Federal Institute for Vocational Education and Training

BIBB Establishment Panel on Qualification and Competence Development

Questionnaire for the long dataset

Representative establishment survey of the Federal Institute for Vocational Education and Training (BIBB), conducted by TNS Infratest Sozialforschung (2011 to 2014) and infas Institut für angewandte Sozialwissenschaft GmbH (since 2015)

Vocational education and training (VET)

ab001 Did your establishment employ apprentices on 31.12. last year?

Yes ☐ *→continue with ab002*

No, we employed **no apprentices** on 31.12. last year ☐ *→continue with ab002*

ab002 And were these exclusively apprentices in a VET occupation recognised under the Vocational Training Act (BBiG) or the Crafts Code (HwO) or were apprentices also employed in VET occupations recognised under other regulations, such as in the health care system, in social care/pedagogical occupations, civil servant apprentices?

Only apprentices in recognised VET occupations **according to BBiG or HwO** ☐ *→continue with ab003*

Both apprentices **according to BBiG or HwO** and apprentices **in other VET occupations** ☐ *→continuing with ab003*

Exclusively apprentices in recognised VET occupations according to others regulations ☐ *→continue with ab016*

ab003 How many apprentices did your establishment have on 31.12. last year in recognised VET occupations according to BBiG or HwO?

Number of apprentices on 31.12. last year: ☐

ab004 In which VET occupations <u>according to BBiG or HwO did</u> your establishment provide VET on 31.12. last year?

a) Please first enter the respective exact <u>title of the VET occupation</u>. Please enter up to 5 occupations with the <u>most</u> apprentices.

b) Please enter for each VET occupation <u>how many apprentices</u> your establishment had on 31.12. last year.

ab004_a1_kldb2010_5er	ab004_b1
ab004_a2_kldb2010_5er	ab004_b2
ab004_a3_kldb2010_5er	ab004_b3
ab004_a4_kldb2010_5er	ab004_b4
ab004_a5_kldb2010_5er	ab004_b5

ab015 **Has your establishment hired any new apprentices in the current VET year in accordance with BBiG or HwO? Apprentices whose contract have been terminated in the meantime should not be taken into account here.**

Yes ☐ *→continue with ab017*

No ☐ *→continue with ab016*

ab016 **Has your establishment offered VET positions for the current VET year in occupations that are regulated by the Vocational Training Act (BBiG) or the Crafts Code (HwO)?**

Yes ☐ *→continue with ab023**

No ☐ *→continue with ab036*

ab017 **How many apprentices under BBiG or HwO has your establishment hired for this VET year? Apprentices whose contracts have been terminated in the meantime should not be taken into account here.**

Number of newly hired apprentices according to BBiG or HwO: ☐

ab018 **What is the distribution of newly hired apprentices in your establishment according to BBiG or HwO by their highest school-leaving certificate? Please indicate the number in each case.**

No school leaving certificate or qualification below lower secondary school: ☐

Lower secondary school-leaving certificate (Hauptschule) or comparable qualification: ☐

Intermediate secondary school-leaving certificate (Realschule) or a comparable qualification: ☐

Higher secondary school-leaving certificate (Abitur or Fachhochschulreife) or a comparable qualification: ☐

ab023 **Please think now of all applicants for VET positions under BBiG or HwO that your establishment has offered for the current VET year. How were these applicants distributed according to their highest school-leaving certificates? Please indicate the number in each case.**

If you do not have exact numbers at hand, estimates will suffice.
"None." Please enter "0" in each case!

No school leaving certificate or qualification below lower secondary school: ☐

Lower secondry school-leaving certificate (Hauptschule) or comparable qualification: ☐

Intermediate secondary school-leaving certificate (Realschule) or a comparable qualification: ☐

Higher secondary school-leaving certificate (Abitur or Fachhochschulreife) or a comparable qualification: ☐

ab032 **Has your establishment offered VET positions for the current VET year in accordance with BBiG or HwO that could not be filled? Please also take into account the VET positions for the current VET year which have not been filled due to terminated VET contracts.**

Yes ☐ *→continue with ab033*

No ☐ *→continue with ab036*

ab033 **How many of the VET positions offered for the current VET year according to BBiG or HwO could not be filled? Please also take into account the VET positions for the current VET year which have not been filled due to terminated VET contracts.**

Number of unfilled VET places according to BBiG or HwO: ☐

ab034 **How many of the above-mentioned VET positions according to BBiG or HwO for the current VET year are vacant because VET contracts were terminated prematurely?**

Number of vacant VET positions according to BBiG or HwO due to terminated VET contracts: ☐

ab036 **Now think about all VET contracts in the past calendar year: Did your establishment terminate VET contracts according to BBiG or HwO prematurely that year?**

Yes ☐ *→continue with ab037*

No ☐ *→continue with ab038*

ab037 **How many VET contracts according to BBiG or HwO were terminated prematurely in the past calendar year?**

Number of VET contracts terminated prematurely in the last calendar year according to BBiG or HwO: ☐

ab038 **Did apprentices according to BBiG or HwO from your establishment take part in final examinations in the previous calendar year?**

Yes ☐ *→continue with ab039**

No ☐ *→continue with ab057*

ab039 **How many apprentices according to BBiG or HwO took their final examination in the past calendar year? Please enter the figures separately for industrial/technical and commercial/administrative apprentices. Please state the number in each case.**

If "none": Please enter "0" in each case!

	industrial-technical	commercial-administrative
Number of apprentices **taking their final examination** in the last calendar year	☐	☐
ab041* And how many of them **passed the exam**?	☐	☐

None passed ☐ *→ continue with ab057*

ab043 **What has become of the industrial-technical and commercial-administrative apprentices who passed their final examination in the previous calendar year?**

a) **How many of the industrial-technical apprentices**
b) **How many of the commercial-administrative apprentices**

If "none": Please enter "0" in each case!

	industrial-technical	commercial-administrative
...were retained by your establishment permanently?		
...were retained by your establishment temporarily?		
...have left the establishment at their own request?		
...were not retained for operational reasons?		
...were not retained because of the examination marks?		
... have not passed their final examination		

ab057 **What is about the last 3 years: Has your establishment trained apprentices according to BBiG or HwO in the last 3 years or has it offered apprenticeships according to BBiG or HwO?**

Yes ☐ *→continue with ab058**

No ☐ *→continue with ab065*

ab058 **One more question on the reasons for VET according to BBiG or HwO in your establishment. How important are the following motives for your establishment to provide VET? Please use the scale from 1 = completely unimportant to 5 = very important.**

		Very important	Important	Less important	Not important	Completely unimportant
_1	Train skilled workers who exactly meet the requirements in our establishment					
_2	Productive work input of the apprentices during VET					
_3	Recognition by our customers and suppliers					
_5	Tradition of our establishment					
_6	Train skilled workers who can be employed in our establishment after their VET					
_7	VET as a joint task of industry					

Given the immigration of refugees, the opportunities and challenges for professional integration of refugees are discussed. Therefore, the following questions will deal with the VET of refugees. By the term refugees, we mean persons who have already been recognised as refugees or who still have the status of asylum seekers or as tolerated persons.

ab065 Were there any refugees among the apprentices in your establishment on 31.12. last year?

Yes ☐ *→continue with ab066*

No ☐ *→continue with ps001**

ab066 And how many of your apprentices according to BBiG or HwO on 31.12. last year are refugees?

If "none": Please enter "0" in each case!

Number of refugees: ☐

ab067 On 31.12. last year, how many refugees did your establishment train in occupations not regulated according to BBiG or HwO, e.g. in the health sector, in social care/pedagogical occupations, civil servant apprentices?

If "none": Please enter "0" in each case!

Number of refugees who are not regulated according to BBiG or HwO ☐

ab068 How many of these refugees trained according to BBIG or HwO has your establishment hired as new apprentices for the current VET year?

If "none": Please enter "0" in each case!

Number of refugees newly hired: ☐

ab069 Has it occured in your establishment that VET contracts according to BBiG or HwO which were concluded with refugees for the current VET year, were cancelled before 31.12.?

Yes ☐

No ☐

Staff structure

In the following, I have some questions about the staff structure in your establishment. Please continue to refer your details to the local business premises or the local office!
In the following, the term "establishment" will again be used uniformly.

ps001* **a) How many employees did your establishment have at the end of the last calendar year, subdivided by the following groups of employees? Please count part-time employees in full.**

ps001*_v **b) And how many employees did your establishment have at the end of the calendar year before last, subdivided by the following groups of employees? Please count part-time employees in full.**

Who is subject to social insurance contributions?

- Employees subject to social insurance contributions are all workers, employees and apprentices who are subject to health, pension and/or unemployment insurance or for whom the employer has to pay pension insurance contributions. This does not include civil servants, self-employed, family helpers and the so-called "marginally employed".

Who is marginally employed?

Marginal employees are those who
- either have a monthly salary of maximum €400 (according to the regulation until the end of 2012) or maximum €450 (according to the regulation from the beginning of 2013)
- or are only employed "on a short-term basis" (i.e. for a maximum of 2 months or a maximum of 50 days per year).

Please enter "0" for groups that do not occur!

		a)	b)
svb	**Employees subject to social insurance contributions** without apprentices and excluding marginal employees:		
ger	**Marginal employees**, 400 or 450 € employees, short-term employees:		
nsv	**Active owners or assisting family members** and other employees not subject to social insurance contributions such as civil servants and prospective civil servants:		
zwi	**Please subtotal all persons employed without apprentices**		
aus	Apprentices in a recognised VET occupation according to the Vocational Training Act (BBiG) or the Crafts Code (HwO):		
soz	Apprentices according to VET regulations of the health care system or social and pedagogical professions:		
bea	Prospective civil servants:		

pb001_neu **Has your establishment recruited new employees in the last calendar year? This does not include new hirings of apprentices or retaining of apprentices and employees from temporary employment contracts!**

Yes ☐ *→continue with pb003*

No ☐ *→continue with pb015*

pb003 **How many new employees did your establishment hire in the last calendar year? Apprentices are not included.**

Number of new employees hired in the last calendar year: ☐

pb015 **Have employees left your establishment in the last calendar year? Departures of apprenticies are not included. Please note that the employment relationship continues during maternity, parental leave and the release phase in partial retirement.**

Yes ☐ *→continue with pb016*

No ☐ *→continue with ps015**

pb016 **How many were there in total?**

Number of employees who left the establishment in the last calendar year: ☐

ps015_1 **The following refers to all your employees who are not apprentices as of 31.12. of the last calendar year. In addition to the total number of employees mentioned in the previous question: Were you employing temporary agency workers on 31.12.?**

Yes ☐ *→continue with ps015_2*

No ☐ *→continue with ps017**

ps015_2 **How many were there in total?**

Number of temporary workers as at 31.12. of the previous calendar year: ☐

ps017* **If you think again of all employees, i.e. excluding apprentices, on 31.12. last year. How many of these employees belong to the following groups? Please also take into account marginally employed persons.**

If "none": Please enter "0" in each case!

Women ☐

Part-time employees ☐

Temporary employees ☐

ps020* **How were the employees, i.e. excluding apprentices, distributed among the following groups of employees on 31.12. last year? Please state the number in each case. Please also take into account marginal employees.**

This distinction is not concerned with formal vocational qualifications, but about the actual job requirements of the respective employees.

Please enter "0" for groups that do not occur.

Employees with unskilled tasks, that usually do not require VET

By this we understand tasks,
- which include, for example, simple cleaning, waste disposal, storage, transport or simple sales activities
- and which usually do not require any VET and are carried out, for example, by unskilled and semi-skilled workers.

Employees with qualified tasks, which usually require VET or equivalent professional experience

By this we understand tasks,
- where, for example, goods and merchandise are produced or repair and maintenance work is carried out in a qualified manner, but also qualified services such as commercial activities or IT work
- and which usually, but not necessarily, require a completed dual VET degree, a school-based VET degree or corresponding work experience and which are carried out, for example, by skilled workers, journeymen or specialist traders.

Employees with highly qualified tasks, which usually require a university or technical college degree or a master craftsman, technician or comparable degree

By this we understand tasks,
- which include, for example, research, development, analysis, consultancy, design, management, training and organisational tasks
- and which usually, but not necessarily, require an (applied) university degree or a master craftsman's, technician's or comparable qualification and which are usually held by, for example, specialist business administrators, group leaders, scientists, master craftsmen or managers.

ps030* **Regardless of the type ot tasks they carry out: How were employees without apprentices distributed on 31. 12. last year according to their highest school-leaving certificate? Please indicate the number in each case. Please also take into account marginally employed persons.**

Please enter "0" for groups that do not occur

Employees without a VET degree and without an (applied) university degree

Employees with a VET degree according to BBiG or HwO

Employees with a school-based VET degree, e.g. at a vocational college or technical college

Employees with a master craftsman or technician degree or a comparable advanced VET

Employees with an (applied) university degree

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The following is about the employment of refugees in your establishment. By the term refugees we mean people who have already been recognised as refugees or who still have the status of asylum seekers or tolerated persons.

ps036 Were there refugees among the employees in your establishment on 31.12. last year?

Yes ☐ *→continue with ps037*

No ☐ *→continue with pb001_ang*

ps037 And how many of your employees (without apprentices) on 31.12. last year are refugees?

Number of refugees: ☐

I would now like to talk to you again about job offers in your establishment in the previous year.

pb001_ang Did your establishment offer jobs in the last calendar year? This does not include VET positions.

Yes ☐

No ☐

pb003_f How many of the new employees hired in the last calendar year were women?

Number of women: ☐

pb005* How are the new workers recruited in the last calendar year distributed among the following groups of employees? Please indicate the number of employees.

If a group of employees does not appear, please enter "0"!

Number of new employees hired for...

...unskilled tasks ☐

...qualified tasks ☐

...highly qualified tasks ☐

pb009 Did one or more positions remain vacant in the previous calendar year due to a lack of or unsuitable applicants? Vacant VET positions are not meant here.

Yes ☐ *→continue with pb010*

No ☐ *→continue with ps017**

pb010 How many vacancies were there in total?

Number of vacant positions in the last calendar year: ☐

pb011* **How are the vacant positions in the last calendar year distributed over the following qualification requirements? Please indicate the number in each case.**

If there are no vacant positions, please enter "0"!

Number of vacant positions for...

...unskilled tasks ☐

...qualified tasks ☐

...highly qualified tasks ☐

pb017* **I would now like to talk to you about the employees who left the establishment in the last calendar year.**
How are the employees who left the establishment in the last calendar year distributed among the following groups? Please state the number in each case.

If a group of employees does not appear, please enter "0"!

Number of employees who left the establishment with...

...unskilled tasks ☐

...qualified tasks ☐

...highly qualified tasks ☐

Continuing education and training

wb001 **Has your establishment promoted advanced VET courses to become a master craftsman, technician, specialist or business administrator or comparable recognised advanced VET courses in the last calendar year by assuming the costs or granting exemption? Please only consider advanced VET courses that lead to a formal advanced VET qualification.**

Yes ☐ *→continue with wb002*

No ☐ *→continue with wb008*

wb002 **How many employees were there in total? Please do not take apprentices into account and only consider employees who acquire a formal, recognised continuing training qualification with the advanced VET course, e.g. master craftsman, technician, specialist.**

Number of employees with participation in advanced VET in the last calendar year: ☐

wb003* **How were the participants in advanced VET courses distributed in the last calendar year among the following disciplines? Number of participants in...**

... commercial advanced VET according to BBiG or HwO, e.g. to become a business administrator, business economist ☐

... industrial-technical advanced VET according to BBiG or HwO, e.g. to become a master craftsman/industrial specialist ☐

... advanced VET courses at technical colleges in the fields of technology, economy, design, agriculture, e.g. to become a state-certified technician ☐

... advanced VET, in health and social services, e.g. specialist nurse ☐

wb008 **Have employees of your establishment participated in other continuing training measures in the form of internal or external courses, seminars or training courses in the past calendar year which were subsidised in whole or in part by your establishment through exemption from work or cost absorption? Please do not consider apprentices.**

Yes ☐ *→continue with wb009*

No ☐ *→continue with wb014*

wb009 **And how many employees in total have taken part in one or more of these continuing training measures? Please do not include apprentices and participants in advanced VET or in part-time studies.**

Number of employees: ☐

wb010* **And how are these employees distributed among the groups of employees with unskilled, qualified and highly qualified tasks? Please indicate the number in each case.**

Please enter "0" for groups that do not occur!

Number of continuing training participants among employees with...

...unskilled tasks ☐

...qualified atasks ☐

...highly qualified tasks ☐

wb014 **Have employees in your establishment participated in other forms of continuing training, e.g. on-the-job training , information events or self-directed learning in the previous calendar year, for which they have been exempted from work in whole or in part or for which the costs have been fully or partly covered? Please do not include apprentices.**

Yes ☐ *→continue with wb017**

No ☐ *→continue with di001**

wb017* **What measures have employees participated in over the past year? Please do not include apprentices.**

	Unskilled tasks		Qualified tasks		Highly qualified tasks	
	Yes	No	Yes	No	Yes	No
Lectures, conferences or further education information events	☐	☐	☐	☐	☐	☐
Learning and quality circles, learning place groups or topic-related working groups	☐	☐	☐	☐	☐	☐
Instruction or training at the workplace	☐	☐	☐	☐	☐	☐
Mentor or sponsor programmes, individual counselling, coaching/supervision	☐	☐	☐	☐	☐	☐
Self-directed learning with the help of media such as e.g. computer-supported self-learning programmes, reference books, internet or educational videos	☐	☐	☐	☐	☐	☐

Status of technology and automation

Currently the ongoing technological change in the German economy is widely dicussed. We are interested in the extent to which digital technologies are used in your establishment for your business, production and work processes.
By digital technologies we mean, for example, technology-supported information and communication systems or automated production, work and business processes in your establishment, which are carried out with the aid of digital technologies such as computers or software programs.

di001* **Which digital technologies are used in your establishment for production, work and business processes?**

		Yes	No
_2	**Digital network technologies to support business and work activities**, e.g. internet, intranet, e-mail, mobile internet, content management systems and similar	☐	☐
_3	**Computer-controlled systems and digital tools and equipment for the production of products and services, e.g.** machine tools, CNC machines, CAD, measuring, analysis and diagnostic equipment	☐	☐
_4	**Digital technologies specifically related to services for customers**, such as online ordering and booking systems (business-to-customer e-commerce), advertising of the business in social networks or search engines, customer relationship management (CRM) and similar applications	☐	☐
_5	**Specifically for networking with suppliers and inter-establishment digital technologies, e.g.** Enterprise Resource Management (ERP), Supply Chain Management (SCM), B2B e-commerce	☐	☐
_6	**Personnel or work organisation-related technologies**, e.g. personnel management tools, building and facility management tools, controlling tools, quality management, crowdworking, collaboration platforms	☐	☐

_7	**Digital technologies related to the collection, storage and processing of large amounts of data**, e.g. Big Data, cloud computing, internal database systems	☐ ☐
_8	**Digital technologies related to data security and privacy, e.g.** firewall, encryption technologies, password protected USB sticks	☐ ☐

General information about the establishment

be001* **Finally, I have a few general questions about the establishment.**

Which of the following regulations for employees exist in your establishment?

	Yes	No
Performance-related remuneration components or financial employee participation	☐	☐
Target agreements with employees	☐	☐
Systematic job changes, also called job rotation	☐	☐
Flexible working hours, e.g. homeoffice or flexitime	☐	☐
Systematic personnel development or written promotion criteria	☐	☐
Long-term accounts for working hours	☐	☐
Changing composition of project teams	☐	☐
Measures to reconcile work and family life	☐	☐
Provisions for old-age	☐	☐

be010* **Did the following changes take place in your establishment in the last calendar year?**

	Yes	No
Change in the allocation of responsibilities and areas	☐	☐
Reduction of hierarchical levels	☐	☐
Relocation of tasks to other premises of your establishment	☐	☐
Reduction of the core workforce	☐	☐
Introduction of new information and communication technologies	☐	☐
Introduction of new production and control technologies	☐	☐
Closure, outsourcing or spin-off of parts of the business	☐	☐
Integration of other establishments or parts of other establishments	☐	☐

wz **Please use the list of industries to indicate the industry to which your establishment belonged on 31.12. of the previous calendar year.**

Manufacturing industry, trade, transport

Agriculture, forestry and fisheries	01
Mining and quarrying	02
Electricity, gas and water supply; sewerage, waste management and remediation activities	03
Manufacturing industry	
Manufacture of **food products, beverages** and tobacco	04
Manufacture of **textiles**, clothing, **leather goods** and **shoes**	05
Manufacture of **wood products**, **paper** and paperboard and **printed products**	06
Manufacture of **chemical** and **pharmaceutical** products, coke and refined petroleum products	07
Production of **rubber** and **plastic goods**	08
Production of **glass** and **ceramics**; processing of **stone** and **earth**	09
Metal production and processing	10
Manufacture of **fabricated metal products**, **steel** and **light metal construction**	11
Manufacture of **computers**, **electronic** and **optical** products	12
Manufacture of **electrical equipment**	13
Mechanical engineering	14
Manufacture of **motor vehicles** and parts of motor vehicles, o**ther transport equipment**	15
Manufacture of **furniture** and **miscellaneous articles** (e.g. jewellery, sports equipment, toys, medical equipment and materials)	16
Repair and **installation** of **machines** and equipment	17
Construction industry	
Building and **civil engineering**	18
Preparatory site work, **building installation** and other building completion	19
Trade	
Sale and repair of **motor vehicles**	20
Wholesale and trade brokering	21
Retail trade, petrol stations	22
Transport and storage car parks, railway stations, freight handling, postal, courier and express services	23

Services, Administration

Information and communication	
Publishing; motion picture production, distribution and sales; **broadcasting**; **telecommunications**, information technology and **information services**	24
Accommodation and gastronomy	25
Financial and insurance services	26
Economic, scientific and professional services, real estate and housing	27
Legal and tax advice, auditing	28
Administration and **management of companies** and companies; **Management consultancy**	29
Architectural and engineering activities; **technical consultancy**, **physical** and **chemical examination**	30
Research and development	31
Advertising and market research, **design**, **photography**, **translation**	32
Veterinary services	33
Rental of movable property	34
Placement and hiring of **workers**	35
Travel, security and surveillance services, **gardening** and landscaping, other economic services	36
Education and teaching	37
Health and social services Hospitals and clinics	38
Medical practices, physiotherapy, alternative practitioners	39
Homes, outpatient social services	40
Other services **Arts**, Entertainment, **Recreation**, **Sports**, Lottery	41
Repair of data processing equipment and **consumer goods**	42
Other, mainly personal services (e.g. laundry, hairdresser, sauna)	43
Non-profit organisations, Public administration **Representations of interests**, associations, church and other religious associations	44
Public administration and defence; compulsory **social security**	45
Other, that is:	46

be018* **Please indicate the type of business and the business volume for the last financial year - usually the previous calendar year.**

Type of operation:		Business volume in Euro	
Bank/credit institution (business volume: gross interest and commission income and trading profit)	☐	☐	*→continue with be023*
Insurance (business volume: gross premium income)	☐	☐	*→continue with be023*
Other (private) business (business volume: turnover excluding VAT) *→ first be043*	☐	☐	*→continue with be020*
Non-profit organisation, local authority, office (volume of business: budget volume)	☐	☐	*→continue with be023*

be043 **Is your business...**

... an independent, autonomous establishment or institution without subsidiaries elsewhere. ☐

... the head office or central administration of an establishment or institution with subsidiaries, offices or branche offices elsewhere. ☐

... a subsidiary/department or branch office of a larger establishment or institution. ☐

be020 **How large was the share of your foreign turnover as a proportion of total turnover in the last financial year?**

If no foreign turnover in the last financial year: Please enter "0"!
Please specify only for the surveyed operating office (e.g. not for a larger office together with other sites).
If you do not have exact figures at hand, estimates suffice.

Share of foreign turnover in the last financial year in percent: ☐

be021 **What proportion of turnover was accounted for by preliminary work and external costs in the last calendar year? This refers to all raw materials, consumables and supplies, merchandise, contract work, external services, rents and leases, other costs purchased from other establishents or institutions.**

If you do not have exact figures at hand, estimates suffice.

Share of preliminary work and external costs in turnover in the last calendar year approx.: ☐

be023 **How high was the sum of all investments in your establishment in the last financial year?**

If you do not have exact figures at hand, estimates suffice.

approx.: ☐ Euro

be026* **What was the average gross wage or the average gross salary of a full-time employee in the following groups of employees in December of last year, please exclude the employer's social security contribution and special payments such as the Christmas bonus, the so-called 13th month's salary?**

If you do not have exact figures at hand, estimates suffice.

Employees with unskilled tasks: ☐ Euro

Employees with qualified tasks: ☐ Euro

Employees with highly qualified tasks: ☐ Euro

be032 **Does your establishment have a sectoral collective agreement or an in-house or establishment collective agreement?**

Multiple answers possible

	Yes	No
A sectoral agreement	☐	☐
An in-house or establishment agreement	☐	☐

be034 **Did your establishment have a works council or staff council elected under the Works Constitution Act or the Staff Representation Act in the last calendar year?**

Yes ☐

No ☐

be035* **Which chamber area does your establishment belong to...**

	Yes	No
Industry and trade	☐	☐
Handicrafts	☐	☐
Agriculture	☐	☐
Liberal professions	☐	☐
Housekeeping	☐	☐
Public service	☐	☐

be041 **In which year was your establishment founded?**

In the year: ☐