

READ-ONLY

## CONTINUING VOCATIONAL TRAINING SURVEY (CVTS)

### Purpose of the survey

---

The Continuing Vocational Training Survey (CVTS), which is carried out every 5 years, is a survey made mandatory by a European regulation (Regulation (EU) No 1153/2014 of the Commission of 29 October 2014). It is currently being carried out for the 7th time in all Member States of the European Union.

This survey aims to measure the enterprises' activities in continuing vocational training in the year 2025.

This survey is intended for all enterprises, regardless of whether your enterprise provided training in 2025.

→ [More information about the survey and data protection](#)

### How to answer this survey?

---

The questionnaire must be completed online.

Please respond on behalf of the entire enterprise, including, where applicable, all establishments covered by the same enterprise number (registration number).

Please take the following definitions into account.

Continuing vocational training (CVT) must be distinguished from initial vocational training (IVT).

**1. Continuing vocational training (CVT, def. 2)** [Parts A-E of this questionnaire] refers to training that meets the following characteristics:

- The training is planned in advance and is job-related.
- The aim is to teach the worker new skills or improve existing ones.
- The training is financed fully or partly by the enterprise (including indirect contributions, e.g., to training funds or by providing working time).

It does not matter whether the (main) initiative for vocational training was taken by the employer or the employee, or whether it is mandatory (e.g. legal obligation) or not.

In this questionnaire, a distinction is made between **two different types of continuing vocational training**:

#### **1.1. Courses** (def. 4)

CVT courses are characterised by:

- A clear separation from the active workplace (learning in locations specially assigned for learning like seminar rooms or training centres)
- A high degree of organisation (time, space and content) by a trainer or a training institution
- Content designed for a group of learners (e.g. a curriculum exists)

CVT courses may be organised internally or externally:

- **Internal courses (def. 6):** training courses principally designed and managed by the enterprise itself
- **External courses (def. 7):** training courses principally designed and managed by organisations not part of the enterprise

### 1.2. Other forms of CVT (def. 5)

The other forms of continuing vocational training are less formal and are characterised by:

- A clear connection to the active work/workplace, but including also participation (instruction) in conferences, trade fairs etc. for the purpose of learning
- A high degree of self-organisation (time, space and content) by the individual learner or by a group of learners
- Content often tailored to the learners' individual needs in the workplace

The following five other forms of CVT are identified:

- **Guided on-the-job training (def. 8)**
- **Planned training through job rotation, exchanges, secondments or study visits (def. 9)**
- **Planned training through conferences, workshops, trade fairs and lectures (def. 10)**
- **Planned training through participation in learning or quality circles (def. 11)**
- **Planned training by self-directed learning (def. 12)**

**2. Initial vocational training (IVT)** [Part F of the questionnaire] refers to alternating training systems, in which apprentices receive theoretical vocational education combined with practical training in an enterprise for a specific profession. It meets the following criteria:

- Alternate learning is part of an official training program followed in an institution where formal education is provided.
- The objective of alternate training is the acquisition of a diploma or an official certificate (secondary/post-secondary education, training for the self-employed, Master Craftsmanship).
- The duration of the training (or training contract) is at least six months.
- Apprentices learning a trade generally receive remuneration.

All definitions are also listed in the annex.

## CVTS Helpdesk

---

In case of questions or technical problems, please contact STATEC via e-mail [enquete.cvts@statec.etat.lu](mailto:enquete.cvts@statec.etat.lu) or telephone (9:00 AM-12:00 PM) at **247-88456**.

## General information about the enterprise

### Enterprise

|                             |  |
|-----------------------------|--|
| Name                        |  |
| National identification no. |  |

### Personne de contact dans l'entreprise (pour ce questionnaire)

|                          |  |
|--------------------------|--|
| Last name and first name |  |
| Position                 |  |
| E-mail                   |  |
| Phone                    |  |

## Section A - Background data on the enterprise and CVT strategies

### A1. What was the total number of persons employed (def. 13)?

#### Total workforce on 31.12.2024

|       |  |
|-------|--|
| Men   |  |
| Women |  |
| Total |  |

#### Total workforce on 31.12.2025

|       |  |
|-------|--|
| Men   |  |
| Women |  |
| Total |  |

A2. In 2025, what was the total number of hours worked (def. 14) by all persons employed by the enterprise?

|       |  |
|-------|--|
| Hours |  |
|-------|--|

A3. In 2025, what were the total labour costs (direct and indirect, def. 15) of all persons employed by the enterprise?

|     |  |
|-----|--|
| EUR |  |
|-----|--|

A4. Is there a specific person or unit within the enterprise having the responsibility for the organisation of CVT?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

A5. Does your enterprise regularly assess the future needs of skills and competences in the enterprise?

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes, but not regularly (mainly linked to changes in personnel)    |
| <input type="checkbox"/> | Yes, it is part of the overall planning process in the enterprise |

A6. How does your enterprise usually react to future needs of skills and competences?

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | By continuing vocational training of current staff  |
| <input type="checkbox"/> | By recruitment of new staff with the suitable qualifications, skills and competences                          |
| <input type="checkbox"/> | By recruitment of new staff combined with specific training (of the recruited staff)                          |
| <input type="checkbox"/> | By internal reorganisation to better leverage the existing skills and competences (in line with future needs) |

**A7. In your enterprise, which skills/competences are generally considered as most important for the development of the enterprise in the next few years?**

Please tick up to 3 boxes or "Do not know".

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | General IT skills (PC and software use)     |
| <input type="checkbox"/> | Professional IT skills (programming)        |
| <input type="checkbox"/> | Management skills                           |
| <input type="checkbox"/> | Team working skills                         |
| <input type="checkbox"/> | Customer handling skills                    |
| <input type="checkbox"/> | Problem solving skills                      |
| <input type="checkbox"/> | Office administration skills                |
| <input type="checkbox"/> | Foreign language skills                     |
| <input type="checkbox"/> | Technical, practical or job-specific skills |
| <input type="checkbox"/> | Oral or written communication skills        |
| <input type="checkbox"/> | Numeracy and/or literacy skills             |
| <input type="checkbox"/> | Other skills not listed above               |
| <input type="checkbox"/> | Do not know                                 |

**A8. Does the planning of CVT in the enterprise usually lead to a written training plan or programme?**

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

**A9. Does your enterprise usually have an annual training budget which includes provision for CVT?**

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

**A10. In your enterprise, do written agreements between social partners concluded at national, regional or sectoral levels usually cover the provision of CVT? (def. 16)**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes   |
| <input type="checkbox"/> | There are no written are no written agreements between social partners that apply to our enterprise |
| <input type="checkbox"/> | Do not know   |

**A11. In your enterprise, are staff representatives/committees usually involved in the management process of CVT?**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | No   |
| <input type="checkbox"/> | Yes  |
| <input type="checkbox"/> | There are no staff representatives or committees in the enterprise |

**If yes, which aspects of the management process of continuing vocational training provision are they usually involved in?**

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Objective setting of training   |
| <input type="checkbox"/> | Establishing criteria for the selection of participants or specific target groups                       |
| <input type="checkbox"/> | Form/type of training (e.g. internal/external courses; other forms, such as guided-on-the-job training) |
| <input type="checkbox"/> | Content of training   |
| <input type="checkbox"/> | Budget for training   |
| <input type="checkbox"/> | Selection of external training providers  |
| <input type="checkbox"/> | Evaluation/assessment of training outcomes  |

## Section B - Characteristics of continuing vocational training

This section of the questionnaire addresses continuing vocational training (CVT, def. 2) activities for persons employed in the enterprise.

### B1. In 2025, did your enterprise provide CVT courses? (def. 4)

#### Internal courses (def. 6)

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

#### External courses (def. 7)

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

### B2. In 2025, did your enterprise provide any of the following other forms of CVT?

#### Guided-on-the-job training (def. 8)

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | No                               |
| <input type="checkbox"/> | Yes, less than 10% of employees  |
| <input type="checkbox"/> | Yes, from 10 to 49% of employees |
| <input type="checkbox"/> | Yes, 50% or more of employees    |

#### Planned training through job rotation, exchanges, secondments or study visits (def. 9)

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | No                               |
| <input type="checkbox"/> | Yes, less than 10% of employees  |
| <input type="checkbox"/> | Yes, from 10 to 49% of employees |
| <input type="checkbox"/> | Yes, 50% or more of employees    |

Planned training through conferences, workshops, trade fairs and lectures (def. 10)

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | No                               |
| <input type="checkbox"/> | Yes, less than 10% of employees  |
| <input type="checkbox"/> | Yes, from 10 to 49% of employees |
| <input type="checkbox"/> | Yes, 50% or more of employees    |

Planned training through participation in learning or quality circles (def. 11)

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | No                               |
| <input type="checkbox"/> | Yes, less than 10% of employees  |
| <input type="checkbox"/> | Yes, from 10 to 49% of employees |
| <input type="checkbox"/> | Yes, 50% or more of employees    |

Planned training by self-directed learning/e-learning (def. 12)

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | No                               |
| <input type="checkbox"/> | Yes, less than 10% of employees  |
| <input type="checkbox"/> | Yes, from 10 to 49% of employees |
| <input type="checkbox"/> | Yes, 50% or more of employees    |

**B3. Did the enterprise provide internal and/or external CVT courses to its persons employed in 2024?**

|                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | No                                    |
| <input type="checkbox"/> | Yes                                   |
| <input type="checkbox"/> | The enterprise did not exist in 2024. |

**B4. Did the enterprise provide other forms of CVT to its persons employed in 2024?**

|                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | No                                    |
| <input type="checkbox"/> | Yes                                   |
| <input type="checkbox"/> | The enterprise did not exist in 2024. |

**B5. Did the enterprise contribute to collective/mutual or other training funds (def. 17) in 2025?**

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

**If yes, what was the amount?**

|     |  |
|-----|--|
| EUR |  |
|-----|--|

**B6. Did the enterprise receive payments in 2025 from external funds (or public authorities) or any other financial subsidies (def. 18) for the provision of CVT courses?**

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

**If yes, what was the amount?**

|     |  |
|-----|--|
| EUR |  |
|-----|--|

**And from which measures does your enterprise generally benefit from for providing CVT?**

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Tax incentives (tax allowances, tax exemptions, tax credits, tax relief, tax deferrals)   |
| <input type="checkbox"/> | Receipts from training funds (national, regional, sectoral)   |
| <input type="checkbox"/> | EU subsidies (e.g. European Social Fund)  |
| <input type="checkbox"/> | Government subsidies  |
| <input type="checkbox"/> | Other sources (e.g. receipts from private foundations, receipts from external bodies/persons for the use of the enterprise's own training centre, receipts for training provision to external bodies/persons that are not part of the enterprise) |

**If your enterprise offered internal or external courses to employees in 2025 (at least one "Yes" answer to question B1), please continue with [Section C](#).**

**If your enterprise offered other forms of vocational training to employees in 2025 (at least one "Yes" answer to question B2), please continue with [Section D](#).**

**If your enterprise did not offer either courses or any other forms of continuing vocational training to employees in 2025 (all answers to questions B1 and B2 are "No"), please continue with [Section E](#).**

## Section C - Internal and external courses

This section is intended for enterprises that offered internal or external courses to employees in 2025 (at least one 'Yes' answer to question B1).

**C1. In 2025, how many persons employed by the enterprise participated in one or more CVT course(s) (either internal or external)? (def. 19)**

Each person should be counted only once, irrespective of the number of CVT courses the person has participated in.

|       |  |
|-------|--|
| Men   |  |
| Women |  |
| Total |  |

**C2. In 2025, what was the total paid working time (in hours) spent on all CVT courses broken down by internal or external CVT courses? (def. 20)**

|   |  |
|---|--|
| Paid working time (in hours) for internal courses |  |
| Paid working time (in hours) for external courses |  |
| Total   |  |

**C3. In 2025, which skills/competences targeted by internal and external CVT courses were the most important ones in terms of training hours?**

Please select up to three responses, i.e. those that account for the highest number of training hours.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | General IT skills (PC and software use)     |
| <input type="checkbox"/> | Professional IT skills (programming)        |
| <input type="checkbox"/> | Management skills                           |
| <input type="checkbox"/> | Team working skills                         |
| <input type="checkbox"/> | Customer handling skills                    |
| <input type="checkbox"/> | Problem solving skills                      |
| <input type="checkbox"/> | Office administration skills                |
| <input type="checkbox"/> | Foreign language skills                     |
| <input type="checkbox"/> | Technical, practical or job-specific skills |
| <input type="checkbox"/> | Oral or written communication skills        |
| <input type="checkbox"/> | Numeracy and/or literacy skills             |
| <input type="checkbox"/> | Other skills not listed above               |

## Has your enterprise also targeted skills related to artificial intelligence (AI) in its continuing vocational training?

Artificial intelligence refers to systems that use technologies such as text mining, computer vision, speech recognition, natural language generation, machine learning, deep learning to gather, use and/or produce data, for example to make predictions, recommendations, or decisions, with varying levels of autonomy. Artificial intelligence systems can be purely software based or embedded in devices.

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

### If yes, which of the following artificial intelligence technologies did the CVT target?

(Multiple choices possible)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Technologies performing analysis of written language (text mining)</b><br><i>E.g. automatically classifying customer emails (complaints, invoices, support); extracting key information from contracts or reports.</i>  |
| <input type="checkbox"/> | <b>Technologies converting spoken language into machine readable format (speech recognition)</b><br><i>E.g. converting customer service phone calls into searchable transcripts.</i>   |
| <input type="checkbox"/> | <b>Technologies generating written or spoken language or programming codes (natural language generation, speech synthesis)</b><br><i>E.g. automatically drafting emails, reports, or website texts; generating programming code snippets based on a description.</i>   |
| <input type="checkbox"/> | <b>Technologies generating pictures, videos, sound/audio</b><br><i>E.g. creating product images or marketing visuals using AI image generators; generating synthetic voices for a video tutorial.</i>  |
| <input type="checkbox"/> | <b>Technologies identifying objects or persons based on images or videos (image recognition, image processing)</b><br><i>E.g. using AI to detect defects on a production line via camera images; automatically recognizing license plates in a parking system.</i>   |
| <input type="checkbox"/> | <b>Machine learning (e.g. deep learning) for data analysis</b><br><i>E.g. predicting sales trends based on past data; detecting anomalies in financial transactions.</i>   |
| <input type="checkbox"/> | <b>Technologies automating different workflows or assisting in decision making (AI based software robotic process automation)</b><br><i>E.g. automatically extracting data from emails and entering it into an ERP system; AI suggesting the best response to customer inquiries.</i>  |
| <input type="checkbox"/> | <b>Technologies enabling physical movement of machines via autonomous decisions based on observation of surroundings (autonomous robots, self-driving vehicles, autonomous drones)</b><br><i>E.g. warehouse robot transporting goods while avoiding obstacles; drone inspecting buildings and adjusting its path autonomously.</i> |

What proportion of your staff received continuing training (courses or other types) in skills related to artificial intelligence (AI) in 2025?

|                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Less than 10% of employees  |
| <input type="checkbox"/> | From 10 to 49% of employees |
| <input type="checkbox"/> | 50% or more of employees    |

C4. Some CVT courses on occupational health and safety are mandatory (def. 21). What proportion of all CVT training hours (during paid working time) was spent on these mandatory health and safety courses in 2025?

|  |  |
|--|--|
|  | % of the total hours of all internal and external training |
|--|--|

C5. If your enterprise provided external CVT courses in 2025, which were the most important training providers (def. 22) the enterprise used for these courses?

Please select the three most important training providers from the list below, i.e. those that account for the highest number of training hours in external courses.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Schools, colleges, universities and other higher education institutions   |
| <input type="checkbox"/> | Public training institutions (financed or guided by the government, e.g. adult education centres)                   |
| <input type="checkbox"/> | Private training companies  |
| <input type="checkbox"/> | Private companies of which the main activity is not training (e.g. equipment suppliers, parent/associate companies) |
| <input type="checkbox"/> | Employers' associations, chambers of commerce, sector bodies  |
| <input type="checkbox"/> | Trade unions  |
| <input type="checkbox"/> | Other training providers  |

**C6. In 2025, what were the types and levels of costs incurred by the enterprise for the provision of CVT internal and external courses?**

|   | No such costs            | Costs in EUR (excl. VAT) |
|---|--------------------------|--------------------------|
| a) Fees and payments for training provider or trainers who delivered the training (def. 23) | <input type="checkbox"/> |                          |
| b) Travel and subsistence costs of the participants (def. 24)                               |                          |                          |
| c) Labour costs of internal trainers (def. 25)  |                          |                          |
| d) Costs for training premises, equipment and teaching materials for CVT courses (def. 26)  | <input type="checkbox"/> |                          |

**If you are unable to provide a cost breakdown for your enterprise, please enter the total cost below.**

|  |  |
|--|--|
| <b>Total costs of internal and external courses in EUR excl. TVA (a+b+c+d)</b> |  |
|--|--|

## Section D - Quality and outcomes

This section is intended for enterprises that provided vocational training (courses or other forms) to employees in 2025 (at least one 'Yes' answer to question B1 or B2).

D1. Does the enterprise usually assess the outcomes of CVT activities?

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | No, proof of participation is sufficient |
| <input type="checkbox"/> | Yes, for some activities                 |
| <input type="checkbox"/> | Yes, for all activities                  |

Which methods are used?

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Certification after written or practical test   |
| <input type="checkbox"/> | Satisfaction survey amongst participants  |
| <input type="checkbox"/> | Assessment of participants' behaviour or performance in relation to training objectives                         |
| <input type="checkbox"/> | Assessment/measurement of the impact of training on performance of relevant departments or the whole enterprise |
| <input type="checkbox"/> | Other assessment methods  |

## D2. Did any factors limit the provision of CVT in your enterprise in 2025?

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | No, there were no limiting factors (the level of the training provided was appropriate to the needs of the enterprise) |
| <input type="checkbox"/> | Yes, there were limiting factors   |

### If yes, which factors were these?

(Multiple choices possible)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences |
| <input type="checkbox"/> | Difficulties in assessing training needs in the enterprise   |
| <input type="checkbox"/> | Lack of suitable offers of CVT courses on the market   |
| <input type="checkbox"/> | High costs of CVT courses  |
| <input type="checkbox"/> | Higher focus on IVT (Initial vocational training) provision than on CVT  |
| <input type="checkbox"/> | Major efforts in CVT were already made in recent years   |
| <input type="checkbox"/> | High workload and limited time available for staff to participate in CVT   |
| <input type="checkbox"/> | Other reasons  |

## Section E - Reasons for the non-provision of CVT activities in 2025

This section is addressed to enterprises that did not provide any courses or other forms of continuing vocational training to their employees in 2025 (all responses to questions B1 and B2 are "no").

### E1. What were the main reasons not to provide CVT for persons employed in 2025?

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The existing qualifications, skills and competences of the persons employed were appropriate to the current needs of the enterprise |
| <input type="checkbox"/> | The preferred strategy of the enterprise was to recruit individuals with the required qualifications, skills and competences        |
| <input type="checkbox"/> | Difficulties in assessing training needs in the enterprise  |
| <input type="checkbox"/> | Lack of suitable offers of CVT courses on the market  |
| <input type="checkbox"/> | High costs of CVT courses   |
| <input type="checkbox"/> | Higher focus on IVT (Initial vocational training) provision than on CVT   |
| <input type="checkbox"/> | Major efforts in CVT were already made in recent years  |
| <input type="checkbox"/> | High workload and limited time available for staff to participate in CVT  |
| <input type="checkbox"/> | Other reasons   |

## Section F - Initial Vocational Training (IVT)

This section concerns all enterprises and addresses the initial professional training (def. 3) followed in your company during 2025.

Initial vocational training refers to (dual) training systems that alternate theoretical instruction with practical training in a company, aimed at obtaining an officially recognized secondary or post-secondary diploma or certificate (e.g., DAP, CCP, Master Craftsperson Certificate).

### F1. Does your enterprise usually employ IVT participants (apprentices)?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | No  |
| <input type="checkbox"/> | Yes |

### If yes, for which main reason(s) does your enterprise usually provide IVT?

(Multiple choices possible)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | To qualify future employees according to the needs of the enterprise                        |
| <input type="checkbox"/> | To choose the best apprentices for future employment after completion of apprenticeship     |
| <input type="checkbox"/> | To avoid possible mismatch with enterprise needs in case of external recruitment            |
| <input type="checkbox"/> | To make use of the productive capacities of apprentices already during their apprenticeship |
| <input type="checkbox"/> | Other reasons   |

## Comments

---

Would you like to add any details or explanations concerning the answers you provided in this questionnaire?

Thank you for taking the time to complete our survey.

The results of the survey will be published on our website <https://statistiques.public.lu/> in spring 2027.