



## Employer Skills Survey 2011: Investment in Training Questionnaire

*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.*

#### **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 Q7 onwards:*

7. How much did you spend on using off-site training centres located elsewhere within your organisation over the past 12 months?

£ \_\_\_\_\_

☐ Did not use off-site training centre

*Continued...*

*If you have any problems completing any of the questions, please call John Newton or Becky Duncan at IFF Research on 020 7250 3035*

*The core client agency for the Employer Skills Survey is the UK Commission for Employment and Skills (UKCES) in partnership with the Department for Business, Innovation and Skills (BIS), the Welsh Assembly Government, the Scottish Government and the Department for Employment and Learning in Northern Ireland (DELNI). Further information about UKCES is available at [www.ukces.org.uk](http://www.ukces.org.uk).*

**Training equipment and staff who train**

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 and Q10*

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 Q11 onwards*

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?

£\_\_\_\_\_

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) or Industry Training Boards?

£\_\_\_\_\_

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, Skills Funding Agency, Regional Development Agencies or other government-related sources (including Train to Gain and 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?

£\_\_\_\_\_

*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.*