1. Information about the company

Company *(full name)*	
Location *(country / region / town)*	
Adress *(street, number, postal code, city)*	
Economic sector and main products	

Structure of employment	Blue-collar workers	White-collar workers

Employment		Structure of workforce				
Number of fullltime employees	**Other employees** *(part time, agency workers)*	**Un- / Low skilled workers** *(No.)*	**Skilled workers** *(No.)*	**Apprentices** *(No.)*	**Female empl.** *(No.)*	**Male empl.** *(No.)*

2. Current situation of further training in company

	(mark with a cross)	
	YES	**NO**
Are the existing skills/qualifications of employees known?		
Existing skills and competences of employees are documented ?		
Are the existing qualifications of the employees regularly checked ?		
Are corporate objectives and strategies of the company known ?		
Are new / future skills/qualifications identified systematically ?		
Are further training activities implemented in the company?		
If so - how many employees are involved (ca.)	Share (%)	

	YES	*NO*
Are the trade unions' / workers' representatives involved in further training?		
What kind of further training is offered ?		
Company-based Models		
Compound models on intercompany level		
Sector models		
State or/and public measures		
Measures by private VET- institutions		
Other		

Qualifikation structure of the employees in company	**Number** (abs.)	**Share** (in %)
Engineers / Technicians		
Skilled workers		
Semi-skilled workers		
Unskilled workers		
Apprentice		

Which new/other qualifications are needed ?

Job-related qualifikations:

Specialized knowledge:

Social competences:

How would you assess the motivation for further training among the employees ?

Very high		
High		
Average		
Low		
No interest		

What are the basic strengths and weaknesses of the current situation ?
(e.g. demand for qualification by the companies, motivation for further training, learning culture in company, company-related framework conditions for training)

Strengths :

Weaknesses :

3. Interest oft he company in further training	*(mark with a cross)*	
	YES	*NO*
Does a systematic personal development exist in the company ?		
Is further training a part of the human resource/personal development in the company ?		
Are there personnel managers / specific staff responsible for training issues?		
Does a systematic planning and organisation of further training activities exist in company ?		
All groups of employees are involved in training activities ?		
Is there an annually updated training plan? (company level / department level)		
Vocational further training courses Training of the employees are documented ?		
Are there any in-company committees or boards who are responsible for further training issues ?		
The company provides own resources for organization of further training (for example: time, staff, money, learning equipment, rooms) **?**		

4. Framework Conditions for in-company trainings	*(mark with a cross)*	
	YES	*NO*
What are the regulations for employees' further training ?		
Tariff regulations		
Legal regulations		
Company agreements		
There are no fix regulations		
How are the participation prerequisites for employees regulated ?		
Regarding working hours and leave of absence:		
Regarding wages / payments:		
Is there a budget for in-company further training ?		
If yes, what is the annual budget:		
In-house facilities are available, which can be used for qualification ?		
If so, what?		
Are there any facilities outside from company, that can be used for training measures ?		
If so, what?		
Are there public financial funds, which can be used for qualification?		
If so, what?		
Is there a procedure for conflict resolution ?		
… and this is known by the employees?		
Which method/procedure of conflict resolution is set?		