

When answering the questions, please only consider employees who are normally based at your location. If you cannot give exact answers at any question, please give your best estimate.

A. Off-the-job training or development

This section of the questionnaire covers the costs of providing **off-the-job** training or development for employees. By off-the-job, we mean all training given away from the individual's immediate work position. It can be given at your premises or elsewhere.

If you have not provided any off-the-job training in the last 12 months, please go straight to section B, on-the-job training, on the next page.

Training courses

1. Over the past 12 months, **how many employees** participated in an education or training course, provided either externally or internally?
_____ employees

If none, please skip to Q15. Otherwise, please answer Q2 onwards

2. **How many days** on average did each of these people spend on an education or training course over the past 12 months?
_____ days
3. What is the **average basic annual salary** of an employee who has been on any of these courses over the past 12 months? [for any part time staff please convert their salaries to full time equivalence when calculating this average]
£ _____
4. What was the cost of **fees to external providers** of training courses for your employees over the past 12 months? Please include the cost of fees to any external providers who ran courses on your premises.
£ _____

Training centres

5. Do you have a **training centre** at your location?
 Yes ☞ please answer Q6
 No ☞ please skip to Q7

If you have a training centre

6. How much did your training centre cost to run over the past 12 months? Please split the cost into:
a) **Total basic annual salaries** of any full time or part time training centre staff
£ _____
b) **Other costs**, including all equipment and materials used and the cost of rent paid for the space the training centre occupies.
£ _____

All providing off-the-job training please answer

7. How much did you spend on using **off-site** training centres located elsewhere within your company over the past 12 months?
£ _____
 Did not use off-site training centre

Training equipment and staff who train

All providing off-the-job training please answer

8. How many people do you have at your establishment who are directly involved in **providing, administering or making policy decisions about training?** (Please exclude any staff directly associated with your training centre, if you have one)
_____ employees

If none, please skip to Q11. Otherwise, please answer Q9

9. On average, what percentage of their time do these staff spend on training matters?
_____ %
10. And what is the **average basic annual salary** of these staff?
£ _____

All providing off-the-job training please answer

11. Apart from any training centre costs, what was the cost of any **equipment and materials** used for training employees over the past 12 months?
£ _____

Continued...

If you have any problems completing any of the questions, please call Stefan Schäfer or Zehra Koroglu at IFF Research on 020 7250 3035

The core client agency for the National Employer Skills Survey is the Learning and Skills Council (LSC). Further information about the LSC is available at www.lsc.gov.uk. The partner agencies are: the Department for Education and Skills, Regional Development Agencies, the Sector Skills Development Agency and Sector Skills Councils

12. How much was spent on **travel & subsistence** payments and travelling time payments made to participants and trainers who spent time on courses over the past 12 months?
£ _____

Training organisations

13. What, if anything, have you paid in levy payments over the past 12 months to training organisations such as Sector Skills Councils (SSCs), Industry Training Boards, or National or Industry Training Organisations (NTOs / ITOs)?
£ _____

14. What was the value of any grants or subsidies that you received over the past 12 months from training organisations such as Sector Skills Councils / Industry Training Boards, NTOs or ITOs, Learning and Skills Council or other government-related sources (including ESF) to support the cost of training?
£ _____

Other off-the-job training

*Not all off-the-job training is course-based. The following few questions relate to off-the-job training that you may have provided that did **not** involve employees going on courses.*

15. How many employees participated in **seminars, workshops, or open or distance learning** where the main purpose was training, over the past 12 months?
_____ employees

16. **How many days** on average did each of these spend away from their usual work position whilst engaged in any of these activities?
_____ days

17. What is the **average basic annual salary** of an employee who has taken part in any of these activities over the last 12 months? *[for any part time staff please convert their salaries to full time equivalence when calculating this average]*
£ _____

18. And what was the total cost of **fees to external providers** of providing this type of off-the-job training over the past 12 months?
£ _____

B. On-the-job and informal training & development

*This section covers **on-the-job and informal training and development**. By this we mean activities that would be recognised as training by staff (not the sort of learning by experience that could take place all the time), where this activity takes place at the desk or place where the person receiving the training usually works.*

*Please focus on **a typical month**, preferably the last calendar month, but if not a recent more typical month of your choice.*

19. How many employees do you estimate receive on-the-job / informal training and development during a typical month?
_____ employees

If you do not give any such training, you do not need to answer the rest of the questionnaire.

20. Roughly how many working hours on average do you think **each of these** employees spends on on-the-job training and development during a typical month? Please think of the actual time spent in instruction or practical experience, excluding any periods of normal work.
_____ working hours

21. What is the average basic annual salary of your employees who **receive** on-the-job training and development in a typical month? *[for any part time staff please convert their salaries to full time equivalence when calculating this average]*
£ _____

22. How many employees do you estimate will **give** on-the-job training and development during a typical month? _____ employees

23. Roughly how many working hours on average do you think **each of these** people spend giving on-the-job training and development during a typical month?
_____ working hours

24. What is the average basic annual salary of your employees who **give** on-the-job training and development in a typical month? *[for any part time staff please convert their salaries to full time equivalence when calculating this average]*
£ _____

Many thanks for taking the time to help with this research. Please do not fax or email your responses to us – we will be calling you in the next few days to collect your answers.

If you have completed your questionnaire and would like to arrange an appointment with our interviewers, please call free-phone 0808 108 0311 quoting the reference number in the covering letter