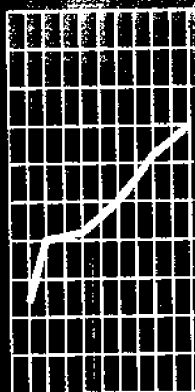




1994

# **Commercial Training Providers Australia**





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**NEW ISSUE**

# **COMMERCIAL TRAINING PROVIDERS AUSTRALIA, 1994**

**W. McLennan  
Australian Statistician**

**AUSTRALIAN BUREAU OF STATISTICS**

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## CONTENTS

	Page
Introduction	iv
Main features	1
SECTION 1	
Providers of training	2
Number of training providers	2
Period of operation	3
Factors affecting providers' level of training	3
SECTION 2	
Provision of training courses	8
Training courses, by type, by industry	8
For specific employers, by type, by industry	9
For specific employers, the public or under Government	10
Labour Market Programs, by type and size of provider	
Type of course generating most revenue	11
Delivery of training	12
Field of training	15
Length of courses by field of training	17
Government Labour Market Program participants	18
Overseas participants	18
SECTION 3	
Accreditation of training courses	19
Delivery of accredited courses by size of training provider	19
Proportion of providers with accredited courses	19
Reasons for not obtaining accreditation	20
SECTION 4	
States and Territories	21
Number and type of training providers	21
Use of employee and external trainers	22
Accreditation of training courses	22
Explanatory notes	24
Technical notes	29
Glossary	31
INQUIRIES	
<p>■ <i>for further information about statistics in this publication and the availability of related unpublished statistics</i>, contact Glenice Taylor on Canberra (06) 252 7798 or any ABS State office.</p> <p>■ <i>for information about other ABS statistics and services</i>, please refer to the back page of this publication.</p>	

## INTRODUCTION

This publication presents the results of the first comprehensive survey of training provided by private training providers.

The objective of the Commercial Training Providers (CTP) Survey was to produce statistics on the contribution that private sector training providers make to vocational education and training in Australia. The survey collected details of the amount and type of training activity provided by private training providers for the period January 1994 to December 1994.

The provision of vocational education and training is recognised as a key factor to improve Australia's economic performance and international competitiveness. While existing data collections provided detailed information about public sector providers, few detailed statistics were available about the contribution made by private sector providers. The Department of Employment, Education and Training (DEET) provided the funding for the conduct of this survey.

The survey included private sector organisations and individuals providing vocational training courses and/or other training services on a commercial basis. A 'commercial basis' is where the fee charged at least covers the cost of the training provided. A more detailed explanation of the scope of the survey is provided in the Explanatory Notes. The sample was selected from a national register of commercial training providers developed by the ABS specifically for the conduct of this survey.

The ABS acknowledges the contribution made by the various individuals and organisations that provided lists of training providers, to enable the compilation of a register of commercial training providers. The cooperation of commercial training providers in responding to the survey is also appreciated.

## MAIN FEATURES

### PROVIDERS OF TRAINING

There were approximately 3,200 private sector organisations providing training on a commercial basis in Australia during 1994.

Half of Australia's private sector training organisations in 1994 were small training providers. That is, the total amount of training received by participants in courses delivered by each of these providers was less than 4,000 participant hours. A further 38% were medium training providers, where participants received in total, between 4,000 and less than 40,000 participant hours of training. Large training providers, whose participants received, in total, 40,000 participant hours or more of training, comprised the remaining 11% of training organisations.

A greater proportion (68%) of large training providers conducted commercial training as their main business activity, than did medium or small training providers (51% and 37%, respectively).

Increased employer awareness of the importance of training was reported by almost three-quarters of private training providers as a factor tending to increase their level of training in 1994. By contrast, lack of investment capital available to the organisation for training activities, and competition from TAFE's or universities were reported most frequently as the factors that led to a decline in the level of training activity by private training providers. These factors were reported, respectively, by 46% and 38% of training providers.

### PROVISION OF TRAINING COURSES

A greater proportion of private training providers reported conducting training for people from the Manufacturing, and the Finance, insurance, property and business services industries (42% and 41%, respectively), than for people from other industries. Private training providers reported conducting training courses least often for people from the Personal and other services industry (14%).

It is estimated that private training providers employed nearly 13,000 employees to deliver their commercial training courses during 1994.

Participants attending courses conducted by private training providers received more than 58 million hours of training during 1994. The two fields of training which accounted for the most training hours (more than 8 million participant hours each) were Management and administration courses and Sales and personal service courses. Almost two-thirds (62%) of people attending training courses conducted by private training providers were male.

### ACCREDITATION OF TRAINING COURSES

Overall, 6% of training courses conducted by private training providers during 1994 had been accredited by the relevant State training authority.

Around 13% of training providers conducted some accredited training courses in 1994. A greater proportion of large training providers reported conducting accredited courses during the 12 month reference period than did medium or small training providers (45% compared with 14% and 5%, respectively).

### STATES AND TERRITORIES

New South Wales and Victoria had the most training providers, together comprising 58% of the total. A greater proportion of private training providers in Western Australia, Queensland and South Australia conducted accredited training courses than did providers in other States.

## PROVIDERS OF TRAINING

### NUMBER OF TRAINING PROVIDERS

It is estimated there were almost 3,200 private sector organisations providing training on a commercial basis in Australia during 1994. Of these, almost 1,500 organisations operated primarily as training providers. A further 1,700 organisations conducted training on a commercial basis, but not as their main business activity.

### 1 PRIVATE TRAINING PROVIDERS, 1994

Type of training provider	no.	%
<b>Primarily training provider</b>	<b>1 462</b>	<b>46.1</b>
<b>Other training provider</b>		
Professional association	398	12.6
Industry association	247	7.8
In-house trainer	85	2.7
Equipment manufacturer/supplier	238	7.5
Other	743	23.4
<i>Total</i>	<i>1 712</i>	<i>53.9</i>
<b>Total</b>	<b>3 174</b>	<b>100.0</b>

Half of all private training providers in Australia, during 1994, were small training providers, compared with 38% and 11% that were medium and large providers, respectively. Small training providers are those where total course participation was less than 4,000 participant hours during 1994. Course participation was 4,000 to less than 40,000 participant hours for medium training providers and 40,000 participant hours or more for large training providers.

A greater proportion (68%) of large training providers conducted commercial training as their main business activity than did medium or small training providers (51% and 37%, respectively).

### 2 PRIVATE TRAINING PROVIDERS BY SIZE<sup>1</sup>, 1994

	<i>Small training provider</i>	<i>Medium training provider</i>	<i>Large training provider</i>	<i>Total</i>
Type of training provider	no.	no.	no.	no.
Primarily training provider	599	621	242	1 462
Other training provider	998	599	115	1 712
<b>Total</b>	<b>1 598</b>	<b>1 219</b>	<b>357</b>	<b>3 174</b>

<sup>1</sup> Size is based on total hours of training received by participants at courses (see Glossary).



The estimated number of private training providers is based on the total number of organisations listed on a register of commercial training providers. This register was compiled by the ABS specifically to support the conduct of the Commercial Training Providers Survey (see Explanatory Notes). It is believed that this register covers most private training providers operating in Australia. However, there remains some uncertainty as to the completeness of the coverage of organisations that undertake commercial training as a secondary activity, such as equipment manufacturers and suppliers.

#### PERIOD OF OPERATION

Almost 60% of private training providers have been operating as commercial trainers for less than eight years. The largest increase occurred during the period 1990 to 1992; a quarter of all providers operating in 1994 began during this period. About 28% of companies operating primarily as training providers commenced during the period 1990 to 1992. One explanation for the increase in the number of providers in the training market during this period may be as a response to the introduction of the Training Guarantee legislation in 1990.

### 3

#### PRIVATE TRAINING PROVIDERS BY PERIOD OPERATING IN TRAINING MARKET, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<i>Period started operating</i>	<i>%</i>	<i>%</i>	<i>%</i>
Before 1987	35.8	45.5	<b>41.1</b>
During the period 1987 to 1989	25.2	19.5	<b>22.1</b>
During the period 1990 to 1992	28.1	21.8	<b>24.7</b>
After 1992	10.9	13.2	<b>12.1</b>
<i>Total</i>	<i>100.0</i>	<i>100.0</i>	<b>100.0</b>

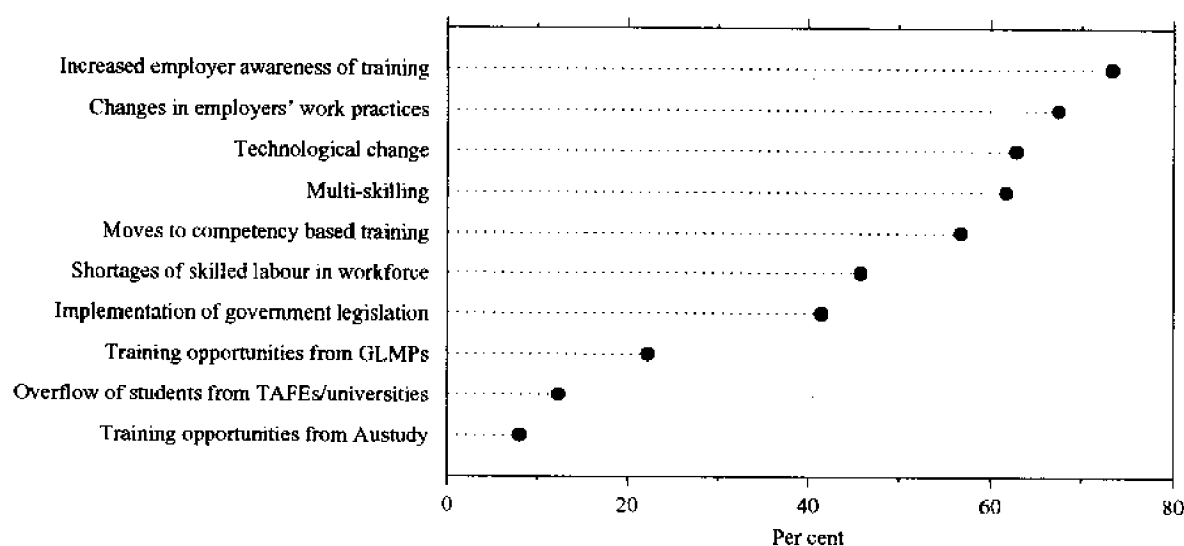
## FACTORS AFFECTING LEVEL OF TRAINING

Almost three-quarters of private training providers reported increased employer awareness of the importance of training as having increased their level of training activity during 1994.

This was particularly relevant for organisations that were primarily training providers, with 40% of this group reporting a major increase in their training activity due to this factor. Changes in employers' work practices was the next reason (39%) that led to a major increase, most often reported by organisations that were primarily training providers (Table 4).

In contrast to organisations that were primarily training providers, other training providers reported changes in employers' work practices (39%) as the factor which most frequently led to a major increase in training activity. Increased employer awareness of the importance of training, and technological change, were reported as the next most influential factors (both 29%).

CHART 1 PROPORTION OF PRIVATE TRAINING PROVIDERS REPORTING FACTORS WHICH INCREASED THEIR LEVEL OF TRAINING ACTIVITY, 1994



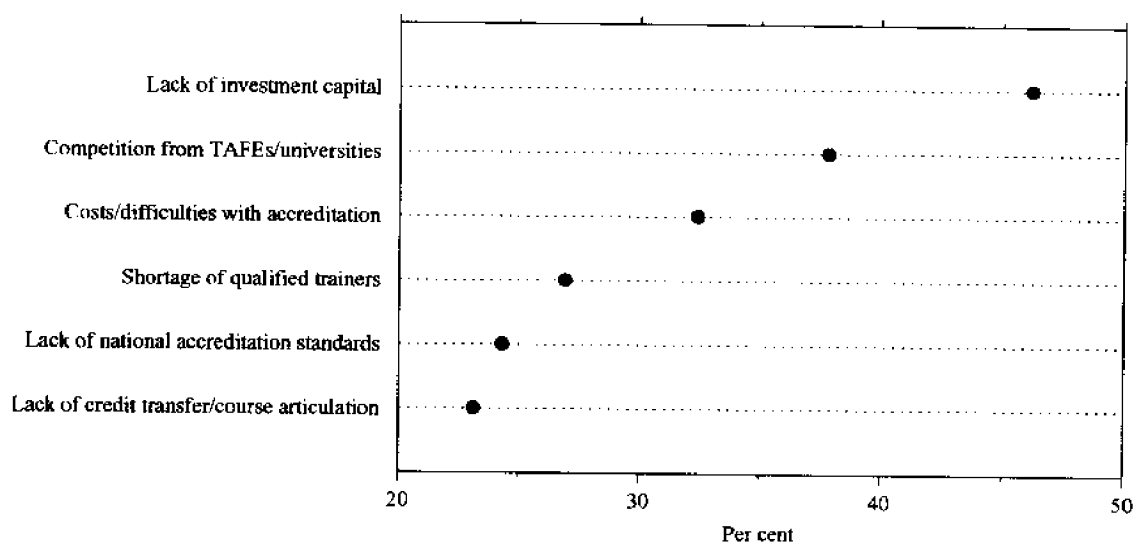
Note: GLMPs are Government Labour Market Programs.  
Source: Table 4.

PROPORTION OF PRIVATE TRAINING PROVIDERS REPORTING FACTORS WHICH INCREASED THEIR LEVEL OF TRAINING ACTIVITY, 1994

Factors	Minor increase in training activity %	Major increase in training activity %	Total increase in training activity %	No increase in training activity %
<b>Primarily training providers</b>				
Increased employer awareness of importance of training	36.5	39.8	<b>76.3</b>	23.7
Changes in employers' work practices (other than multi-skilling)	29.5	39.1	<b>68.6</b>	31.4
Technological change	34.1	30.7	<b>64.8</b>	35.2
Multi-skilling or cross occupational training	38.4	26.6	<b>65.0</b>	35.0
Moves to competency based training	39.2	21.0	<b>60.2</b>	39.8
Shortages of skilled labour in workforce	29.6	23.5	<b>53.1</b>	46.8
Implementation of government legislation	25.4	14.9	<b>40.3</b>	59.7
Training opportunities from Government Labour Market Programs	14.6	15.8	<b>30.4</b>	69.6
Overflow of students from TAFE's or universities	13.5	4.7	<b>18.2</b>	81.8
Training opportunities from Austudy	8.1	5.7	<b>13.8</b>	86.2
<b>Other training providers</b>				
Increased employer awareness of importance of training	41.9	28.9	<b>70.8</b>	29.2
Changes in employers' work practices (other than multi-skilling)	27.7	38.6	<b>66.3</b>	33.7
Technological change	32.6	28.5	<b>61.1</b>	38.9
Multi-skilling or cross occupational training	35.5	23.3	<b>58.8</b>	41.2
Moves to competency based training	36.1	17.6	<b>53.7</b>	46.3
Shortages of skilled labour in workforce	22.4	17.0	<b>39.4</b>	60.6
Implementation of government legislation	22.9	19.4	<b>42.3</b>	57.7
Training opportunities from Government Labour Market Programs	11.2	4.1	<b>15.3</b>	84.7
Overflow of students from TAFE's or universities	6.4	**	<b>7.2</b>	92.8
Training opportunities from Austudy	n.p.	n.p.	<b>2.9</b>	97.0
<b>Total training providers</b>				
Increased employer awareness of importance of training	39.4	33.9	<b>73.3</b>	26.7
Changes in employers' work practices (other than multi-skilling)	28.6	38.8	<b>67.4</b>	32.6
Technological change	33.3	29.5	<b>62.8</b>	37.2
Multi-skilling or cross occupational training	36.8	24.9	<b>61.7</b>	38.3
Moves to competency based training	37.5	19.2	<b>56.7</b>	43.3
Shortages of skilled labour in workforce	25.7	20.0	<b>45.7</b>	54.3
Implementation of government legislation	24.1	17.3	<b>41.4</b>	58.6
Training opportunities from Government Labour Market Programs	12.7	9.5	<b>22.2</b>	77.8
Overflow of students from TAFE's or universities	9.7	2.6	<b>12.3</b>	87.7
Training opportunities from Austudy	5.1	2.9	<b>8.0</b>	92.0

Lack of investment capital available to the organisation for training activities and competition from TAFEs or universities, were the two factors most often reported (by 46% and 38% of providers, respectively), which decreased an organisation's level of training activity.

CHART 2 PROPORTION OF PRIVATE TRAINING PROVIDERS REPORTING FACTORS WHICH DECREASED THEIR LEVEL OF TRAINING ACTIVITY, 1994



Source: Table 5.

PROPORTION OF PRIVATE TRAINING PROVIDERS REPORTING FACTORS WHICH DECREASED THEIR  
LEVEL OF TRAINING ACTIVITY, 1994

<i>Factors</i>	<i>Minor decrease in training activity</i>	<i>Major decrease in training activity</i>	<i>Total decrease in training activity</i>	<i>No decrease in training activity</i>
<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>
<b>Primarily training providers</b>				
Lack of investment capital	31.3	22.0	<b>53.3</b>	46.6
Competition from TAFEs or universities	28.0	17.1	<b>45.1</b>	54.9
Costs or difficulties with accreditation procedures	25.5	16.0	<b>41.5</b>	58.5
Shortage of experienced or qualified trainers	22.0	7.8	<b>29.8</b>	70.2
Lack of national accreditation standards	20.8	6.5	<b>27.3</b>	72.8
Lack of credit transfer/course articulation	19.9	8.7	<b>28.6</b>	71.4
<b>Other training providers</b>				
Lack of investment capital	27.3	12.7	<b>40.0</b>	60.1
Competition from TAFEs or universities	23.1	8.4	<b>31.5</b>	68.5
Costs or difficulties with accreditation procedures	15.3	9.3	<b>24.6</b>	75.3
Shortage of experienced or qualified trainers	19.5	4.8	<b>24.3</b>	75.6
Lack of national accreditation standards	15.1	6.7	<b>21.8</b>	78.2
Lack of credit transfer/course articulation	13.6	4.8	<b>18.4</b>	81.6
<b>Total training providers</b>				
Lack of investment capital	29.2	17.0	<b>46.2</b>	53.9
Competition from TAFEs or universities	25.4	12.4	<b>37.8</b>	62.2
Costs or difficulties with accreditation procedures	20.0	12.4	<b>32.4</b>	67.6
Shortage of experienced or qualified trainers	20.7	6.2	<b>26.9</b>	73.1
Lack of national accreditation standards	17.7	6.6	<b>24.3</b>	75.7
Lack of credit transfer/course articulation	16.5	6.6	<b>23.1</b>	76.9

## PROVISION OF TRAINING COURSES

### TRAINING FOR INDUSTRIES

A greater proportion of private training providers reported conducting training for people from the Manufacturing and the Finance, insurance, property and business services industries (42% and 41%, respectively), than for people from other industries. Private providers reported conducting training courses least often for people from the Personal and other services industry (14%).

6

#### PROPORTION OF PRIVATE TRAINING PROVIDERS CONDUCTING TRAINING COURSES BY INDUSTRY<sup>1</sup>, 1994

<i>Industry</i>	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>	<i>No training courses conducted</i>
	%	%	%	%
Agriculture, forestry, fishing and hunting	19.8	16.6	<b>18.1</b>	81.9
Mining	24.2	22.4	<b>23.2</b>	76.8
Manufacturing	45.1	38.9	<b>41.7</b>	58.3
Electricity, gas and water	26.5	24.6	<b>25.5</b>	74.5
Construction	20.7	23.8	<b>22.4</b>	77.6
Wholesale and retail trade	34.1	23.5	<b>28.4</b>	71.6
Accommodation, cafes and restaurants	21.5	14.1	<b>17.5</b>	82.5
Transport and storage	36.0	24.0	<b>29.6</b>	70.5
Communication	32.6	23.6	<b>27.7</b>	72.3
Finance, insurance, property and business services	45.4	37.4	<b>41.1</b>	58.9
Government administration and defence	39.7	37.8	<b>38.7</b>	61.3
Education	32.1	24.8	<b>28.2</b>	71.8
Health and community services	34.2	28.8	<b>31.3</b>	68.7
Cultural and recreational services	20.3	11.3	<b>15.5</b>	84.5
Personal and other services	17.6	11.5	<b>14.3</b>	85.7

<sup>1</sup> Training providers may conduct training in more than one industry.

With the exception of the Construction industry, organisations that were primarily training providers conducted training courses for specific employers more frequently than did other training providers. The highest proportion of training providers conducting training courses for specific employers occurred for the Manufacturing industry (29%).

## 7 PROPORTION OF PRIVATE TRAINING PROVIDERS CONDUCTING TRAINING COURSES FOR SPECIFIC EMPLOYERS BY INDUSTRY<sup>1</sup>, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total training providers</i>
<i>Industry</i>	%	%	%
Agriculture, forestry, fishing and hunting	10.9	8.2	9.5
Mining	16.1	14.7	15.3
Manufacturing	33.0	26.0	29.2
Electricity, gas and water	17.2	14.1	15.5
Construction	9.4	12.6	11.1
Wholesale and retail trade	20.2	13.5	16.6
Accommodation, cafes and restaurants	9.2	6.1	7.5
Transport and storage	17.0	10.7	13.6
Communication	20.1	11.4	15.4
Finance, insurance, property and business services	30.5	20.7	25.2
Government administration and defence	29.7	22.7	25.9
Education	17.3	13.0	15.0
Health and community services	19.5	12.2	15.6
Cultural and recreational services	7.6	5.3	6.3
Personal and other services	5.2	4.5	4.8
<b>All industries</b>	<b>73.8</b>	<b>69.6</b>	<b>71.5</b>

<sup>1</sup> Training providers may conduct training in more than one industry. For example, many providers who conducted courses for specific employers in Manufacturing would have also conducted courses for specific employers in other industries. Therefore, columns, when totalled, do not add to 100%.

## CONDUCT OF TRAINING COURSES

Over 70% of private training providers conducted scheduled courses and/or courses for specific employers. Almost one-quarter of private training providers conducted courses under Government Labour Market Programs (GLMPs — see Glossary). These were reported about twice as often by organisations that were primarily training providers compared with other training providers (31% and 16%, respectively).

A greater proportion of small and medium-sized primarily training providers reported conducting courses for specific employers than did their large counterparts. The opposite was true for other training providers, where more large than small or medium training providers conducted courses for specific employers.

The proportion of training providers conducting scheduled courses or courses under GLMPs increased with the size of the training providers.

## 8

### CONDUCT OF TRAINING COURSES BY SIZE<sup>1</sup> OF PRIVATE TRAINING PROVIDER<sup>2</sup>, 1994

	<i>Small training provider</i>	<i>Medium training provider</i>	<i>Large training provider</i>	<b>Total</b>	<i>No training courses conducted</i>
<i>Conduct of course</i>	%	%	%	%	%
<b>Primarily training providers</b>					
Courses for specific employers	73.8	79.4	59.4	<b>73.8</b>	26.2
Scheduled/public courses	60.8	78.4	94.2	<b>73.8</b>	26.2
Courses under Government Labour Market Programs	20.5	30.9	59.0	<b>31.3</b>	68.7
<b>Other training providers</b>					
Courses for specific employers	64.7	73.8	90.0	<b>69.6</b>	30.4
Scheduled/public courses	69.9	76.9	96.4	<b>74.1</b>	25.9
Courses under Government Labour Market Programs	11.6	17.6	48.8	<b>16.2</b>	83.8
<b>Total training providers</b>					
Courses for specific employers	68.1	76.7	69.2	<b>71.5</b>	28.5
Scheduled/public courses	66.5	77.7	94.9	<b>74.0</b>	26.0
Courses under Government Labour Market Programs	14.9	24.4	55.7	<b>23.1</b>	76.9

<sup>1</sup> Size is based on total amount of training received by participants at courses (see Glossary).

<sup>2</sup> Private training providers may conduct more than one type of course. For example, many providers conducting scheduled courses are also conducting courses under Government Labour Market Programs.



## TRAINING REVENUE

About two-thirds of large training providers reported that in 1994, the types of courses that earned the most revenue were scheduled courses. About half of small and medium training providers reported scheduled courses as the course type that generated most revenue.

Courses conducted for specific employers were a more important source of revenue for a greater proportion of organisations which operated primarily as training providers (46%) than for other training providers (40%).

Around 7% of training providers reported GLMP courses as the course type that generated most revenue. This was particularly evident for large training providers.

## 9

### TYPE OF COURSE GENERATING MOST REVENUE FOR PRIVATE TRAINING PROVIDERS, 1994

	<i>Small training provider<sup>1</sup></i>	<i>Medium training provider<sup>1</sup></i>	<i>Large training provider<sup>1</sup></i>	<b>Total</b>
<i>Conduct of course</i>	%	%	%	%
<b>Primarily training providers</b>				
Courses for specific employers	57.0	47.0	*13.1	<b>45.5</b>
Scheduled/public courses	38.9	43.9	60.6	<b>44.6</b>
Courses under Government Labour Market Programs	*4.1	9.2	26.3	<b>9.9</b>
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
<b>Other training providers</b>				
Courses for specific employers	47.7	33.2	**	<b>40.2</b>
Scheduled/public courses	50.2	61.0	73.9	<b>55.6</b>
Courses under Government Labour Market Programs	*2.1	*5.8	*14.7	<b>4.2</b>
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
<b>Total training providers</b>				
Courses for specific employers	51.2	40.2	12.5	<b>42.6</b>
Scheduled/public courses	46.0	52.3	64.9	<b>50.5</b>
Courses under Government Labour Market Programs	*2.9	7.5	22.6	<b>6.8</b>
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup> Size is based on total hours of training received by participants at courses (see Glossary).

## DELIVERY OF TRAINING

It is estimated that private training providers employed nearly 13,000 employees during 1994 to deliver their commercial training courses.

Organisations that were primarily training providers employed equal numbers of male and female trainers. Other training providers, however, employed more male than female trainers (62% compared with 38%).

### 10 DELIVERY OF TRAINING BY PRIVATE TRAINING PROVIDERS, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<i>Type of trainer</i>	<i>no.</i>	<i>no.</i>	<i>no.</i>
<b>Employee trainers</b>			
Male	3 739	3 320	<b>7 060</b>
Female	3 722	2 061	<b>5 783</b>
<i>Total</i>	7 461	5 381	<b>12 843</b>
<b>External trainers<sup>1</sup></b>	7 029	24 462	<b>31 491</b>

<sup>1</sup> The same external trainer may be reported by more than one private training provider.

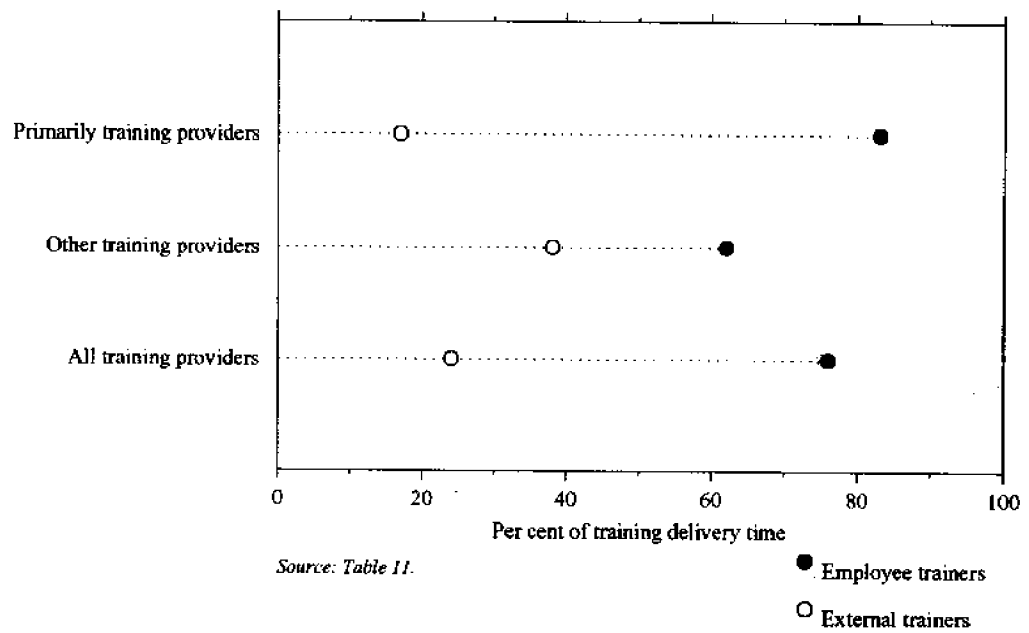
Average training delivery hours were almost eight times greater for employee trainers than external trainers. In total, private training providers delivered 6.6 million hours of training in 1994, of which 5 million hours were delivered by employee trainers.

### 11 AMOUNT OF TRAINING DELIVERED BY PRIVATE TRAINING PROVIDERS, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<i>Delivery of training</i>	<i>hours</i>	<i>hours</i>	<i>hours</i>
<b>Training delivery time</b>			
Employee trainers	3 800 000	1 262 000	<b>5 062 000</b>
External trainers	779 000	788 000	<b>1 568 000</b>
<i>Total training time</i>	4 579 000	2 051 000	<b>6 630 000</b>
<b>Average training delivery hours per trainer</b>			
Employee trainers	509	235	<b>394</b>
External trainers	111	*32	<b>50</b>
<i>Total</i>	316	69	<b>150</b>

Trainers who were employees of the organisation delivered 83% of all the training conducted by organisations that were primarily training providers. In comparison, for other training providers, employee trainers delivered 62% of all training.

CHART 3 PROPORTION OF TRAINING DELIVERED BY TYPE OF TRAINER, 1994



Almost half of all training providers delivered less than 500 hours of training in total during 1994. Another 42% delivered between 500 and 4,999 hours of training. Fewer than 10% of providers delivered 5,000 or more hours of training in 1994.

## 12 TRAINING COURSE HOURS<sup>1</sup> DELIVERED BY PRIVATE TRAINING PROVIDERS, 1994

	Primarily training provider	Other training provider	Total
<i>Delivery of training</i>	%	%	%
<b>Training delivery time by all employee trainers within a training provider</b>			
Nil	6.7	23.6	15.8
1 to 499 hours	34.9	49.2	42.6
500 to 999 hours	16.7	10.9	13.6
1000 to 4999 hours	28.3	14.3	20.8
5000 hours or more	13.4	*2.0	7.2
<i>Total</i>	100.0	100.0	100.0
<b>Training delivered by all external trainers within a training provider</b>			
Nil	45.4	34.1	39.3
1 to 99 hours	22.6	36.7	30.2
100 to 499 hours	14.6	16.0	15.4
500 hours or more	17.3	13.2	15.1
<i>Total</i>	100.0	100.0	100.0
<b>Total training delivery time within a training provider</b>			
1 to 499 hours	34.3	62.4	49.4
500 to 999 hours	17.6	14.0	15.7
1000 to 4999 hours	32.5	20.0	25.8
5000 hours or more	15.6	3.5	9.1
<i>Total</i>	100.0	100.0	100.0

<sup>1</sup> This refers to the total training delivery time by all trainers in a private training provider, not by each individual trainer, i.e. it refers to the total training delivery time of a provider as a whole.

## FIELDS OF TRAINING

People who attended courses conducted by private training providers received more than 58 million participant hours of training during 1994. The two fields of training which accounted for the most training hours (more than 8 million participant hours each) were Management and administration courses and Sales and personal service courses.

Almost two-thirds (62%) of people attending training courses were male. Males participated more frequently in each field of training except Clerical/office courses and General computing skills courses. At these courses, 71% and 51% (respectively) of participants were female.

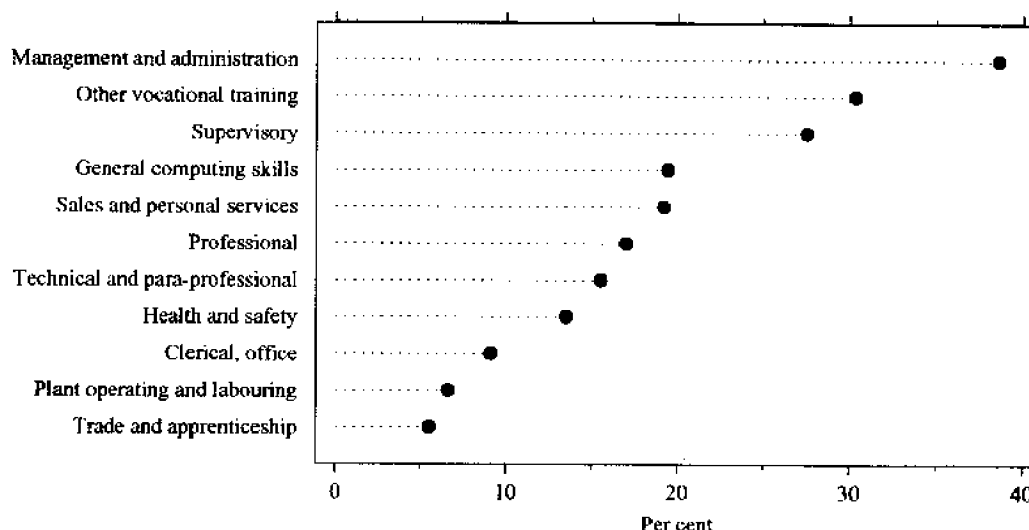
## 13 AMOUNT OF TRAINING RECEIVED BY PARTICIPANTS BY FIELD OF TRAINING, 1994

Field of training <sup>1</sup>	Amount of training received by participants			Sex of participants	
	Primarily training provider	Other training provider	Total	Male	Female
	'000 hours	'000 hours	'000 hours	%	%
Supervisory	1 225	704	1 930	69.7	30.3
General computing skills	3 554	2 254	5 809	49.3	50.7
Health and safety	*845	**	**	*61.1	**
Management and administration	4 834	3 631	8 465	70.2	29.8
Professional	**	2 142	*3 457	65.1	*34.9
Technical and para-professional	*3 272	*683	3 956	72.8	27.2
Trade and apprenticeship	*4 707	*751	*5 458	83.9	**
Sales and personal service	6 819	1 364	8 184	60.6	39.4
Clerical, office	5 878	*355	6 234	*28.6	71.4
Plant operating and labouring	*1 974	*592	*2 565	90.4	**
Other vocational training	4 888	1 566	6 454	58.9	41.1
<b>All fields of training</b>	<b>39 313</b>	<b>18 759</b>	<b>58 072</b>	<b>62.3</b>	<b>37.7</b>

<sup>1</sup> Training providers may conduct training in more than one field.

Approximately 39% of private training providers reported conducting Management and administration courses during 1994. By comparison, fewer than 6% of private training providers reported conducting Trade and apprenticeship courses during 1994.

CHART 4 PROPORTION OF PRIVATE TRAINING PROVIDERS CONDUCTING TRAINING IN EACH FIELD, 1994



Just over two-thirds of training was received by participants at courses conducted by large training providers. About 93% of Clerical and office training was delivered by large training providers. The Supervisory field was the only field where more than half (65%) of the training was delivered by small and medium providers.

**14** PROPORTION OF FIELD OF TRAINING<sup>1</sup> DELIVERED BY SIZE<sup>2</sup> OF PRIVATE TRAINING PROVIDER, 1994

	Small training provider	Medium training provider	Large training provider
Field of training	%	%	%
Supervisory	6.8	58.3	35.0
General computing skills	2.8	28.7	68.5
Health and safety	**	**	83.5
Management and administration	5.7	40.7	53.6
Professional	*8.3	*40.0	51.7
Technical and para-professional	*6.5	*30.5	63.1
Trade and apprenticeship	*1.2	**	83.6
Sales and personal service	1.8	24.1	74.1
Clerical, office	*0.6	*6.1	93.3
Plant operating and labouring	*2.4	*38.3	59.3
Other vocational training	7.1	34.4	58.5
<b>All fields of training</b>	<b>3.8</b>	<b>27.6</b>	<b>68.6</b>

<sup>1</sup> Based on total hours of training received by participants in each field.

<sup>2</sup> Size is based on total hours of training received by participants at courses (see Glossary).

Organisations operating primarily as training providers conducted considerably longer courses, on average, than other training providers (42 hours compared to 14 hours). The longest average course durations (433 hours and 319 hours), were for Trade and apprenticeship, and Clerical and office courses, conducted by organisations that were primarily training providers. Examples of courses in these fields are hairdressing apprenticeships at hairdressing schools, and secretarial courses at business colleges.

Professional and General computing skills courses conducted by other training providers were the shortest courses (7 and 9 hours, respectively).

## 15 AVERAGE LENGTH OF PRIVATE PROVIDER TRAINING COURSES, BY FIELD OF TRAINING, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<i>Field of training</i>	hours	hours	hours
Supervisory	18.4	16.7	17.8
General computing skills	13.1	9.2	11.3
Health and safety	12.4	17.7	16.6
Management and administration	26.0	15.5	20.2
Professional	**	7.0	*10.5
Technical and para-professional	143.1	14.8	57.3
Trade and apprenticeship	433.1	*22.2	**
Sales and personal service	*88.2	18.0	53.4
Clerical, office	319.2	*22.7	183.1
Plant operating and labouring	29.4	26.8	28.8
Other vocational	36.1	21.5	31.0
<b>All fields of training</b>	<b>41.6</b>	<b>13.8</b>	<b>25.2</b>

**GOVERNMENT LABOUR  
MARKET PROGRAM  
PARTICIPANTS**

Nearly one-quarter of private training providers reported that Government Labour Market Program participants attended some of their training courses during 1994. Large training providers reported these attendees more often than medium and small training providers (59% compared with 29% and 12%, respectively).

About 5% of private training providers reported 75% or more of their course attendees during 1994 were Government Labour Market Program participants.

## 16

### WHETHER PRIVATE TRAINING PROVIDERS HAVE GOVERNMENT LABOUR MARKET PROGRAM PARTICIPANTS AT THEIR COURSES, 1994

	<i>Small training provider<sup>1</sup></i>	<i>Medium training provider<sup>1</sup></i>	<i>Large training provider<sup>1</sup></i>	<i>Total</i>
<i>Course participants</i>	<i>%</i>	<i>%</i>	<i>%</i>	<i>%</i>
<b>Training providers with participants from Government Labour Market Programs<sup>2</sup></b>				
75% to 100% of participants	*2.0	5.2	15.1	<b>4.7</b>
25% to less than 75% of participants	**	*2.9	15.3	<b>3.4</b>
Less than 25% of participants	9.1	20.5	29.1	<b>15.8</b>
<i>Total</i>	<i>12.3</i>	<i>28.6</i>	<i>59.4</i>	<b>23.8</b>
<b>Training providers with no participants from Government Labour Market Programs</b>	<b>87.7</b>	<b>71.4</b>	<b>40.6</b>	<b>76.2</b>
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

<sup>1</sup> Size is based on total hours of training received by participants at courses (see Glossary).

<sup>2</sup> Some training course participants were attending courses not specifically provided for GLMP participants. Tables 8 and 22 show what types of training courses providers conducted, where 23.1% of training providers conducted courses under Government Labour Market Programs.

**OVERSEAS  
PARTICIPANTS**

Around 19% of private training providers reported having training participants from overseas. The majority of these training providers had 10 or fewer overseas participants. (Note that English language schools were excluded from the scope of the survey.)

In all, 11% of providers marketed their courses overseas, and 22,500 people from overseas attended private training provider courses in 1994.

## 17

### WHETHER PRIVATE TRAINING PROVIDERS HAVE PERSONS FROM OVERSEAS AT THEIR COURSES, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<b>Training providers with participants from overseas (%)</b>			
1 to 4 students	9.1	7.1	<b>8.0</b>
5 to 10 students	4.9	3.5	<b>4.2</b>
11 to 50 students	4.7	4.9	<b>4.8</b>
51 students or more	*2.6	*2.2	<b>2.4</b>
<i>Total</i>	<i>21.3</i>	<i>17.8</i>	<b>19.4</b>
<b>Training providers who marketed courses overseas (%)</b>	<b>9.4</b>	<b>11.5</b>	<b>10.5</b>
<b>Training course participants from overseas (no.)</b>	<b>8 917</b>	<b>*13 542</b>	<b>22 459</b>



## ACCREDITATION OF TRAINING COURSES

### ACCREDITATION OF COURSES

Each State/Territory Government has an accreditation body. These bodies recognise training courses which meet certain standards (see the Glossary for further explanation). However, there are no requirements for private training providers to have their courses formally accredited.

Overall, 6% of training courses conducted by private training providers during 1994 were accredited by the relevant State/Territory training authority.

### 18 ACCREDITATION OF COURSES BY SIZE<sup>1</sup> OF PRIVATE TRAINING PROVIDER, 1994

	<i>Small training provider</i>	<i>Medium training provider</i>	<i>Large training provider</i>	<i>Total</i>
<i>Accreditation details</i>	%	%	%	%
Training providers with one or more accredited course(s)	5.2	13.6	45.3	<b>12.9</b>
Proportion of providers' courses which were accredited	1.6	*4.0	10.3	<b>6.4</b>

<sup>1</sup> Size is based on total hours of training received by participants at courses (see Glossary).

Around 13% of training providers delivered one or more training courses in 1994 which were accredited. A greater proportion of large training providers reported conducting accredited courses during the 12 month reference period than did medium or small training providers (45% compared with 14% and 5%, respectively).

Organisations that were primarily training providers conducted accredited training courses more often than other training providers (22% compared with 5%). Similarly, organisations that were primarily training providers reported that all of the courses they conducted during 1994 were accredited more often than other training providers (7% compared with 2%). However, 87% of Australia's commercial training providers did not conduct any accredited courses.

### 19 PROPORTION OF PRIVATE TRAINING PROVIDERS WITH ACCREDITED COURSES, 1994

	<i>Primarily training provider</i>	<i>Other training provider</i>	<i>Total</i>
<i>Accreditation details</i>	%	%	%
<b>Conducted accredited course(s)</b>			
100% of courses	7.4	1.8	<b>4.4</b>
50% to less than 100% of courses	5.0	*1.0	<b>2.9</b>
1% to less than 50% of courses	9.4	2.5	<b>5.7</b>
<i>Total</i>	<b>21.8</b>	<b>5.4</b>	<b>12.9</b>
<b>Did not conduct accredited course(s)</b>	<b>78.2</b>	<b>94.6</b>	<b>87.1</b>
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Organisations which did not conduct any accredited courses were asked their reasons for not obtaining accreditation. Of the specific reasons listed in the table, not being interested (28%) or being unaware of accreditation procedures (27%) were the two reasons most often reported by private training providers.

Again, with the exception of 'other' reasons, for primarily training providers the main reasons were: they considered the costs too high (32%) and/or the time involved in obtaining accreditation was too lengthy (30%). For other training providers, the main reasons were: not being interested (32%) and/or being unaware of accreditation procedures (27%).

## 20

### PRIVATE TRAINING PROVIDERS WITH NO ACCREDITED COURSES: REASONS FOR NOT OBTAINING ACCREDITATION<sup>1</sup>, 1994

	<i>Primarily training providers</i>	<i>Other training providers</i>	<b>Total</b>
<i>Reasons</i>	%	%	%
No interest in obtaining accreditation of courses	22.0	31.8	<b>27.7</b>
Unaware of procedures involved	27.7	27.2	<b>27.4</b>
Consider costs of obtaining accreditation too high	31.6	17.6	<b>23.4</b>
Consider time to obtain accreditation too lengthy	30.2	17.7	<b>22.9</b>
Unaware of existence of accreditation body	18.7	25.2	<b>22.5</b>
Information on accreditation not readily available	15.3	14.2	<b>14.7</b>
Other reasons	43.6	37.9	<b>40.3</b>

<sup>1</sup> Training providers may have more than one reason for not obtaining accreditation.

## STATES AND TERRITORIES

### STATES AND TERRITORIES

Australia wide, there were 3,174 private training providers. New South Wales and Victoria had the most training providers, comprising 58% of the total. Other training providers outnumbered organisations operating primarily as training providers in all States/Territories except Victoria.

## 21 NUMBER OF PRIVATE TRAINING PROVIDERS<sup>1</sup> BY STATE, 1994

	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.
Type of training provider	no.	no.	no.	no.	no.	no.	no.	no.	no.
Primarily training provider	487	432	177	150	130	*39	*18	30	1 462
Other training provider	516	407	293	152	173	*43	39	89	1 712
<b>Total</b>	<b>1 002</b>	<b>839</b>	<b>469</b>	<b>301</b>	<b>303</b>	<b>83</b>	<b>57</b>	<b>120</b>	<b>3 174</b>

<sup>1</sup> Providers are either primarily training providers or other training providers. The estimates in this table are weighted estimates, therefore there are slight discrepancies in some cases between the sums of components and totals for States/Territories due to rounding.

Around 72% of private training providers in Australia reported conducting scheduled or public courses and courses for specific employers. South Australia was the only State where a majority of training providers reported providing courses under Government Labour Market Programs (78%).

## 22 CONDUCT OF TRAINING COURSES BY PRIVATE TRAINING PROVIDERS<sup>1</sup>, BY STATE, 1994

	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.
Conduct of course	%	%	%	%	%	%	%	%	%
<b>Primarily training providers</b>									
Courses for specific employers	75.9	79.0	56.7	65.7	77.9	83.4	58.8	85.0	<b>73.8</b>
Scheduled/public courses	70.7	67.4	89.6	80.2	74.9	87.5	100.0	52.9	<b>73.8</b>
Courses under Government Labour Market Programs	20.6	20.5	37.2	85.7	45.4	**	**	**	<b>31.3</b>
<b>Other training providers</b>									
Courses for specific employers	76.4	72.1	67.2	62.0	64.9	*48.0	55.5	65.1	<b>69.6</b>
Scheduled/public courses	76.6	74.1	67.7	73.9	86.0	66.2	61.0	68.1	<b>74.1</b>
Courses under Government Labour Market Programs	12.6	*8.0	13.7	69.9	*14.9	**	—	**	<b>16.2</b>
<b>Total training providers</b>									
Courses for specific employers	76.1	75.6	63.3	63.8	70.5	64.8	56.5	70.1	<b>71.5</b>
Scheduled/public courses	73.8	70.6	75.9	77.0	81.2	76.3	73.1	64.3	<b>74.0</b>
Courses under Government Labour Market Programs	16.5	14.4	22.6	77.7	28.0	**	**	**	<b>23.1</b>

<sup>1</sup> Training providers may offer more than one type of course.

Private training providers were asked about external consultants, contractors and guest speakers who delivered courses for which participants paid a fee. Training providers used employee trainers more frequently than external trainers (83% compared with 61%). There were more male (55%) than female employee trainers. These characteristics applied to almost all States/Territories.

## 23

### DELIVERY OF TRAINING BY PRIVATE TRAINING PROVIDERS, BY STATE, 1994

Profile	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.
<b>Proportion of providers using (%)</b>									
Employee trainers	84.9	86.4	82.3	82.7	77.0	63.5	84.7	83.4	<b>83.4</b>
External trainers	62.4	60.4	58.6	51.8	60.1	77.4	60.5	69.3	<b>60.7</b>
<b>Employee trainers (no.)</b>									
Male	2 521	2 066	982	481	545	*138	74	254	<b>7 060</b>
Female	2 001	1 759	791	393	*581	*64	*69	*126	<b>5 783</b>
Total	4 521	3 825	1 773	874	1 126	*202	143	379	<b>12 843</b>
<b>Amount of training ('000 hours)</b>									
Delivered by trainers <sup>1</sup>	2 367	1 752	954	420	*861	*85	25	165	<b>6 630</b>
Received by participants	19 235	17 524	8 061	3 769	*7 488	*740	187	1 069	<b>58 072</b>

<sup>1</sup> Includes training delivered by both employee trainers and external trainers.

A greater proportion of private training providers in Western Australia, Queensland and South Australia conducted accredited training courses than did providers in other States. Overall, 13% of providers conducted accredited training courses.

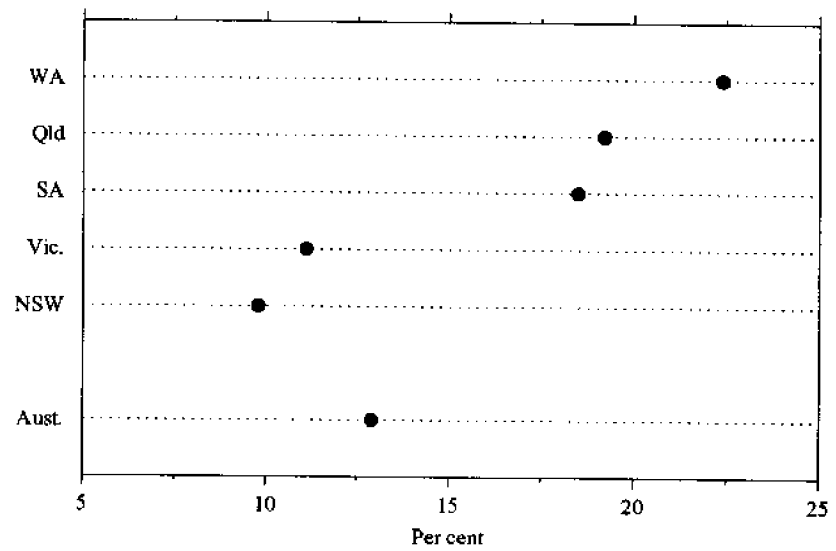
## 24

### WHETHER PRIVATE TRAINING PROVIDERS CONDUCTED ANY ACCREDITED COURSE(S) BY STATE, 1994

	NSW	Vic.	Qld	SA	WA	Aust. <sup>1</sup>
Whether conducted accredited course(s)	%	%	%	%	%	%
<b>Primarily training providers</b>						
Conducted accredited course(s)	16.6	17.4	37.5	31.5	36.2	<b>21.8</b>
Did not conduct accredited course(s)	83.4	82.6	62.5	68.5	63.8	<b>78.2</b>
Total	100.0	100.0	100.0	100.0	100.0	<b>100.0</b>
<b>Other training providers</b>						
Conducted accredited course(s)	*3.4	4.5	*8.2	*5.6	*12.0	<b>5.4</b>
Did not conduct accredited course(s)	96.6	95.5	91.8	94.4	88.0	<b>94.6</b>
Total	100.0	100.0	100.0	100.0	100.0	<b>100.0</b>
<b>Total training providers</b>						
Conducted accredited course(s)	9.8	11.1	19.2	18.5	22.4	<b>12.9</b>
Did not conduct accredited course(s)	90.2	88.9	80.8	81.5	77.6	<b>87.1</b>
Total	100.0	100.0	100.0	100.0	100.0	<b>100.0</b>

<sup>1</sup> Includes Tasmania, Northern Territory and Australian Capital Territory.

CHART 5 WHETHER PRIVATE TRAINING PROVIDERS CONDUCTED ANY  
ACCREDITED COURSE(S) BY STATE, 1994



Source: Table 24.

## EXPLANATORY NOTES

### INTRODUCTION

**1** This publication contains results of the Commercial Training Providers (CTP) Survey. The objective of the survey was to determine the amount and type of vocational training provided on a fee-for-service (commercial) basis by private sector organisations in Australia. The reference period for the survey was 1 January to 31 December 1994. This is the first national survey to produce statistics of this type.

### SCOPE OF THE SURVEY

**2** The survey covered private sector training providers in Australia who conducted vocational training for which a fee was charged with the objective of at least covering the cost of conducting the training (i.e. on a commercial basis). As well as organisations whose primary business activity was conducting training on a commercial basis, the survey also included other training providers who charged fees for conducting vocational training.

**3** Included in the scope of the survey were:

- organisations operating primarily as providers of training on a commercial basis;
- professional and industry associations which provide training on a commercial basis;
- employers offering training to employees of other organisations on a fee-for-service basis but whose training effort is primarily directed at their own employees;
- equipment manufacturers and suppliers who provide training on a commercial basis in relation to their equipment; and
- any other organisation providing training on a commercial basis.

**4** Excluded from the scope of the survey were:

- all primary and secondary schools and colleges;
- TAFEs and universities, including their commercial enterprises;
- Commonwealth, State and local government departments, agencies and authorities, including Government Business Enterprises;
- SkillShare offices;
- Industry Training Councils and Industry Training Advisory Boards;
- organisations that only provide training of a non-vocational recreational/hobby nature;
- language colleges that provide only language courses;
- theological colleges; and
- drama, music and dance schools.

### REGISTER OF PRIVATE TRAINING PROVIDERS

**5** To enable the CTP Survey to be conducted, the ABS developed a register of private training providers, from which a representative sample of providers was selected for inclusion in the survey (see Reliability of Estimates).

REGISTER OF PRIVATE TRAINING  
PROVIDERS — *continued*

**6** The statistical unit for the survey comprised all commercial training activities of a legal entity in a particular State or Territory. Each statistical unit was classified to a type of training provider (as outlined in Scope of the Survey) which reflected the predominant activity of the legal entity in a State or Territory.

**7** In compiling the register, a variety of sources was approached for possible lists of training providers, including State Government bodies and industry/professional associations. The ABS also investigated all known registers and directories of training organisations and courses, including the ABS register of businesses. Work was completed on the CTP register in September 1994.

**8** The quality of the estimates produced from the 1994 CTP Survey depends partly on the quality of this register. Preliminary research into the quality of the register has indicated that the coverage is good for organisations whose main activity is providing training on a commercial basis (i.e. included in the category Primarily training provider in this publication). However, deficiencies have been identified in the coverage of Equipment manufacturers/suppliers and In-house trainers, both of which constitute part of the category Other training provider. The number of Other training providers may, therefore, be understated.

SURVEY DESIGN

**9** The statistical units are referred to as training providers for this collection. The survey was designed to produce accurate detailed estimates on the amount and type of vocational training undertaken on a commercial basis by training provider type. It was also designed to produce results at the State level.

**10** A sample of approximately 1,600 organisations was selected from the ABS register of private sector commercial training providers for the survey.

**11** The sample was stratified by type of training provider (indicated on the register) and State, to ensure adequate representation of the population.

SURVEY METHODOLOGY

**12** The survey used a two-phase approach with two forms being sent separately to providers selected in the survey. The first form, the Initial Contact Form, was used to establish a contact within the organisation, to establish whether the organisation was likely to conduct any fee-for-service vocational training during the reference period (i.e. in-scope), to determine the type of provider selected and to determine whether respondents would have any difficulties in providing information for the survey. This form was dispatched at the end of September 1994 to the initial selection of 1,600 units. The second form, the Commercial Training Providers survey form, was designed to collect detailed information about the training providers and courses they conducted during the period 1 January to 31 December 1994. This form was dispatched at the beginning of December 1994 to all in-scope units identified from the phase one despatch (just over 1,000 commercial training providers).

## SURVEY DATA

**13** The survey collected data on: course delivery hours, number of courses conducted, number of participants and amount of training received, number and type of trainers and support staff, whether training providers were registered, whether training providers conducted any accredited or endorsed courses and the number of these courses, and other related items for the period 1 January to 31 December, 1994.

## RELIABILITY OF ESTIMATES

**14** Estimates are subject to sampling and non-sampling errors. These concepts are explained in the Technical Notes.

**15** A Post Enumeration Survey was conducted to assess non-sampling errors and to review the survey questionnaire and methodology. The Post Enumeration Survey showed that training providers had difficulty understanding and reporting some of the requested data. This publication only contains statistics which were subject to small non-sampling errors. Questions that had a high level of respondent misunderstanding have not been included in this publication.

**16** As outlined in the section, Register of private training providers (paragraph 8), there is thought to be some undercoverage of private training providers, particularly in the Equipment manufacturer/supplier and In-house trainer categories. However, as these units were generally undertaking very small amounts of training, the overall impact on data should be minimal.

**17** The reliability of estimates is also affected by the level of response to a survey. Overall, 83% of training providers selected provided completed questionnaires for the survey. However, the high response rate to the Initial Contact Form (94%) meant it was possible to accurately determine whether almost all units selected in the survey were in-scope. As a consequence, the estimation for non-response included only ongoing businesses. This meant that adjustments to total estimation for non-respondents to the CTP questionnaire could be undertaken more accurately.

## RELATED PUBLICATIONS AND REPORTS

**18** Other publications and reports which may be of interest include:

*Survey of Commercial Training Providers, Statistical Report, 1993* (6352.0.00.001) — New issue, November 1994. A summary of statistical findings from the Commercial Training Providers pilot survey.

*Employer Training Expenditure, Australia* (6353.0) — issued irregularly, latest issue: July to September 1993.

*Employer Training Practices, Australia* (6356.0) — issued irregularly, first and latest issue: February 1994.

*Training and Education Experience, Australia* (6278.0) — issued irregularly, latest issue: 1993. Previously: *How Workers Get Their Training, Australia*.

*Career Paths of Persons with Trade Qualifications* (6243.0) — issued irregularly, latest issue: 1993.

*Education and Training in Australia* (4224.0) — issued irregularly, first and latest issue: 1992.



*A Directory of Education and Training Statistics* (1136.0)  
— issued irregularly, latest issue: April 1995.

*Transition From Education to Work, Australia* (6227.0)  
— issued annually, final issue: 1994. Replaced by Standard Data Service, *Transition From Education to Work, Australia* (6227.0.40.001).

*Participation in Education, Australia* (6272.0) — issued annually, final issue: 1994. Replaced by Standard Data Service, *Participation in Education, Australia* (6272.0.40.001).

*Labour Force Status and Educational Attainment, Australia* (6235.0)  
— issued annually, final issue: 1994.

## UNPUBLISHED STATISTICS

**19** The ABS offers a range of unpublished data from this survey upon request. Subject to reliability and confidentiality constraints, unpublished estimates from the survey are available for the following data items:

- number of trainers, number of male/female employees, and total number of external consultants;
- training course delivery hours by employee trainers and by external trainers;
- types of training courses, e.g. in-house courses, scheduled/public courses, GLMP courses;
- fields of training;
- number of participants at training courses, proportion of males and females by field of training, and total number of participants from overseas;
- participant hours of training by field of training;
- accreditation of training courses, reasons for not obtaining accreditation, number of accredited courses;
- period of operation as commercial trainers;
- marketing of training courses, types of courses marketed, and incidence of overseas marketing;
- use of own training venues;
- industries provided with training; and
- factors affecting level of training activity.

**20** Estimates of the preceding data items can be cross classified by the following:

- type of training provider;
- State and Territory;
- accreditation status; and
- size of training provider, determined using:
  - number of trainers;
  - total trainer delivery hours;
  - number of participants; and
  - total participant hours.

**21** Any inquiries about unpublished data and the cost of this service should be directed to Glenice Taylor on (06) 252 7798.

**22** Where figures have been rounded, discrepancies may occur between sums of the component items and totals.

#### SYMBOLS AND OTHER USAGES

- \* the estimate has a relative standard error between 25% and 40% and should be used with caution.
- \*\* subject to sampling variability too high for most practical purposes (relative standard error greater than 40%). See Technical Notes.
- n.p. not available for publication but included in totals where applicable.
- nil or rounded to zero (including null cells).

## TECHNICAL NOTES

Estimates in this publication are subject to sampling variability because they are based on information relating to a sample of training providers rather than a full enumeration, (i.e. they may differ from figures that would have been produced if the information had been obtained from all training providers). This difference, called sampling error, should not be confused with inaccuracy that may occur, for example, due to imperfections in reporting by respondents, errors made in processing the data and due to errors or omissions from the total population frame used to select the survey sample. Such inaccuracy is referred to as non-sampling error and may occur in any enumeration, whether it be a full count (census) or sample.

### NON-SAMPLING ERROR

Efforts have been made to reduce the non-sampling error by careful design of the questionnaire and detailed checking of completed returns. In order to minimise under-enumeration, training providers in the survey were advised of their selection three months before the end of the reference period and encouraged to keep records of their commercial training activities, rather than relying totally on recall at the conclusion of the reference period.

### SAMPLING ERROR

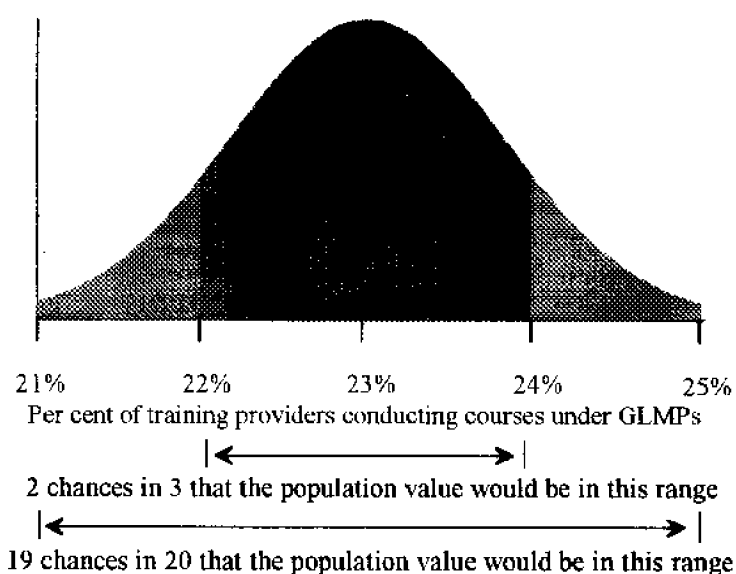
The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the standard error which indicates the degree to which an estimate may vary from a value that would have been obtained from a full enumeration, i.e. the 'true' figure. There are about two chances in three that a sample estimate differs from the 'true' value by less than one standard error, and about nineteen chances in twenty that a sample estimate differs from the 'true' value by less than two standard errors.

If the standard error of an estimate is large, relative to the size of the estimate, the usefulness of that estimate is seriously impaired. For the tables in this publication, estimates with standard errors greater than 25% and less than 40% of the estimate have been labelled with an asterisk. Estimates with standard errors of 40% or more have not been published and two asterisks appear in place of the estimate.

An estimated 23.1% of private training providers conducted courses under Government Labour Market Programs (see Table 8). From Table A this estimate has a relative standard error of 4.3%, and thus an absolute standard error of  $0.043 \times 23.1\%$ , or 0.99%. Hence, the estimate minus one standard error is 23% less 1% equals 22% (rounded to whole numbers), and the estimate plus one standard error is similarly 24%. Again, the estimate minus and plus two standard errors is 21% and 25%, respectively. There would, therefore, be about two chances in three that a full enumeration of all training providers would have given a figure in the range of 22% to 24% and about 19 chances in 20 that it would have been in the range of 21% to 25%. This is shown in Diagram 1.

For further information on the standard errors relating to data in this publication contact Glenice Taylor on (06) 252 7798.

DIAGRAM 1 PROBABILITY DISTRIBUTION OF THE ESTIMATE OF THE PROPORTION OF TRAINING PROVIDERS CONDUCTING COURSES UNDER GLMPs



**A** RELATIVE STANDARD ERRORS FOR TRAINING COURSES CONDUCTED BY PRIVATE TRAINING PROVIDERS<sup>1</sup>, 1994

	<i>Small training provider</i>	<i>Medium training provider</i>	<i>Large training provider</i>	<b>Total</b>
<i>Courses conducted</i>	%	%	%	%
<b>Primarily training providers</b>				
Courses for specific employers	3.6	2.9	7.8	1.4
Scheduled/public courses	5.0	3.0	2.0	1.5
Courses under Government Labour Market Programs	12.9	9.4	8.4	5.3
<b>Other training providers</b>				
Courses for specific employers	3.8	4.0	4.9	2.1
Scheduled/public courses	3.1	3.5	3.1	1.7
Courses under Government Labour Market Programs	12.8	14.0	16.8	8.2
<b>Total training providers</b>				
Courses for specific employers	2.6	2.3	5.2	0.9
Scheduled/public courses	2.5	2.1	1.7	0.6
Courses under Government Labour Market Programs	9.1	7.7	7.6	4.3

<sup>1</sup> Corresponding estimates are found in Table 8.

## GLOSSARY

### **Accreditation**

The formal assessment and recognition of a training course as being of an appropriate standard for the certification to which it leads. This includes assessment of curricula, course methods and content by the appropriate training body. Each State government accreditation body, as at 1994, is listed below:

New South Wales

Vocational Education and Training Accreditation Board of NSW (VETAB)

Victoria

State Training Board of Victoria

Queensland

Vocational Education, Training and Employment Commission of Queensland (VETEC)

South Australia

SA State Training Recognition Unit

Western Australia

Skills Standards and Accreditation Board (SSAB)

Tasmania

Training Authority of Tasmania

Northern Territory

NT Employment and Training Authority

Australian Capital Territory

ACT Accreditation Agency.

### **Clerical, office courses**

Courses that provide or upgrade clerical or office skills, e.g. shorthand, secretarial, typing, receptionist, telephone, filing and stock purchasing. Excluded are general computing courses, e.g. word processing, which are included in General computing skills courses.

### **Commercial training**

Training conducted on a fee-for-service basis. The fee should aim to at least cover the cost of conducting the training.

### **Conduct of a training course**

The management and organisation of a course, which includes deciding when and where a course is to be held, marketing of a course and arranging the presenters and participants. It may also involve administering the course and deciding the content and format of a course.

### **Course delivery hours**

The hours trainers spend delivering training courses, which do not include course development or preparation time.

### **Course participants**

All persons attending training courses to receive training. It refers to participants for whom a fee is paid, including those who did not complete courses. If a participant attends a number of unrelated courses, that participant is counted once for each course. However, when participants enrol in a number of courses, such as those leading to accreditation, they may be counted once for the program of courses.

**Courses under Government  
Labour Market Programs  
(GLMPs)**

Courses where students are sponsored under a GLMP, i.e. the government pays the training course fees for the students who are eligible under individual GLMPs such as Jobskills, Jobtrain, etc. Courses conducted under GLMPs do not include courses conducted to train government employees. The organisations delivering the courses may have tendered to develop and run courses solely under GLMPs, or may have allowed GLMP students to participate in existing scheduled courses.

**Delivery of a training course**

The presentation of a course. It does not refer to the organisation and administration of the course, or course development and preparation time.

**Employees**

All persons who received a wage or salary during any part of the survey reference period and were entitled to workers' compensation. All permanent, casual, temporary, full-time, part-time, managerial and executive employees are included, as well as proprietors in their own business.

**Employee trainers**

Persons who are employees of the training provider, who spent some time during the reference period either wholly or partly delivering training courses.

**Equipment manufacturer or  
supplier**

An organisation which manufactures or supplies equipment and provides training primarily in relation to that equipment, including the distribution or development of computer hardware or software. A separate, identifiable fee is charged for the training.

**External trainers**

Trainers who are not employees (as defined above) of the training provider, including consultants, trainers engaged on a subcontract basis and guest speakers who deliver training either with or without payment.

**Field of training**

The field of training classification used for the survey is based on the main content of each course/program. Each field appears as a separate entry in this glossary, e.g. Supervisory courses, Management and administration courses, etc.

**General computing skills  
courses**

Courses that provide or upgrade skills in the use of micro, mid-range and mainframe computers, use of software packages (e.g. spreadsheets, micro databases, desk-top publishing), word processing, computer operations and data processing. Training designed for computing professionals is included under Professional courses.

**Health and safety courses**

Courses in general health, fitness, safety and occupational health and safety.

**Industry association**

An association of people representing organisations within an industry, that exists with a formal structure and with some purpose, relating specifically to that industry, e.g. Retail Trades Association.

**In-house trainer**

An organisation that delivers training primarily for its own employees. The courses that employees attend are open to others on a fee-for-service (commercial) basis.

<b>Level of training activity</b>	<p>Respondents were asked whether a given set of factors had any effect on their organisation's level of training activity. Respondents described the effect as having a major or minor positive effect — tending to increase training activity during the reference period — or a major or minor negative effect — tending to decrease training activity during the reference period.</p> <p>The factors were not mutually exclusive — providers responded to each factor. The net increase or decrease in level of training activity depends on the sum of the positive and negative factors.</p>
<b>Management and administration courses</b>	Courses that provide or upgrade skills in organising and directing the major functions of an organisation and in specialist management, e.g. financial, marketing.
<b>Other training provider</b>	Training providers which conduct training on a fee-for-service basis, but it is not their main business activity. Examples include professional and industry associations, equipment manufacturers and suppliers, and employment agencies.
<b>Other vocational training courses</b>	Training courses not covered by any other field of training. Examples include train the trainer courses, customer service courses, personal development courses, language and literacy courses, induction courses and trade union training.
<b>Participant hours</b>	Hours that participants attended courses. They include lectures, seminars, tutorials, exam time, workshops and practical sessions, but exclude study time, homework time and travel time. They are calculated by multiplying the average length of the course by the number of participants.
<b>Plant operating and labouring courses</b>	Courses that provide or upgrade skills in the operation of plant and machinery, and labouring and other assistance tasks. Examples of plant operating are driving road or rail transport, forklift driving, operation of packaging machines. Examples of labouring courses are cleaning and security.
<b>Private training provider</b>	A private (i.e. non-government) organisation that provides vocational training on a fee-for-service (commercial) basis. The survey did not cover language colleges which provide only language courses, theological colleges, or drama, music and dance schools (see Explanatory Notes for more information).
<b>Professional association</b>	An association of individuals within a profession or some other skilled occupation, which exists with a formal structure and with the purpose of representing the interests of its members.
<b>Professional courses</b>	Courses that qualify or upgrade skills in professional occupations, i.e. those occupations that required at least a three year degree/diploma.
<b>Program of courses</b>	A program consists of a linked set of discrete training courses with a common goal or purpose, e.g. a management program. Participants can enrol for the whole program, although they may also be able to enrol in component courses separately.
<b>Public courses</b>	Courses that are open to the public and are usually scheduled.

**Registration of an organisation with a State government registration body**

The formal assessment and recognition of an organisation as being of an appropriate standard to deliver a particular training program. It does not relate to the accreditation of a particular course, registration as a Registered Industry Training Agent, or approval by the Department of Employment, Education and Training or the Commonwealth Employment Service to deliver training under Government Labour Market Programs.

Each State government registration body is listed below:

**New South Wales**

Vocational Education and Training Accreditation Board of NSW (VETAB)

Registration in New South Wales came into effect in March 1994. Information relating to registration in New South Wales was not collected in the survey.

**Victoria**

State Training Board of Victoria

**Queensland**

Vocational Education, Training and Employment Commission of Queensland (VETEC)

**South Australia**

SA State Training Recognition Unit.

**Western Australia**

Skills Standards and Accreditation Board (SSAB)

**Tasmania**

Training Authority of Tasmania

**Northern Territory**

NT Employment and Training Authority

**Australian Capital Territory**

ACT Vocational Training Authority.

**Sales and personal service courses**

Courses that provide or upgrade skills in waiting, bar service, travel agency, tourist guidance, personal service (e.g. child care assistance, dental nursing, beauty therapy) and sales (e.g. real estate, insurance). Excluded are customer service courses and personal development courses (included in Other Vocational Training courses) and computer training (included in General Computing Skills courses).

**Scheduled courses**

Courses delivered according to a predetermined timetable. The dates of delivery hours are set and participants usually begin the course on a prescribed starting date.

**Size of training provider**

The size of a training provider is based on the total hours of training received by all participants in all of its training courses.

Small training providers are those with total course participation of less than 4,000 participant hours during the reference period.

Medium training providers are those with total course participation of between 4,000 and less than 40,000 participant hours during the reference period.

Large training providers are those with total course participation of 40,000 participant hours or more during the reference period.



<b>Specific employer courses</b>	These are courses conducted for individual employers or clients, e.g. in-house, tailored or off-the-shelf courses. They can be delivered either at the employer's site or other training venues.
<b>Supervisory courses</b>	Courses which provide or upgrade skills in the supervision of staff.
<b>TAFE</b>	College of Technical and Further Education.
<b>Technical and para-professional courses</b>	Courses that qualify or upgrade skills in the work performed by technical officers and technicians in the medical, science and engineering fields (e.g. research, quality control, laboratory tests and drafting), air and sea technical work (e.g. piloting, air traffic control), registered nursing, community work, police work and child care coordination. Excluded are personal service courses such as child care assistance (included in Sales and Personal Service courses) and plant and machinery operating/driving courses (included in Plant operating and labouring courses).
<b>Trade and apprenticeship courses</b>	Courses that provide or upgrade skills in trades, e.g. in carpentry, bricklaying, vehicle mechanics, printing, electrical fitting, electronics and hairdressing.
<b>Training course</b>	Training session or series of training sessions which have a structured plan and format designed to develop employment related (i.e. vocational) skills and competencies. It consists of periods of instruction or a combination of instruction and practical work. Courses may take the form of workshops, lectures, tutorials, training seminars, audio-visual presentations or self-paced training packages.



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