

## 1. Information about the company

<b>Company</b> <i>(full name)</i>	S.C.ALTUR S.A.
<b>Location</b> <i>(country / region / town)</i>	ROMANIA/OLT/SLATINA
<b>Adress</b> <i>(street, number, postal code, city)</i>	STR .PITESTI ,No. 114
<b>Economic sector and main products</b>	Engineering, aluminium molding and processed parts

Structure of employment	Blue-collar workers	White-collar workers
615	537	78

Employment		Structure of workforce				
Number of fulltime employees	Other employees <i>(part time, agency workers)</i>	Un- / Low skilled workers <i>(No.)</i>	Skilled workers <i>(No.)</i>	Apprentices <i>(No.)</i>	Female empl. <i>(No.)</i>	Male empl. <i>(No.)</i>
615	-	35	502	-	237	378

2. Current situation of further training in company	<i>(mark with a cross)</i>	
	YES	NO
Are the existing skills/qualifications of employees known?	X	
Existing skills and competences of employees are documented ?	X	
Are the existing qualifications of the employees regularly checked ?	X	
Are corporate objectives and strategies of the company known ?		
Are new / future skills/qualifications identified systematically ?	X	
Are further training activities implemented in the company?	X	
If so - how many employees are involved (ca.)	Share 16 (%)	

	YES	NO
<b>Are the trade unions' / workers' representatives involved in further training?</b>	X	
<b>What kind of further training is offered ?</b>		
Company-based Models		
Compound models on intercompany level		
Sector models		
State or/and public measures		
Measures by private VET- institutions	X	
Other		
<b>Qualifikation structure of the employees in company</b>	<b>Number (abs.)</b>	<b>Share (in %)</b>
Engineers / Technicians	37	6.1%
Skilled workers	502	81.7%
Semi-skilled workers		
Unskilled workers	35	5.7%
Apprentice		
<b>Which new/other qualifications are needed ?</b>		
Job-related qualifications: <ul style="list-style-type: none"> <li>- molding on robots operator</li> <li>- operator for processing on CNC</li> </ul>		
Specialized knowledge: <ul style="list-style-type: none"> <li>- Materials and equipment used in molding processes</li> <li>- processing pieces of steel and aluminum alloys on CNC</li> </ul>		
Social competences: Contractual relationship with state institutions Dialogue Teamwork		
<b>How would you assess the motivation for further training among the employees ?</b>		
Very high		
High		
Average		
Low	X	
No interest		
<b>What are the basic strengths and weaknesses of the current situation ?</b> <i>(e.g. demand for qualification by the companies, motivation for further training, learning culture in company, company-related framework conditions for training)</i>		
<b>Strengths :</b> Over 20 years experience in casting and processing of steel and aluminum parts, need to use the latest techniques of casting and machining parts, quality assurance requirements imposed auto market, ensure th quality requirements imposed by auto market		
<b>Weaknesses :</b> Labor force migration, lack of motivation		

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

<b>4. Framework Conditions for in-company trainings</b>		<i>(mark with a cross)</i>	
		<b>YES</b>	<b>NO</b>
<b>What are the regulations for employees' further training ?</b>			
Tariff regulations	X		
Legal regulations	X		
Company agreements	X		
There are no fix regulations			X
<b>How are the participation prerequisites for employees regulated ?</b>			
Regarding working hours and leave of absence: in accordance with the collective agreement and internal rules of procedure			
Regarding wages / payments: According to the salaries scale			
<b>Is there a budget for in-company further training ?</b>	X		-
<b>If yes, what is the annual budget:</b> 80000 lei ~ 18265 euro			
<b>In-house facilities are available, which can be used for qualification ?</b>	X		-
If so, what? <b>internal trainers</b> <b>tools and machineries</b>			
<b>Are there any facilities outside from company, that can be used for training measures ?</b>	X		-
If so, what? <b>Local traning providers</b>			
<b>Are there public financial funds, which can be used for qualification?</b>			X
If so, what?			
<b>Is there a procedure for conflict resolution ?</b>	X		-
<b>... and this is known by the employees?</b>	X		-
<b>Which method/procedure of conflict resolution is set?</b> Negotiation, appeal, warning strike and strike			