

Instructions prior to submitting information about Continual Vocational Training (CVT)

Before submitting information

- Responding to the survey may require the involvement of several people/functions within the enterprise, such as HR, finance and payroll department, as the questions cover various areas.
- There is a PDF containing all the questions in the survey; however, we recommend that you also open the web-based survey (only in Swedish), to check whether your enterprise receives question 3 on total labour costs, so that you do not prepare unnecessary information.

About the questions in the survey

The survey starts with question 3, as the information for questions 1 (number of employees) and 2 (working hours) is obtained from registers.

- The question covers topics such as the number of employees who have participated in CVT, the number of course hours, and various costs associated with CVT, as well as personnel costs.
- Questions 18, 19, 20 and 27 concern financial contributions and costs related to employees' courses.
- Some questions are about how the company evaluates and works with CVT, as well as any obstacles for employees to participate in CVT.
- Most of the questions concern the calendar year 2025, but some refer to 2024, and a few ask about the enterprise's usual ways.
- The questions only concern the education of the company's own employees, and not any such education that the company may have arranged for third parties.
- References to the BAS Chart of Accounts according to BAS 2025 are provided as guidance to help locate the requested information. For more information: www.bas.se/kontoplaner/ (link opens in a new window).
- The information should refer to the calendar year 2025; however, if the company has a split financial year, the information should cover the 2024/2025 period.
- It is acceptable to provide well-substantiated estimates if exact data is unavailable.