

## Methodological notes

1. The data source is the **Continuing vocational training survey in enterprises (FORPRO)** carried out every 5 years, according to the EU recommendations and standards stipulated in the Regulation no 1552/2005 of the European Parliament and of the Council on statistics relating to vocational training in enterprises and in Commission Regulation no 1153/2014 as regards the data to be collected, and the sampling, precision and quality requirements.
2. The survey covered the enterprises with legal status, **irrespective of the ownership type and the legal form of organisation**. The survey included the enterprises that main economic activity is any of the activities of sections **B – N, R and S** according to CANE Rev. 2 (Classification of Activities in the National Economy) and had **10 or more employees**.

The sample was designed in order to provide representative data, broken down by **three enterprise size classes** according to the average number of employees: 10 - 49 employees, 50 - 249 employees and 250 employees and over.

The economic units were selected from the whole country, all counties, both urban and rural areas.

Data obtained from the statistical survey are aggregated by **the main economic activity of the enterprise**, respectively by size classes according to **the average number of persons employed** and the survey results are representative at **country level** (NUTS 0<sup>1</sup>).

3. The sample size was about 9000 enterprises; **the response rate**<sup>2</sup> was 93.19% and that of **refusal** 5.02%.

### Definitions:

- ✓ **Continuing vocational training (CVT)** includes training measures and activities that enterprises organise and finance, entirely or partly, for their persons employed and which are addressed to all *persons employed* who have already obtained a professional qualification within the national education system<sup>3</sup> or in the current or previous workplace.

**Continuing vocational training (CVT)** is provided through:

- courses (internal or external);
  - other forms of CVT.
- ✓ **CVT courses** are events organized and coordinated by an enterprise, exclusively created in order to provide vocational training to **a group of persons**, in other place than the workplace (such as: course class, training centre), being done by skilled staff (teachers, lectures, experts etc.) for a well settled time period planned before by the course organisers. CVT courses can also be organized online or in a mixed/hybrid system.

Depending on the **organiser and co-ordinator** of the course, there are two types of courses:

- **internal courses** - organised and co-ordinated by **the enterprise itself**, even if the courses are held at a location outside the enterprise (*e.g. in the conference room of a hotel, of a university, of another enterprise, within or outside the locality or in another country etc.*).
- **external courses** - organised and co-ordinated by **another organisation or unit**, totally separate from the interviewed enterprise, even if the courses are held within the respondent enterprise or within the training centre of the respondent enterprise.

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<sup>1</sup> Nomenclature of Statistics Territorial Units (NUTS).

<sup>2</sup> Type of response taken into account: response, dormant enterprise, response given by other unit, no data due to events (split, merge).

<sup>3</sup> **The National Education System** is organized by levels that ensure the consistency and continuity of training and education, with the following structure:

- *Non-tertiary education level* – primary education, lower secondary education, upper secondary education, vocational education, post-secondary and foremen educations
- *Tertiary education level*– Bachelor, Master, Postgraduate and PhD and postdoctoral.

- ✓ **Other types of CVT** are any types of CVT, other than courses, can take place on-site, online or both (mixed/hybrid learning) and include:
  - planned training periods, practical experience at workplace;
  - planned training by staff rotation at various workplaces, by exchange of experience;
  - training in conferences, seminars whose main purpose is professional training of the persons employed;
  - participation in training groups/improvement of knowledge;
  - self-training, including online.
- ✓ **Initial vocational training (IVT):**
  - is granted to persons who are formed into the national system of education where periods of practical training alternate with theoretical training (**lower secondary level, upper secondary level, post-secondary non-tertiary level – ISCED 2-4**) and have not obtained a qualification yet;
  - aims to obtain a certificate/diploma stating the qualification for an occupation or group of occupations, after the successful completion of the level of training;
  - the total duration of the programme (practical and theoretical training) is from 6 months to 6 years;
  - implies the existence of an agreement/contract/framework agreement between the participant to the vocational training and the enterprise directly or through the educational institution;
  - the participant receives remuneration in cash or in kind (wage, allowance, scholarship, bonus, other form of remuneration).
- ✓ **The cost of continuing vocational training courses** includes:
  - Fees and payments to units which provided CVT courses, comprising course fees, the cost of assessors and examiners and the cost of external trainers used to support internal courses;
  - Travel and subsistence payments to participants for travel, daily allowance and accommodation;
  - Labour costs of internal trainers, the staff of the training centre and other staff exclusively or partly involved in providing, designing and managing CVT courses;
  - Costs for training premises (training rooms), equipment and materials, including consumables used for CVT courses;
  - Contributions to collective funding arrangements (e.g. fees, dues, contributions, subscriptions for CVT courses) to the benefit of various funds (national, regional);
  - Receipts from various collective funds (sponsorships, etc.) for CVT, from different sources.
- ✓ The **average cost of courses per participant** is the ratio between the cost of CVT courses and the number of participants in courses.
- ✓ The **average hourly cost of CVT courses** is the ratio between the cost of CVT courses and the number of hours spent by participants in CVT courses.
- ✓ The **total cost of continuing vocational training** includes the cost of CVT courses and the labour cost of participants in courses, according to the period in which the courses were given.
- ✓ The **average cost of CVT per participant** is the ratio between the total cost of continuing vocational training and the number of participants in CVT courses.
- ✓ The **average hourly cost of CVT** is the ratio between the total cost of continuing vocational training and the number of hours spent by participants in CVT courses.
- ✓ **Global participation rate in continuing vocational training courses** represents the proportion of participants in CVT courses in the average number of persons employed of all the enterprises object of this survey.

- ✓ **Participation rate in continuing vocational training courses** represents the proportion of participants in CVT courses in the average number of persons employed in the enterprises providing continuing vocational training courses.

*Classifications used:*

- **The Classification of Activities in the National Economy** (CANE Rev. 2), harmonized with the European classification in the field (NACE Rev. 2), only the following sections were included:

<b>CANE Rev. 2 Code (section level)</b>	<b>Name of section</b>
<b>B</b>	Mining and quarrying
<b>C</b>	Manufacturing
<b>D</b>	Electricity, gas, steam and air conditioning supply
<b>E</b>	Water supply; sewerage, waste management and remediation activities
<b>F</b>	Construction
<b>G</b>	Wholesale and retail trade; repair of motor vehicles and motorcycles
<b>H</b>	Transportation and storage
<b>I</b>	Accommodation and food service activities
<b>J</b>	Information and communication
<b>K</b>	Financial and insurance activities
<b>L</b>	Real estate activities
<b>M</b>	Professional, scientific and technical activities
<b>N</b>	Administrative and support service activities
<b>R</b>	Arts, entertainment and recreation
<b>S</b>	Other service activities

- **Enterprise size classes**

<b>Enterprise size classes</b>	<b>Average number of persons employed</b>
<b>Small enterprises</b>	10 - 49 persons employed
<b>Medium enterprises</b>	50 - 249 persons employed
<b>Large enterprises</b>	250 persons employed and over