

CONTINUING VOCATIONAL TRAINING METHODOLOGICAL NOTES

1. Main point, goal and tasks of the continuing vocational training survey (CVTS)

The continuing vocational training survey (CVTS) was organized in the context of the lifelong learning conception and included the CVT, which the enterprises have been organized for their employed and as well the Initial Vocational Training (IVT) measures, as an element of the development of the common vocational skills of the persons employed. The **main goal** of the survey is to provide information on continuing vocational training provided from enterprises for their employed.

The methodology and the statistical tools for conducting of the survey are in compliance with the ESS requirements and in compliance with the national statistical practice.

2. Main definitions

Continuing vocational training (CVT) is defined as training measures or activities, which have as their primary objectives the acquisition of new skills or development and improvement of existing ones and which enterprises finance, wholly or partly, for their employees who either have a working contract or who benefit directly from their work for the enterprise such as unpaid family workers and casual workers. Continuing vocational training measures and activities include **continuing vocational training courses** and **other forms of continuing vocational training**.

Continuing vocational training courses are designed and managed by the enterprise itself (managed **internally**) and that were designed and managed by organizations, not part of the enterprise (managed **externally**).

Other forms of continuing vocational training include:

- Planned periods of training, instruction or practical experience, using the normal tools of work, either at the immediate place of work or in the work situation;
- Planned learning through job rotation, exchanges or secondments;
- Attendance at learning/quality circles;
- Self-learning through open and distance learning, (methods used in this type of learning; can include using video/audio tapes, correspondence courses, computer based methods (including Internet) or the use of a Learning Resources Center);
- Theoretical learning at conferences, workshops, lectures and seminars at which the purpose of the employed from the enterprise attending the events is to refresh/receive knowledges and training.

Initial vocational training (IVT) is a work-based training measure of activity for apprentices/trainees. It leads to a formal qualification.

3. Classifications

The classifications, which were used for the purposes of the CVTS2, are as follows:

- International standard classification of education ISCED' 97;
- International classification of economic activities – NACE rev. 2.

4. Object and scope of the survey. Structure and content of the questionnaire

Object of observation in the frame of the CVTS2 are the enterprises, firms and organizations with 10 and more persons employed from NACE categories: B-N, R+S. The purpose of the survey is to cover the continuing and initial vocational training measures organized from the enterprises. Any continuing vocational training financed wholly by public authorities or by labour market authorities are excluded. The **questionnaire** for CVTS contains the following sections:

Section A – Structural data on the enterprise

There are included questions about economic activity of the enterprise, number of persons employed by sex and age groups and labour costs.

Section B – CVT activities of the enterprise

There are included questions about training measures organized by the enterprise: CVT courses – external and internal; other forms of CVT, IVT measures. There are also included questions aimed to ascertain availability of a CVT strategy, material and financial resources the enterprise to provide training.

Section C – Continuing vocational training courses

The questions refer to the participants in CVT courses, the time spent in learning and the expenditure for organizing of training courses.

Section D – Quality and results from the CVT of the enterprise

Those questions are aimed to determine how enterprises are ensuring the quality of the CVT and methods for measuring of the results.

Section E – Reasons for non-provision of CVT

The questions refer to the enterprises, that did not provide any CVT during the reference year – reasons not to organize training measures.

Section F – Initial vocational training

There are questions on the organized IVT measures, participants and expenditure for IVT.

5. Sample size and sample design

As a source of the sampling frame the last up-to-date version of the Statistical Business Register was used. Only the enterprises that are included in the scope of the sample were selected – with 10 and more employees in specified NACE categories. The sampled enterprises are allocated in 60 strata (20 rows and 3 columns). The strata are defined by the cross-classification of the economic activity categories and the 3 size classes according to the number of employees (10-49, 50-249, 250+).

The sample was calculated using a proposed from Statistics of Sweden model and the estimated share of "training enterprises" in Bulgaria from the CVTS3 (2006). The sampling

method used is a simple random sampling without replacement within each stratum, the maximum length of half the confidence interval (guarantee possibility 95%).

6. Method of data collection

The survey was conducted from the staff of the 28 Regional statistical offices. A mixed approach of data collection was applied: face-to-face and postal interviews.

7. Weighting of the data

In order to receive representative for the all observed population results, the initial and continuing vocational training survey data have been adjusted by estimating a weight for each enterprise accordingly its belonging to a respective stratum. This way, the data received are related to the all observed population.