

Glossary



1	<p>Enterprises <i>"Council Regulation (EEC) No 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community"</i></p>	<p>The enterprise is the smallest combination of legal units that is an organisational unit producing goods or services, which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. An enterprise carries out one or more activities at one or more locations. An enterprise may be a sole legal unit.</p>
2	<p>Continuing vocational training</p>	<p>To be regarded as a continuing vocational training, a training must meet all of the following requirements:</p> <ul style="list-style-type: none"> • The training must be planned in advance and must be distinguished clearly from the ongoing work (the work the employee normally carries out); • The training must be organised or supported with the specific goal of learning new skills or broadening existing skills (<u>no</u> routine assignments or instructions); • The training must be financed at least partly by the enterprise. This can also happen indirectly, e.g. by contributions to training funds or by making available working hours; • The training must be followed by persons employed with an employment contract within the enterprise (including the owner of the enterprise, working (unpaid) partner/family member); <u>Excluded</u> are students with training contracts, apprentices and subcontractors. <p>Initial vocational trainings (def. 3), learning by experience or random learning are <u>not</u> regarded as continuing vocational trainings.</p>
3	<p>Initial vocational training</p>	<p>To be regarded as an initial vocational training, the training must be an alternating system of work and training, where students receive a vocational education combined with an on-the-job training for a specific occupation.</p> <p>The following criteria need to apply in order to qualify for initial vocational training:</p> <ul style="list-style-type: none"> • The alternation of work and training is part of an official education programme followed at an educational institution for formal education; • The goal of alternating work and training is to obtain an officially recognised qualification or certification (in secondary/post-secondary education, SYNTRA, IFAPME, CEFA); • The duration of the whole study activity (not only the learning component) must be at least six months; • The apprentices receive a remuneration. <p>The following systems of alternating work and training are to be distinguished:</p> <ul style="list-style-type: none"> • Part-time vocational secondary education; • Apprenticeship (entrepreneurship training SYNTRA, IFAPME - training small and medium enterprises); • Training courses CEFA (Centre d'enseignement de formation en alternance – linked with the secondary schools).
4	<p>Internal and external vocational training courses</p>	<p>Internal and external vocational training courses (def. 7 & 8) are characterised by:</p> <ul style="list-style-type: none"> • Mostly being clearly separated from the work place (learning takes place in locations specially assigned for learning like a class room or training centre); • High degree of organisation (time, space and content) by a trainer or a training institution; • Content that is designed for a group of learners (e.g. a curriculum exists).
5	<p>Other forms of continuing vocational training</p>	<p>Other forms of continuing vocational training are of a less formal nature and are characterised by:</p> <ul style="list-style-type: none"> • Being typically connected to the active work and the active work place, but they can also include attendances at conferences, trade fairs etc. for the purpose of learning; • High degree of self-organisation (time, space and content) by the individual learner or by a group of learners; • Content chosen according to the learners' individual needs in the workplace. <p>The five following types are identified:</p> <ol style="list-style-type: none"> Planned training through guided on-the-job-training (def. 9); Planned training through job-rotation, exchanges, secondments or study visits (def. 10); Planned training through participation in learning or quality circles (def. 11); Planned training by self-directed learning (def. 12); Planned training through attendance at conferences, workshops, trade fairs and lectures (def. 13).
6	<p>Agreements between social partners</p>	<p>Social partners are representative organisations of employers and employees (employer associations and trade unions). The social partners negotiate on a regular basis at national and sectoral level. The results of the negotiations are included in collective agreements. These collective agreements usually regulate wages and salaries and working conditions. Collective agreements may also include vocational training provisions, national or sectoral training funds, vocational training measures for older employees,...</p>
7	<p>Internal vocational training courses</p>	<p>Internal vocational training courses are principally designed and managed by the enterprise itself. (Important is that responsibility for the content of the course lies within the enterprise. The course can take place physically within or outside the enterprise.)</p>

8	External vocational training courses	External vocational training courses are principally designed and managed by organisations which are not part of the enterprise. (Important is that responsibility for the content of the course lies outside the enterprise; the course is just chosen and booked by the enterprise. The course can take place physically within or outside the enterprise.)
9	Guided on-the-job-training	Guided on-the-job-training is characterised by 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.
10	Job-rotation, exchanges, secondments or study visits	Job-rotation within the enterprise and exchanges with other enterprises are other forms of continuing vocational training only if these measures are planned in advance with the primary intention of developing the skills of the workers involved. Transfers of workers from one job to another which are not part of a planned developmental programme should be excluded.
11	Learning or quality circles	Learning circles are groups of persons employed 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. Quality circles are working groups with the objective of solving production and work place problems through discussion. They are counted as training actions only if the primary aim of an employee attending them is learning.
12	Self-directed learning	Self-directed learning means planned individual learning activities using one or more learning media. Learning can take place in private, public or job-related settings. Self-directed learning might be arranged using open and distance learning methods, video/audio tapes, correspondence, computer based methods (including internet) or by means of a Learning Resources Centre. It has to be part of a planned initiative. Simply surfing the internet in an unstructured way should be excluded. Self-directed learning in connection with continuing vocational training courses should not be included here.
13	Attendance at conferences, workshops, trade fairs and lectures	Attendance at conferences, workshops, trade fairs and lectures are considered as training actions, only when they are planned in advance and the primary intention of a person employed attending them is training/learning.
14	Contributions	This section is intended to list the costs of contributions to collective funding arrangements through government and intermediary organisations, to enable an estimate of the total cost to employers for continuing vocational training courses. The contributions are due even when there are no participants in continuing vocational trainings in the enterprise.
15	Subsidies	This section is intended to list the receipts from different collective funding arrangements, subsidies and financial assistance through government and other sources for continuing vocational training courses to enable an estimate of the total cost to employers for continuing vocational training courses. Examples include: receipts from regional, sectoral, national or European funds, government subsidies or discounts, tax benefits, private funding,... The subsidies can be granted even when there are no participants in continuing vocational trainings in the enterprise.
16	Total number of participants	A participant is a person who has taken part in one or more internal or external continuing vocational training courses during 2020. Each person should be counted only once, irrespective of the number of continuing vocational training courses he or she has participated in. E.g., if an employee has attended two externally managed courses and one internally managed course, he or she should be counted as one participant.
17	Total paid working time spent on internal and external continuing vocational training courses	Paid working time spent on internal and external continuing vocational training courses is the total time that all participants have spent in total in continuing vocational training courses during 2020. Where courses fell only partly within 2020, only the time spent during 2020 should be included. The number of hours spent in continuing vocational training courses should cover only the actual training time. Only the time spent in employees' paid working time should be included (i.e. any time where participants are training when they would normally be working or in time being paid for by the enterprise). It should exclude any periods of normal working between training and any time spent travelling to the course. For example, if a training course lasts for one week, only the time spent actually in the training course or working on training material should be included. If a person attends a course on one day a week for several weeks, the one day a week should be included and added up but the days spent working between the training days should be excluded.
18	Obligatory occupational health and safety courses	According to European framework directive 89/391/EEC, which in Belgium forms the basis of the law of 4/8/1996, every employer is obliged to make sure that employees receive a proper training on health and safety at work tailored to the needs and conditions of the workplace. These obligatory occupational courses are held in the form of job-specific instructions or information sessions. Examples include: <ul style="list-style-type: none"> • Obligatory continuing vocational training activities by law for some tasks, such as driving a fork lift, training for preventive services, training for safety representatives and training for first aid measures; • Continuing vocational training activities for employees to enable them to do their work

		adequately and to protect themselves and others. These training activities have to be tailored to the needs and conditions of the respective workplaces and the (prior) knowledge of the employees. A simple example would be fire exercises.
19	Training providers	The provider of external training courses is the person or organisation which delivers the training: <ul style="list-style-type: none"> • Schools, colleges, adult education centres, universities and other higher education institutions; • Public training institutions (financed or guided by the government, e.g. VDAB, FOREM, ADG); • Private training companies; • Private companies whose main activity is not training; • Employer's associations, Chambers of Commerce, sector bodies; • Trade unions; • Other training providers.
20	Fees and payments to training providers	Payments made to external organisations for the provision of internal and external continuing vocational training courses and services, including course fees, the cost of assessors and examiners and the cost of external trainers used to support internal courses (VAT must be excluded).
21	Travel and subsistence payments	These costs are paid to participants for travelling to training courses and as compensation for other accommodation expenses (VAT must be excluded).
22	Labour costs of internal trainers	These are the direct and indirect labour costs of staff of own training centres and other staff exclusively or partly involved in designing and managing internal and external continuing vocational training courses. If those trainers are only partly involved in continuing vocational training courses, only the time spent on continuing vocational training courses should be taken into account. If the total labour costs of internal trainers for continuing vocational training courses are not available from enterprise records, the labour costs may be estimated by using data on the total number of internal trainers for continuing vocational training courses and average remuneration.
23	Costs for training centre, training premises or specific training rooms of the enterprise, in which continuing vocational training courses take place	These costs include the costs of running the training rooms and the annual depreciation for these rooms and equipment (VAT must be excluded).
24	Costs for teaching materials for continuing vocational training courses	These costs include the costs of materials bought specifically to support the provision of continuing vocational training courses, e.g. projectors, flip-charts, cd-roms, paper, stationery etc. (VAT must be excluded).