

Single Integrated Metadata Structure (SIMS)

Country: Greece

Compiling agency: ELSTAT

Domain name: CONTINUING VOCATIONAL TRAINING SURVEY
(CVTS)

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2. Introduction

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2.1 Introduction.

The Continuing Vocational Training survey, abbreviated as CVTS, is a sample survey with a five year periodicity. The main purpose of the survey is to collect information on the level of continuing training of employed persons (employees) of an enterprise. The practices of the enterprises on continuing training are surveyed and more specifically, information is collected on the cost of continuing training, the envisaged skills and abilities, the type of continuing training mostly preferred by the enterprises and the outcome of this training. By investigating all the above factors, this survey provides the tools for assessing business competitiveness and employment. The latest survey had as reference year the year 2010 and covered sections B-S of economic activity.

3. Metadata update

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3.1 Metadata last certified	February 2015
3.2 Metadata last posted	February 2015
3.3 Metadata last update	February 2015

4. Statistical presentation

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4.1 Data description

The Continuing Vocational Training Survey (CVTS) is part of the EU Market Labour Statistics and monitors over time the training of the employees of enterprises, which takes place either during the normal working hours or not.

The CVTS1 has been the first European Union-wide survey on continuing vocational training carried out in a coordinated form (outline questionnaire, common definitions, and common recommendations with respect to the fieldwork and practical training).

The survey ~~is~~ was a pilot survey and it is not published any more in cause of lack of comparability with the next flows.

The data for the CVTS2, CVTS3 and CVTS4 were collected with reference years 1999, 2005 and 2010 respectively, in order to provide harmonized, reliable and relevant statistical information on continuing vocational training in enterprises.

The CVTS2, CVTS3 and CVTS4 provide statistical data on the frequency of training in enterprises, the participation of the employed persons and the intensity of training programmes, the cost, as well as the training strategies of the enterprises, including for the Initial Vocational Training (e.g., apprentice)

The results of the CVTS are compiled at one-digit level of Nace Rev.2 codes.

4.2 Classification system

Economic activity

All sections B-S of economic activities of Nace Rev.2 are covered excluding the Activities of Households and Of Extraterritorial Organisations of Agencies. More specifically:

- For the years 1999 and 2005 the data were compiled in accordance with Nace Rev.1.1
- In 2010 the survey was conducted in accordance with Nace Rev.2, yet the data were also codified in accordance with Nace Rev.1.1, in order to ensure comparability with the previous surveys (1999

and 2005).

Geographical coverage

Greece, total.

4.3 Sector coverage

The CVTS covers the enterprises that employ more than 10 employees and belong to the sections B-S of Nace Rev.2.

More precisely, for the years 1999 and 2005 the data were compiled in accordance with Nace Rev.1.1 and covered sections C-K. The data were compiled at one-digit level of codes of economic activity.

For the year 2010 the data were compiled in accordance with Nace Rev.2 and covered sections B-S. The data were compiled at one-digit level of codes of economic activity.

Especially for the year 2010, the data have been compiled, too, in accordance with Nace Rev. 1.1.as to ensure comparability with the previous surveys of 1999 and 2005.

4.4 Statistical concepts and definitions

Concepts and definitions of the basic variables for the CVTS are defined in Regulation (EC) No 1552/2005, Regulation (EC) No 198/2006 and Regulation (EC) No 822/2010 of the European Parliament and of the Council.

Total number of persons employed in the enterprise

Employed persons in the enterprise are all the full and part time employees.

More specifically are included:

- Employed entrepreneurs
- Partners employed regularly in the enterprise
- Unpaid family members
- Seconded employees paid by the enterprise
- Seasonal or part-time employees
- Employees who are absent for a limited time period (e.g., paid leave, illness)
- Employees who are on strike (but for a limited time period)

Exclusion:

The workers employed in the enterprise but paid from other enterprises (seconded), as well as those on leave without wages are excluded.

Employees are all the employed persons who work and receive remuneration in the form of wages or salaries and have a direct employment contract with the enterprise and are remunerated on the basis of the number of hours worked (full-time or part-time) and the duration of the contract (fixed or indefinite). The following are not included: management personnel whose remuneration wholly takes the form of a share in profits, unpaid family workers, sales representatives who are not included in the payroll, that is they are self-employed.

Total labour cost of persons employed in the enterprise:

The total labour cost of persons employed in the enterprise (excluding any apprentices or persons with training contracts) shall mean the sum of the direct and indirect labour cost.

Direct labour cost includes:

- Basic wages and salaries
- Other bonuses
- Payment for days of work not worked
- Payments in kind

Indirect labour cost includes:

- Statutory employer's social security contributions as well as family allowances
- Non-statutory employer's social security contributions
- Other social expenditure
- Cost for vocational training (gross)
- Taxes related to employment, excluding any subsidies

Continuing Vocational Training

Continuing Vocational Training in the total of training measures or activities which are financed at least partly by the enterprise and are addressed to the employees holding a work contract. The training must be scheduled and organized in advance. Random learning and initial vocational training- which is addressed to apprentices or may take place any time during the work of the employee are excluded.

Tailor-made planned training in the active workplace during the working hours

Includes all the training activities that take place in the active workplace, but have been planned in advance (e.g., distant training courses, e- training courses, etc)

Planned training through job-rotation, exchanges, secondments or study visits

It includes vocational training that takes place through job-rotation within the enterprise, exchanges or secondments of employees from other enterprise. This form of training is considered as other forms of CVT 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 programme that has the orientation of development should be excluded.

Learning through planned meetings of employees aimed exclusively at opinion exchanging for improving the quality of work

This type of training refers to the participation in learning circles or in quality circles.

- Learning circles are groups of persons employed who assemble on a regular basis with the primary aim of learning more about the requirements of the organisation chart and the several work procedures.
- Quality circles are working groups that assemble with the objective of solving problems that link to the production procedure or the working environment. These are counted as educational procedures only if the primary aim is the acquisition of knowledge.

Self-directed learning

Self directed learning occurs when an individual engages in a planned learning initiative. 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 computer based methods (including internet, e-learning) or by attending in a learning resources centre. It has to be part of a planned initiative (e.g., simply surfing the internet should not be considered as self-directed training).

Total number of participants in CVT courses

As participant is considered the person who has taken part in one or more CVT courses during the reference year. Each person should be counted only once, irrespectively of the number of CVT courses (he or she) that has participated in. For example, if a person employed has attended two externally managed courses and one internally managed course, he or she should be counted as one participant.

CVT courses providers

As organizer of CVT courses is considered the person or organisation that delivers the training.

Precisely, as CVT organizer can be:

- Schools, colleges, universities and other higher education institutions
- Public training institutions (financed or guided by the government; e.g. adult education centres)
- Private training companies
- Private companies whose main activity is training
- Employer's associations, chambers of commerce, sector bodies
- Trade unions
- Other training Institutions.

4.5 Statistical unit

The statistical unit is the enterprise.

4.6 Statistical population

The population of reference is the total of the enterprises employing at least ten (10) employees and belong to sections B-S, Nace Rev.2.

4.7 Reference area

Greece, total.

4.8 Time coverage

The data are available for the year 2005 according to Nace Rev.1 and for the year 2010 according to Nace Rev.1.1 and according to Nace Rev.2.

4.9 Base period

Not applicable.

5. Unit of measure

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Number of enterprises, number of trainees, euro,(e) hours,(h).

6. Reference period

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The reference period for each CVTS is respectively as below presented:

- CVTS4 year 2010,
- CVTS3 year 2005,
- CVTS2 year 2009.

7. Institutional mandate

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7.1 Legal acts and other agreements

The Hellenic Statistical Authority (ELSTAT) is an independent authority which is responsible for the production and dissemination of the official statistics of Greece.

The legal framework concerning the organization and operation of ELSTAT is as follows:

- Law 3832/2010 (Government Gazette No 38, Issue A): "*Hellenic Statistical System Establishment of the Hellenic Statistical Authority (ELSTAT) as an Independent Authority*", as amended by article 90 paragraphs 8 and 9 of the Law 3842/2010 (Government Gazette No 58, Issue A): "*Restoration of fiscal justice, confrontation of tax evasion and other provisions*", by article 10 of the Law 3899/2010 (Government Gazette No 212, Issue A): "*Urgent measures for the implementation of the assistance program of the Greek Economy*", by article 45 of the Law 3943/2011 (Government Gazette No 66, Issue A): "*Combating tax evasion, staffing of auditing services and other provisions falling within the competence of the Ministry of Finance*", by article 22 paragraph 1 of the Law 3965/2011 (Government Gazette No 113, Issue A): "*Operations Reform of the Consignment and Loan Fund, Public Debt Management Agency, Public Enterprises and Government bodies, the establishment of the General Secretary of Public Property and other provisions*", by article first of the Law 4047/2012 (Government Gazette No 31, Issue A): "*Ratification of the Act of Legislative Content "Very urgent measures for the implementation of the Medium-term Fiscal Strategy 2012-2015 and of the State Budget for 2011" and of the Act of Legislative Content "Regulation of very urgent issues for the implementation of law 4024/2011 "Pension provisions, uniform pay scale - grading system, labour reserve and other provisions for the implementation of the Medium-term Fiscal Strategy Framework 2012-2015" and of issues falling within the competence of the Ministries of Administrative Reform and E-Governance, Interior, Finance, Environment, Energy and Climate Change, and of Education, Lifelong Learning and Religious Affairs and related to the implementation of the Medium-term Fiscal Strategy Framework 2012-2015" and other provisions*", by article 323 of the Law 4072/2012 (Government Gazette No 86, Issue A): "*Improvement of the business environment New corporate form - Trade Marks - Realtors - Regulating maritime, port and fishing matters and other provisions*" and by article 7 paragraph 1 of the Act of Legislative Content dated 18/11/2012 (Government Gazette No 228, Issue A): "*Financial rules and other provisions*", by Article 93 of the Law 4182/2013 (Government Gazette No 185, Issue A): "*Code of charitable estate, inheritances in abeyance and other provisions*", by Article 6 paragraph 8 of the Law 4244/2014 (Government Gazette 60, Issue A): "*Integration in Greek law of the Council Directive 2013/1/EU of 20 December 2012 amending Directive 93/109/EC as regards certain detailed arrangements for the exercise of the right to vote and stand as a candidate in elections to the European Parliament for citizens of the Union residing in a Member State of which they are not nationals and amendment of law 2196/1994 (A' 41) and other provisions*", by Article first subparagraph C.3 of the Law 4254/2014 (Government Gazette No 85, Issue A): "*Measures for the support and development of the Greek economy, in the context of*"

the implementation of Law 4046/2012, and other provisions of law” and by Article 33, paragraphs 5a and 5b of the Law 4258/2014 (Government Gazette No 94, Issue A): “Demarcation process and arrangements of matters for streams - arrangements of Urban Planning legislation and other provisions”.

- Regulation on the Operation and Administration of the Hellenic Statistical Authority (ELSTAT), 2012, (Government Gazette No 2390, Issue B, 28-8-2012)
- Regulation (EC) No 223/2009 of the European Parliament and of the Council, on the European statistics (Official Journal of the European Union L 87/164).
- Article 14 of the Law 3470/2006 (Government Gazette No 132, Issue A): *“National Export Council, tax regulations and other provisions”.*
- Article 3, paragraph 1c, of the Law 3448/2006 (Government Gazette No 57, Issue A): *“For the further use of information coming from the public sector and the settlement of matters falling within the responsibility of the Ministry of Interior, Public Administration and Decentralization”.*
- European Statistics Code of Practice adopted by the Statistical Programme Committee on 24 February 2005 and promulgated in the Commission Recommendation of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical Authorities, after its revision, which was adopted on 28 September 2011 by the European Statistical System Committee.
- Presidential Decree 226/2000 (Government Gazette No 195, Issue A): *“Organization of the General Secretariat of the National Statistical Service of Greece”.*
- Articles 4, 12, 13, 14, 15 and 16 of the Law 2392/1996 (Government Gazette No 60, Issue A): *“Access of the General Secretariat of the National Statistical Service of Greece to administrative sources and administrative files, Statistical Confidentiality Committee, settlement of matters concerning the conduct of censuses and statistical works, as well as of matters of the General Secretariat of the National Statistical Service of Greece”.*

The CVTS4 was conducted pursuant to Council Regulation (EU) No 822/2010, amending Regulation (EC) No 198/2006, implementing Regulation (EC) No 1552/2005 of the European Parliament and of the Council on statistics on vocational training in enterprises, as regards the collected data, data collection, accuracy and quality requirements.

The CVTS3 was conducted pursuant to Council Regulation (EC) No 198/2006 implementing Regulation (EC) No 1552/2005 of the European Parliament and of the Council on statistics on vocational training in enterprises.

The data of the CVTS2 were collected on the basis of a gentlemen’s agreement using a common questionnaire.

7.2 Data sharing

Apart from the obligation to transmit the data to Eurostat, there is no other international agreement on data exchange.

8. Confidentiality

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8.1 Confidentiality policy

The issues concerning the observance of statistical confidentiality by the Hellenic Statistical Authority (ELSTAT) are arranged by articles 7, 8 and 9 of the Law 3832/2010 as in force, by Articles 8, 10 and 11(2) of the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System and by Articles 10 and 15 of the Regulation on the Operation and Administration of ELSTAT.

More precisely, ELSTAT disseminates the statistics in compliance with the statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

8.2 Confidentiality – data treatment

ELSTAT protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. ELSTAT takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by ELSTAT if and only if:

- a) these data have been treated, as it is specifically set out in the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System (ELSS), in such a way that their dissemination does not prejudice statistical confidentiality or
- b) the statistical unit has given its consent, without any reservations, for the disclosure of data.

The confidential data that are transmitted by ELSS agencies to ELSTAT are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task and appointed by an act of the President of ELSTAT.

ELSTAT may grant researchers conducting statistical analyses for scientific purposes access to data that enable the indirect identification of the statistical units concerned. The access is granted provided the following conditions are satisfied:

- a) an appropriate request together with a detailed research proposal in conformity with current scientific standards have been submitted;
- b) the research proposal indicates in sufficient detail the set of data to be accessed, the methods of analyzing them, and the time needed for the research;
- c) a contract specifying the conditions for access, the obligations of the researchers, the measures for respecting the confidentiality of statistical data and the sanctions in case of breach of these obligations has been signed by the individual researcher, by his/her institution, or by the organization commissioning the research, as the case may be, and by ELSTAT.

Issues referring to the observance of statistical confidentiality are examined by the Statistical Confidentiality Committee (SCC) operating in ELSTAT. The responsibilities of this Committee are to make recommendations to the President of ELSTAT on:

- the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible;
- the anonymization criteria for the microdata provided to users;
- the granting to researchers access to confidential data for scientific purposes.

The staff of ELSTAT, under any employment status, as well as the temporary survey workers who are employed for the collection of statistical data in statistical surveys conducted by ELSTAT, who acquire access by any means to confidential data, are bound by the principle of confidentiality and must use these data exclusively for the statistical purposes of ELSTAT. After the termination of their term of office, they are not allowed to use these data for any purpose.

Violation of data confidentiality and/or statistical confidentiality by any civil servant or employee of ELSTAT constitutes the disciplinary offence of violation of duty and may be punished with the penalty of final dismissal.

ELSTAT, by its decision, may impose a penalty amounting from ten thousand (10,000) up to two hundred thousand (200,000) euros to anyone who violates the confidentiality of data and/or statistical confidentiality. The penalty is always imposed after the hearing of the defense of the person liable for the breach, depending on the gravity and the repercussions of the violation. Any relapse constitutes an aggravating factor for the assessment of the administrative sanction.

More specifically, as regards the dissemination of LCI data, the rules for ensuring non-authorized notification are implemented at the following levels:

- Greece, total.
- One-digit code of Nace Rev.2

9. Release policy

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9.1 Release calendar

Within September of the current year, ELSTAT publishes a Press Releases Calendar which lists the exact dates for the release (press releases) of all the statistics planned for the following year.

http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/calendar_en_2015.pdf

9.2 Release calendar access

The press releases calendar is disseminated to the press and it is available for free to every interested party. The release calendar is also posted on the website of ELSTAT (www.statistics.gr) at the link: "Announcements Calendar",

http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/calendar_en_2015.pdf

9.3 User access

The results of the survey on continuing vocational training are not announced through a Press Release.

10. Frequency of dissemination

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There is a five year periodicity in the dissemination of the CVTS results.

11. Dissemination format

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11.1 News release

There is no relevant press release.

11.2 Publications

There are no publications.

11.3 On-line database

There is no on-line database concerning the survey on continuing vocational training.

11.4 Micro-data access

Microdata, if not confidential, are available to users after their submitting a request to the:

Division of Statistical Information and Publications

46, Peiraios and Eponiton Str.,

18510 Piraeus

Tel: +30 213 135 2022

Fax: +30 213 135 2819/2298

e-mail: data.dissem@statistics.gr,

11.5 Other

Tabulated data of the survey on Continuing Vocational Training from 2005 onwards are made available through the digital library of ELSTAT, at the following link:

http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0101

12. Accessibility of documentation

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12.1 Documentation on methodology

The methodology concerning the survey on Continuous Vocational Training is laid down in Regulation (EC) No 1552/2005 of the European Parliament and of the Council.

A short methodological note is available at the following link:

http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0101&r_param=SJO43&y_param=MT&mytabs=0

12.2 Quality documentation

Quality is ensured by ELSTAT by means of logical checks and specialized checks by Eurostat.

The quality report for 2005 is available, only in English on the portal of ELSTAT at:

http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0101&r_param=SJO43&y_param=MT&mytabs=0

The present user-oriented quality report on Continuous Vocational Training Survey is available on the portal of ELSTAT at the link:

http://www.statistics.gr/portal/page/portal/ESYE/PAGE-themes?p_param=A0101&r_param=SJO43&y_param=MT&mytabs=0

13. Quality management

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13.1 Quality assurance

Correctness and completeness checks, as well as quality checks are carried out during the whole process of the compilation of the data of the survey on Continuous Vocational Training: from the data collection stage to the final compilation of the results.

First of all, well-trained and experienced staff is engaged in all the stages of the compilation of the data, namely for data collection- including communication with the enterprise- initial checks, data entry, checks for outliers and final checks concerning the longitudinal characteristics of every enterprise.

Data are validated either before or after data entry by means of logical checks. During data processing the data are checked in order to identify and correct any errors. When an error is identified, the data are further investigated, in cooperation with the enterprises in order to confirm that it is an error or it is just an unusual value. At the same time, data are checked for completeness, accuracy and consistency of the correlating variables.

The Hellenic Statistical Authority (ELSTAT) aims to ensure and further improve the quality of statistics produced and maintain the confidence of users in them. This is achieved through the Quality Policy and Quality Guidelines of ELSTAT, which are posted on the website of ELSTAT and are available at the following links:

http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/ELSTAT_Quality_Policy.pdf

http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/ELSTAT_quality_guidelines.pdf

13.2 Quality assessment

The results of the survey on continuing vocational training are reliable and are transmitted to Eurostat where they are assessed and validated.

14. Relevance

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14.1 User needs

The main users of the survey on continuous vocational training are international organizations (Eurostat, OECD, European Central Bank, International Monetary Fund), as well as many national authorities, services and institutions Ministries, banks, universities, research institutes, etc.). Furthermore, among the users are the press, researchers and the general public. Moreover, the enterprises that have the obligation to fill in the questionnaire are at the same time users of these data. They request relevant data in order to draw their policy on the training of their employees, to reduce labour cost, to explore and increase their competitiveness.

14.2 User satisfaction

a. User Satisfaction Survey

ELSTAT conducts a user satisfaction survey every semester. The results of this survey are published in the Library's Newsletter (published in Greek and English) which is issued by the Library and the Section of Statistical Dissemination of ELSTAT, drawing information from the user's questionnaire. This publication presents data on the number of users in relation with other variables, such response rate to users' requests, the kind of requested data, as well as the dissemination mode of statistical information. These characteristics are tabulated and are presented in absolute values and percentages.

b. Users' Conference

Pursuant to its annual statistical work programme, ELSTAT has been conducting since 2010, on a yearly basis, the Users Conference with the participation of representatives of the public and private sector, academics and research institutes.

The Users' Conferences offer ELSTAT the opportunity to gather comments and proposals made by users of statistics pertaining to the dissemination of statistical information, access to statistical data and any shortcomings in the produced statistics.

The Users' Conferences help ELSTAT to draw useful conclusions on the areas of statistical production that need to be improved in order to live up fruitfully the evolving needs of users. Such conclusions are integrated in the annual and short-term statistical programmes of ELSTAT.

More information on a) the results of the User Satisfaction Survey and b) on the Users Conferences are available on the portal of ELSTAT via the following link:

<http://www.statistics.gr/portal/page/portal/ESYE/PAGE-conferences>

14.3 Completeness

The survey on Continuing Vocational Training covers all the variables defined in the relevant EU Regulations.

15. Accuracy and reliability

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15.1 Overall accuracy

The errors that have an impact on the accuracy of the indexes are: sampling errors (a) and non-sampling errors (b).

- a. Sampling errors are due to the fact that the survey is not conducted on all the enterprises of the target population but on a sample of these enterprises. The sample size ensures high accuracy estimations at the level of Greece as a total.
- b. Non-sampling errors mostly refer to measurement errors and non-response errors, on account of non-response of the sample enterprises. Any measurement errors during data collection are identified by means of quality checks and are duly corrected.

As regards non-response errors, all efforts are made for contacting the enterprises that have not responded by phone or by other means of communication, in order to persuade them to cooperate and give the necessary information.

As a consequence, the overall accuracy of the data on Continuing Vocational Training Survey is generally assessed to be good.

15.2 Sampling error

The survey on Continuing Vocational Training is a sample survey and as a result the estimations for the total as well as for the branches of economic activities have sampling errors.

15.3 Non-sampling error

15.3.1 Coverage error

Coverage errors are not observed in the Business Register of ELSTAT on the basis of which the survey was designed.

15.3.1.1 A2. Over-coverage rate

It is possible that some enterprises included in the Register, although being selected in the sample not to exist during the survey conduct (closed enterprises, enterprises out of scope, e.g., enterprises employing less than 10 employees).

Furthermore, some enterprises may have not been included in the sample because they started operating in a later stage. This resulted in under coverage and underestimation of the produced statistics (under coverage rate).

It must be noted that within the period between drawing the sample and conducting the survey, some sampling units (enterprise) changed the designing of the strata after data collection. These units were allocated into new strata (employment class sizes branch of economic activity) maintaining the initial probability of selection. This fact changed the initial variation of data, the initial allocation of the sample enterprises, thus inflating the variation of estimations. Therefore, the coefficient of variation of the produced statistics was higher than the coefficient of variation which had been calculated on the basis of the sample design.

15.3.1.2 A3. Common units (proportion)

The data of the survey on Continuous Vocational Training derive exclusively from a sampling survey and not from administrative sources.

15.3.2 Measurement error

The questionnaires are filled in through personal interview in the enterprise. The method that is used ensures high quality data, since the statistical interviewers assist the respondent to filling in the questionnaire and then check the filled-in questionnaires before leaving the enterprise.

The statistical interviewers are normally external survey workers and, if necessary, experienced permanent employees of ELSTAT. The interviewers are duly trained during seminars before the conduct of the survey. The purpose of the training seminars is to enable the interviewers to a) fully understand the definitions and the variables of the survey, b) correctly fill in the survey questionnaire and c) check the questionnaires for any errors through logical checks.

The structure and the size of the questionnaire make it friendly to statistical interviewers and respondents. The questions are clearly stated using the appropriate language and terminology. Furthermore, the compiled guidelines cover analytically all the survey variables. All the aforementioned ensure the fact that the collected questionnaires are complete and correctly filled in, thus minimizing any measurement errors.

Any measurement errors that may take place during data collection, are identified by means of quality checks and are duly corrected.

15.3.3 Non response error

Non-response on behalf of the enterprises is tackled by sending reminder letters via fax or e-mail, by contacting the enterprises or by planning visit to the enterprise, in order to collect the requested data.

Response rate as regards employment class sizes and the total population were quite satisfactory. In the census strata, where all the population units had been included in the sample, unit response was sometimes quite high, but not 100% for all the combinations of sections and size classes, on account of non-response of some enterprises. Consequently, some census strata became sampling strata, causing an increase in sampling error for the survey characteristics.

15.3.4 Processing error

Once collected, the data are processed in order to compile the results for the survey on Continuing Vocational Training.

More specifically, once the data are gathered in the Central Service of ELSTAT, the following statistical actions take place: codification, logical checks, data entry and comparison with other sources of statistical information.

After the completion of all the final checks in order to spot any non-sampling errors, quality checks are carried out on the collected data in order to identify any outliers. If outliers and errors are spotted then are duly corrected.

15.3.5 Model assumption error

No model is used for the compilation of the data on Continuing Vocational Training Survey.

16. Timeliness and punctuality

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16.1 Timeliness

The data on Continuous Vocational Training Survey are available 18 months after the end of the reference year, in accordance with Regulation (EC) No 1552/2005.

16.2 Punctuality

In 2010 there occurred an one year delay in the publication of the survey results, mainly on account of not timely sent response of the surveyed enterprises.

17. Comparability

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17.1 Comparability – geographical

The collected variables from the survey are fully in line with the relevant definitions laid down in Regulation (EC) 450/2003 of the European Parliament and of the Council, thus to ensure comparability of statistics among Member States.

17.2 Comparability over time

The data of the CVTS2, CVTS3 and CVTS4 are not fully comparable in cause of some changes in definitions and variables of the questionnaire. These changes were aimed at improving the total quality of the CVTS and do not impact significantly on the comparability of the above surveys. The CVTS2 and CVTS3 were conducted in accordance with Nace Rev.1.1 and the CVTS4 in accordance with Nace Rev.2. Yet, in order to ensure comparability with the CVTS2 and CVTS3 data, the CVTS4 was compiled, too, in accordance with Nace Rev.1.1.

All the aforementioned surveys are in line with European principles.

18. Coherence

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18.1 Coherence cross-domain

The data of the CVTS2, CVTS3 and CVTS4 once compared with the data of the Labour Force Survey employment data, proved to be coherent.

18.1.1 Coherence – sub annual and annual statistics

There are no comparisons, the survey is conducted every 5 years.

18.1.2 Coherence – National Accounts

The data are not compared with National Accounts data.

18.2 Coherence – internal

All data are checked for internal coherence by Eurostat.

19. Cost and burden

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The questionnaire used for the data collection of the survey and the calculation of results is 100% harmonized with Eurostat's questionnaire. The required information is very detailed and in sometimes is difficult to be answered mostly on behalf of small enterprises.

The CVTS is considered by some surveyed enterprises a difficult and time-consuming survey. Complaints have been mostly expressed terms of the size of the questionnaire and the detailed analysis of the required information. The necessary time for filling in the questionnaire depends on the size of the enterprises, the volume of training activities and the availability of the necessary information. The response time ranges from 15 minutes to one hour in small enterprises and from two to eight hours in big enterprises with many training activities.

The cost of the survey for 2010 amounted to 33,700 euros.

20. Data revision

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20.1 Revision policy

The data are not subject to revisions after their publication, since they are final and are not based on estimates. Revisions may take place only if there are changes in methodology or in classifications of branches of economic activity.

More information on the revision policy implemented by ELSTAT is available via the following link:

http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/ELSTAT_Revisions_Policy_22_5_2013_EN.pdf

20.2 Revision practice

In case the data of the CVTS are revised, this is announced with a relevant Press Release.

In case of revision of the CVTS data, there is an announcement through Press Release.

21. Statistical processing

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21.1 Source data

The Labour Cost Indices are compiled on the basis of a sample drawn from the Business Register of ELSTAT.

For the survey of 2010, the survey was conducted on a sample of 5,440 enterprises in accordance with the revised classification Nace Rev.2. More specifically, for every two-digit branch of economic activity, a number of enterprises is selected for each of the following class sizes:

Class Size	Average annual employment
1	10 – 19 persons
2	20 – 49 persons
3	50 – 99 persons
4	100 – 249 persons
5	250 – 499 persons
6	500 – 999 persons
7	1000+ persons

The enterprises belonging the 7th size class were surveyed exhaustively.

Therefore, all the strata deriving from the combinations of the 2-digit code of economic activity with the class sizes of the enterprises or services are covered.

In 2005, the survey was designed in accordance to Nace Rev.1.1.

The surveyed enterprises were stratified by branch of economic activity of Nace Rev.1 and specifically:

01	10-14
02	15-16
03	17-19
04	20,36-37
05	21
06	22
07	23-24
08	25-26
09	27-28
10	29
11	30-33
12	34-35
13	40-41
14	45
15	50
16	51
17	52
18	55
19	60-63
20	64
21	65
22	66
23	67
24	70-71,73
25	72
26	741
27	742-744
28	745-748
29	92
30	90-91,93

In every class sizes size class, the enterprises are broken down into 6 size classes on the basis of the average annual employment in accordance with the business register as follows:

Size classes	Average annual employment
1	10 - 19 persons
2	20-49 persons
3	50-249 persons
4	250-499 persons
5	500-999 persons
6	1000 + persons

The enterprises belonging to the 6th class size were surveyed exhaustively.

21.2 Frequency of data collection
Data collection has a five year periodicity.
21.3 Data collection
<p>The data of the CVTS are collected through a specially designed questionnaire which is 100% in line with Eurostat's questionnaire.</p> <p>The questionnaires are handed in to external survey workers (statistical interviewers) which, after being trained, visit the enterprises in order to fill in the questionnaire with the assistance of the enterprise's staff or they hand the questionnaire to be filled in by the accountant of the enterprise. Afterwards, they collect the filled-in questionnaires and return those back to ELSTAT.</p> <p>In cases the enterprise refuses to cooperate with the statistical interviewers, or refuses to respond, delays or in case there are particularities, an employee from the Wages and Salaries Statistics Section of ELSTAT visits/plans a visit to the enterprise and collects the necessary information</p> <p>In some cases (due to lack of time) the questionnaire may be delivered and collected</p> <ul style="list-style-type: none"> • by fax or • e-mail <p>The same procedure is followed in the Regional Statistical Offices (RSO) of ELSTAT. The questionnaires are sent by post to the RSO and then the completed questionnaires are sent by the RSO to ELSTAT by post. In some cases (due to lack of time) the questionnaire may be sent and returned:</p> <ul style="list-style-type: none"> • by fax or • e-mail <p>Non-response is tackled/confronted by telephone contact with the enterprise, reminders sent by fax or e-mail or personal visits to the enterprise.</p>
21.4 Data validation
<p>The data are validated by applying logical checks. During data processing, the data are checked in order to identify errors and duly proceed with corrections. Comparisons are made mostly as regards employment data based on the data of the Labour force Survey. Then the data are checked by employment stratum and by one-digit branch of economic activity. In case big differences are observed, all the enterprises belonging in the same stratum are checked. Once identified, the errors are further investigated in cooperation with the enterprise in order to confirm if there is an error or just an unusual value. It is not possible to find all of the errors, but emphasis is put on the errors that have a major impact on the results.</p>
21.5 Data compilation
<p>The data of the CVTS are produced at one-digit level of Branches of Economic Activities, by type of vocational training and by training cost.</p> <p><u>21.5.1 Imputation – rate</u></p> <p>Not applicable.</p>
21.6 Adjustment
<p>Not applicable.</p> <p>21.6.1 Seasonal adjustment</p> <p>Not applicable.</p>
22. Comment
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