b>	<b>316</b>	<b>16.40</b>	<b>333</b>	<b>17.29</b>	<b>1,124</b>	<b>58.38</b>

Note: Totals do not tally since an enterprise may have opted for the provision of more than one type of training (i.e. not mutually exclusive).

**Table 8. Total paid working time on CVT courses by NACE and size categories**

NACE/Size category	Internal CVT		External CVT		Internal and/or External CVT	
	No.	%	No.	%	No.	%
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	109,613	12.98	28,304	9.69	355,234	23.77
Construction	:	:	:	:	[4,780]	[0.32]
Wholesale and retail trade, transportation and storage and accommodation and food service activities	113,918	13.49	99,855	34.18	266,316	17.82
Information, communication and financial and insurance activities	160,861	19.05	74,110	25.37	263,023	17.60
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	459,238	54.38	86,189	29.51	605,247	40.49
10-49	81,575	9.66	74,927	25.65	196,385	13.14
50-249	241,930	28.64	115,407	39.51	413,276	27.65
250+	[521,069]	[61.70]	[101,779]	[34.84]	884,939	59.21
<b>Total</b>	<b>844,574</b>	<b>100.00</b>	<b>292,113</b>	<b>100.00</b>	<b>1,494,600</b>	<b>100.00</b>

Note: Totals do not tally due to instances of missing information in distribution of hours.

**Table 9. Cost of CVT and personal absence cost by NACE and size categories**

NACE/Size category	Total CVT cost	Personal absence cost (PAC)	Average CVT cost per employee in enterprise providing CVT	Average PAC per employee in enterprise providing CVT	Average CVT cost per CVT participant	Average PAC per CVT participant	Average CVT cost per employee in all enterprises	Average PAC per employee in all enterprises
	(€)							
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	4,718,880	4,281,551	350	318	625	567	246	223
Construction	148,444	46,279	77	24	412	128	30	9
Wholesale and retail trade, transportation and storage and accommodation and food service activities	6,991,509	3,505,530	309	155	688	345	170	85
Information, communication and financial and insurance activities	6,997,855	4,500,377	556	357	808	520	504	324
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	5,938,357	8,034,942	295	399	484	655	200	270
10-49	5,570,096	2,622,733	385	181	843	397	159	75
50-249	10,123,733	6,103,136	416	250	821	495	281	170
250+	9,101,216	11,642,810	285	365	454	580	240	306
<b>Total</b>	<b>24,795,045</b>	<b>20,368,679</b>	<b>350</b>	<b>288</b>	<b>636</b>	<b>522</b>	<b>228</b>	<b>187</b>

Note: **Employees** include all employees, irrespective of full-time, part-time or reduced hours basis and exclude apprentices and interns.

**Table 10. Number of enterprises having assessment of outcomes of CVT courses and other training activities by NACE and size categories**

NACE/Size category	No form of assessment of outcomes		Assessment of outcomes, for at least one activity		No information	
	No.	%	No.	%	No.	%
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	66	11.60	96	17.63	:	:
Construction	[36]	6.30	:	:	:	:
Wholesale and retail trade, transportation and storage and accommodation and food service activities	223	39.00	202	37.24	:	:
Information, communication and financial and insurance activities	[62]	10.80	93	17.22	:	:
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	185	32.30	[139]	25.64	:	:
10-49	452	79.03	332	61.25	[65]	89.04
50-249	108	18.81	160	29.55	:	:
250+	:	:	[50]	9.20	-	-
<b>Total</b>	<b>572</b>	<b>100.00</b>	<b>542</b>	<b>100.00</b>	<b>[73]</b>	<b>100.00</b>

**Table 11. Enterprises providing IVT by NACE and size categories**

NACE/Size category	Provision of IVT		
	No.	%	% total enterprises
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	[55]	[17.68]	[18.39]
Construction	:	:	:
Wholesale and retail trade, transportation and storage and accommodation and food service activities	111	35.85	12.60
Information, communication and financial and insurance activities	[43]	[13.83]	[22.87]
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	[79]	[25.40]	[18.29]
10-49	196	63.02	12.93
50-249	85	27.33	24.76
250+	[30]	[9.65]	[46.15]
<b>Total</b>	<b>311</b>	<b>100.00</b>	<b>16.14</b>

Table 12. Reasons for providing IVT by NACE and size categories

NACE/Size category	To qualify future employees according to the needs of the enterprise		To choose among the best apprentices for future employment after completion of IVT		To avoid possible mismatch with enterprise needs in case of external recruitment		To make use of the productive capacities of IVT participants already during their IVT		Other reasons	
	No.	%	No.	%	No.	%	No.	%	No.	%
Mining and quarrying, manufacturing, electricity supply, water supply and gas supply and waste management	[46]	[18.69]	[41]	[17.01]	:	:	[40]	[19.61]	:	:
Construction	:	:	:	:	:	:	:	:	:	:
Wholesale and retail trade, transportation and storage and accommodation and food service activities	93	37.80	89	36.93	[41]	[38.68]	[73]	[35.78]	[39]	[35.14]
Information, communication and financial and insurance activities	[32]	[13.01]	[29]	[12.03]	:	:	[37]	[18.14]	:	:
Real estate, scientific and technical activities, administrative and support service activities, entertainment services and other services	:	:	:	:	:	:	:	:	:	:
10-49	143	58.13	154	63.90	[66]	[62.26]	124	60.72	[70]	[63.06]
50-249	76	30.89	[63]	[26.14]	[30]	[28.30]	[61]	[29.90]	[26]	[23.42]
250+	[27]	[10.98]	[24]	[9.96]	:	:	:	:	:	:
<b>Total</b>	<b>246</b>	<b>100.00</b>	<b>241</b>	<b>100.00</b>	<b>106</b>	<b>100.00</b>	<b>204</b>	<b>100.00</b>	<b>111</b>	<b>100.00</b>

Note: More than one option was possible for selection.