

## CONTINUING VOCATIONAL TRAINING SURVEY (CVTS) - 2015

### NATIONAL REFERENCE METADATA IN ESS STANDARD FOR QUALITY REPORTS STRUCTURE (ESQRS)

#### **CONCEPT 1 – CONTACT**

##### **Sub-concept 1.1 – Contact Organisation**

National Statistics Office (NSO)

##### **Sub-concept 1.2 – Contact Organisation Unit**

Tourism, Education and Information Society Statistics Unit

##### **Sub-concept 1.5 – Contact mail address**

National Statistics Office (NSO),  
Lascaris, Valletta,  
VLT 2000, Malta.

#### **CONCEPT 2 – STATISTICAL PRESENTATION**

##### **Sub-concept 2.1 – Data description**

The Continuing Vocational Training Survey (CVTS) collects information on enterprises' investment in the continuing vocational training of their staff. Continuing vocational training (CVT) refers to education or training measures or activities which are financed in total or at least partly by the enterprise (directly or indirectly). Part financing could include the use of worktime for the training activity as well as financing of training equipment.

Information available from the CVTS is grouped around the following topics:

- Training/non-training enterprises;
- Participation in continuing vocational training;
- Planning and assessment of continuing vocational training;
- Costs of continuing vocational training courses;
- Time spent on continuing vocational training courses.

For further information see the CVTS 5 legislation (<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1415879108236&uri=CELEX:32005R1552>) and the CVTS 5 implementation manual (<http://ec.europa.eu/eurostat/web/education-and-training/methodology>).

##### **Sub-concept 2.2 – Classification System**

The main groupings for enterprises are by economic activity (NACE), size group and training/non-training enterprises.

##### **Sub-concept 2.3 - Coverage – Sector**

All economic activities listed as per guidelines were followed, with no deviations.

#### **Sub-concept 2.4 - Statistical concepts and definitions**

Definitions as well as the list of variables covered are available in the CVTS 5 implementation manual (<http://ec.europa.eu/eurostat/web/education-and-training/methodology>).

#### **Sub-concept 2.5 - Statistical unit**

There were no deviations from the definition of statistical unit as per guidelines.

#### **Sub-concept 2.6 - Statistical population**

The target population applied followed the Eurostat guidelines, with no deviations.

#### **Sub-concept 2.7 - Reference area**

No geographical deviations from Eurostat guidelines.

#### **Sub-concept 2.8 – Coverage – Time**

Data are available for all CVTS cycles since its first implementation in 1999.

#### **Sub-concept 2.9 – Base Period**

Period refers to one calendar year according to the reference year of the specific CVTS cycle.

### **CONCEPT 3 – STATISTICAL PROCESSING**

#### **Sub-concept 3.1 – Source data**

An internally updated Business Register was used for the initial sampling.

#### **Sub-concept 3.2 – Frequency of Data Collection**

Every 5 years.

#### **Sub-concept 3.3 – Data Collection**

Refer to concept 1.7 of the [Continuing Vocational Training Survey 2015 publication](#).

#### **Sub-concept 3.4 - Data Validation**

All questionnaires were checked, validated and audited by technical staff.

### **Sub-concept 3.5 - Data Compilation**

From the data entry programme, an extract of data was made and basic data analysis following the rules established in the manuals was made. Any queries with the data was made at this step, while additional imputations were tagged for later analysis.

### **Sub-concept 3.6 – Adjustment**

Imputations based on similar information from other sources (e.g. Business Register, Job-Vacancy Survey and Labour Cost Surveys) were compared to the corresponding data, where imputation was made based on this information.

## **CONCEPT 4 – QUALITY MANAGEMENT**

### **Sub-concept 4.1 – Quality Assurance**

Audits and data validation were conducted by trained technical staff, with certain clarifications made directly with the enterprise.

### **Sub-concept 4.2 – Quality Management - Assessment**

For quality criteria, reference was made to the CVTS manual provided by Eurostat. All statistical procedures carried out for this survey fall strictly within the regulation and Eurostat's recommendations. This way, harmonisation of high-quality results was ensured. In addition, prior to data transmission, the data was validated making use of Eurostat's purposely designed software.

## **CONCEPT 5 – RELEVANCE**

### **Sub-concept 5.1. Relevance - User Needs**

The list of national users includes: Institutions, Ministries, Governmental Departments, Media, Enterprises, Researchers and Students.

### **Sub-concept 5.2. Relevance - User Satisfaction**

The latest User Satisfaction survey was conducted in 2014, whereby the Unit responsible for CVTS data was deemed to fulfil users' expectations with respect to timeliness, usefulness and quality.

### **Sub-concept 5.3 - Completeness**

All statistics stipulated by the regulation have been collected in this survey. Therefore, NSO ensures that all European and National users' needs are met.

#### **Sub-concept 5.3.1. Data completeness – Rate**

100%.

## **CONCEPT 6 – ACCURACY AND RELIABILITY**

### **Sub-concept 6.1 - Accuracy - Overall**

The measures taken to increase results' accuracy include:

- Pilot testing of questionnaire;
- Briefing of interviewers;
- Avoidance of proxy interviewers;
- Use of software for data entry to minimise data entry errors.

### **Sub-concept 6.2 - Sampling error**

Sampling errors were estimated per NACE strata and enterprise size (following sampling methodology).

#### **Sub-concept 6.2.1. Sampling error – Indicators**

Refer to concept 1.11 of the [Continuing Vocational Training Survey 2015 publication](#).

### **Sub-concept 6.3 - Non-sampling error**

Every effort is made to reduce the below mentioned non-sampling errors, however a small element of these errors is inevitable:

- Interviewer bias;
- Recall bias;
- Data entry errors;
- Response error.

#### **Sub-concept 6.3.1 - Coverage error**

The NSO makes regular updates to its Business Register, which in turn is used as the sampling frame for this survey. A time lag however still exists from the date of the last update up to the date when sampling is conducted.

##### **Sub-concept 6.3.1.1 - Coverage error - Rate**

N/A.

##### **Sub-concept 6.3.1.2. Common Units – Proportion**

N/A.

#### **Sub-concept 6.3.2 - Measurement Error**

Every survey has a potential source of measurement errors when recoding data into numerical values. Such errors are kept to a minimum by means of careful questionnaire design and thorough interviewers' training.

**Sub-concept 6.3.3 - Non-response Error**

No high-level of item non-response which exceeds the 10% mark was seen, especially in core and key variables.

Certain sensitive questions relating to expenditure and costs were re-validated in order to minimise the risk of under-reporting.

**Sub-concept 6.3.3.1 - Unit non-response – Rate**

N/A.

**Sub-concept 6.3.3.2 - Item non-response - Rate**

N/A.

**Sub-concept 6.3.4 - Processing error**

Processing errors from data entry were checked via audits of entered data against original questionnaires. While analysing, tools and imputation methods used were chosen such that past information (whenever available, even from other sources) was kept relevant and did not create any biases. Additional coherence checks with other statistical sources were also made.

**Sub-concept 6.3.4.1 - Imputation – Rate**

Refer to concept 1.9 of the [Continuing Vocational Training Survey 2015 publication](#).

**Sub-concept 6.3.5 - Model assumption error**

N/A.

**Sub-concept 6.4 - Seasonal adjustment**

N/A.

**Sub-concept 6.5 - Data revision – Policy**

N/A.

**Sub-concept 6.6 - Data revision – Practice**

N/A.

**Sub-concept 6.6.1. Data revision - Average size**

N/A.

## **CONCEPT 7 – TIMELINESS AND PUNCTUALITY**

### **Sub-concept 7.1 – Timeliness**

Reference year of the survey refers to the calendar year of 2015.

#### **Sub-concept 7.1.1. Time lag - First Result**

Date of publication is not yet available.

#### **Sub-concept 7.1.2 - Time lag - Final Result**

Date of publication is not yet available.

### **Sub-concept 7.2. Punctuality**

N/A.

#### **Sub-concept 7.2.1. Punctuality - Delivery and Publication**

N/A.

## **CONCEPT 8 – COHERENCE AND COMPARABILITY**

### **Sub-concept 8.1 - Comparability - Geographical**

The CVTS manual was adhered to for the whole procedure, which also enables geographical comparability among EU member states and other countries.

#### **Sub-concept 8.1.1. Asymmetry for mirror flow statistics – Coefficient**

N/A.

### **Sub-concept 8.2. Comparability - Over Time**

Main CVTS 2015 results are comparable to previous CVTS cycles.

#### **Sub-concept 8.2.1 - Length of comparable time series**

The CVTS has been conducted for every 5 years since 1999.

### **Sub-concept 8.3. Coherence - Cross domain**

Comparison of CVTS data with other domains were conducted, however differences between the sources' definitions were kept in mind at all times.

#### **Sub-concept 8.4. Coherence – Sub-annual and annual statistics**

N/A.

#### **Sub-concept 8.5. Coherence - National Accounts**

N/A.

#### **Sub-concept 8.6. Coherence - Internal**

N/A.

### **CONCEPT 9 – ACCESSIBILITY AND CLARITY**

#### **Sub-concept 9.1. Dissemination format - News release**

A news release is usually published with the new CVTS results. However, a scheduled date has not yet been given.

#### **Sub-concept 9.2. Dissemination format - Publications**

Usually, a news release is published with main CVTS results. Hence a publication is not necessary.

#### **Sub-concept 9.3. Dissemination format - Online Database**

Other than the Eurostat's database, no other online database is currently available for publication.

#### **Sub-concept 9.3.1. Data tables – Consultations**

N/A.

#### **Sub-concept 9.4. Dissemination format - Microdata access**

Anonymised micro-data is transmitted to Eurostat in order to enable the compilation of customised reports by Eurostat for international users.

#### **Sub-concept 9.5. Dissemination format – Other**

N/A.

#### **Sub-concept 9.6. Documentation on methodology**

All Eurostat manuals, additional documentation and recommendations were used in order to ensure comparability at EU level.

### **Sub-concept 9.7. Quality management – Documentation**

All methods used for data analysis were as recommended by Eurostat manuals, with this information being published along with the News Release.

### **Sub-concept 9.7.1. Metadata completeness – Rate**

N/A.

### **Sub-concept 9.7.2. Metadata – Consultations**

N/A.

## **CONCEPT 10 – COST AND BURDEN**

One full time statistician and one full time clerk were involved in the data collection of CVTS data. One other full-time statistician carried out the analysis of results. Other major costs associated with this survey mainly included payments to interviewers.

Burden on respondents was kept as low as possible in an effort to ensure that correct and reliable data was collected.

## **CONCEPT 11 - CONFIDENTIALITY**

### **Sub-concept 11.1 – Confidentiality - Policy**

Confidentiality is one of the major principles guiding the activities of the NSO. Article 40 of the MSA Act stipulates the restrictions on the use of information and in Article 41, the prohibition of disclosure of information. Furthermore, Section IX of the same Act lays down the measures to be taken in cases of unlawful exercise of any officer of statistics regarding confidentiality. In addition, the NSO has always operated un the strict Data Protection Act of 2000, which seeks to protect individuals against the violations of their privacy by processing personal data.

### **Sub-concept 11.2 - Confidentiality - Data Treatment**

Data on provision of CVT courses is only published at the discretion of the Office. If disseminated, the NSO guarantees confidentiality of data by publishing only aggregated and un-identifiable data. Furthermore, in order to avoid publication of figures which are statistically unreliable, NSO applies the (:) flag for estimates with less than 20 unweighted counts and (u) for estimates having between 20-50 responding counts.

## **CONCEPT 12 – COMMENT**

No further comments.