

Employer Skills Survey 2024:

Investment in Training Data Collection Sheet

When answering the questions, please only consider employees who are on the payroll of your site / 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

Q1. Over the past 12 months, how many employees participated in an education or training course, provided either externally or internally?

Please include both apprentices and other employees

Employees

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

Q2. How many days on average did each of these people spend on an education or training course over the past 12 months?

Days

Q3. 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]

£_____

Q4. 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, and any payments made using Apprenticeship Levy funds (if applicable)

£_____

Q4.a And what percentage, if any, of these fees to external providers were paid to FE (Further Education) colleges or to Universities or other Higher Education institutions?

_____ %

Training centres

Q5. Do you have a training centre at your location?

1. Yes (please answer Q6)
2. No (please skip to Q7)

If you have a training centre:

Q6. How much did your training centre cost to run over the past 12 months?

Please split the cost into:

1. Sum total of basic annual salaries of any full time or part time training centre staff
£_____

2. 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:

Q7. How much did you spend on using off-site training centres located elsewhere within your organisation over the past 12 months?

1. £_____

2. Did not use off-site training centre

Training equipment and staff who train

Q8. How many people do you have at your site 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

Q9. On average, what percentage of their time do these staff spend on training matters?

_____ %

Q10. And what is the average basic annual salary of these staff?

£_____

All providing off-the-job training please answer Q11 onwards

Q11. Apart from any training centre costs, what was the cost of any equipment and materials used for training employees over the past 12 months?

£_____

Q12. 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

Q13. Excluding any Apprenticeship Levy payments, what, if anything, have you paid in levy payments over the past 12 months to training organisations such as Sector Skills Boards or Industry Training Boards?

£_____

Q14. What was the value of any grants or subsidies that you have received over the past 12 months from training organisations such as sector skills bodies, Industry Training Boards, [EN: Education and Skills Funding Agency (previously the Skills Funding Agency), NI: the Department for the Economy, Invest Northern Ireland, Construction Industry Training Board Northern Ireland, SC: Scottish Enterprise, South of Scotland Enterprise, Highlands and Islands Enterprise, Skills Development Scotland (e.g. Modern Apprenticeships) [EN: or other government-related sources (including incentive payments for hiring a young apprentice) SC: or other government-related sources NI: or other government-related sources (including, Intertrade Ireland, NI Screen etc) WL: or from other Welsh Government sources (such as the Flexible Skills Programme or ReAct+), or other sources] 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.

Q15. How many employees participated in seminars, workshops, or open or distance learning where the main purpose was training, over the past 12 months?

_____ Employees

Q16. How many days on average did each of these spend away from their usual work position whilst engaged in any of these activities?

_____ Days

Q17. 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]

£_____

Q18. 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?

Include any payments made using Apprenticeship Levy funds if applicable.

£_____

Q18.a And what percentage, if any, of these fees to external providers were paid to FE (Further Education) colleges or to Universities or other Higher Education institutions?

_____ %

Q18.b Thinking about your total off-the-job training spend over the last 12 months, what is the total value of payments made using Apprenticeship Levy funds, through an apprenticeship service account?

£_____

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.

Q19. 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.

Q20. 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

Q21. 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]

£

Q22. How many employees do you estimate will give on-the-job training and development during a typical month?

Employees

Q23. 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

Q24. 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 email your responses to us – we will be calling you in the next few days to collect your answers.