



Engineering Construction
Industry Training Board

ESTABLISHMENT QUESTIONNAIRE

Relating to:

Why we need the information in this questionnaire

Under the prevailing Industrial Training Levy (Engineering Construction Board) Order (the “Order”), the ECITB is required to assess a levy in respect of each leviable establishment of an employer. To enable the ECITB to identify the employer’s engineering construction establishment or establishments, the employer is requested to provide information concerning the structure and organisation of its business by responding to this questionnaire.

What do we mean by an ‘establishment’?

An ‘establishment’ can be:-

- a legal entity (such as a company) or business organisation operating as one unit; or,
- where a legal entity or business organisation is structured in such a way that it operates as different units, an ‘establishment’ could be a separate, identifiable part of the business (for example, a department, division, subsidiary or associated company in a group, or a business stream, project group, etc). A separate identifiable establishment could mean a part of the business that is geographically separate from other premises, or has a separate management structure, or produces separate profit and loss accounts, etc.

Thus, it is possible that an employer operates more than one establishment.

A leviable establishment for the purposes of the Order is an establishment which is wholly or mainly engaged in engineering construction activities.

To enable ECITB to satisfy itself that the relevant legal criteria have been met, please respond to the questions on the following pages in respect of each of your establishments which are wholly or mainly engaged in engineering construction activities.

SECTION 1 – Legal entity

<p>1. Please identify the legal entity (for example, company, partnership, sole trader, etc) of which the establishment forms a part.</p> <p>If a company, please provide the full corporate name, any different trading names or styles, company registration number and main and registered office address(es).</p> <p>For other types of entity, please describe the type of organisation and provide details of the business owner(s) (including names of all partners if a partnership), trading name and main business address.</p>	
<p>2. Is the identified legal entity the employer of the employees working in the establishment? If not, please identify the employer.</p>	
<p>3. Does the establishment comprise the entire entity?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>4. If the establishment does not comprise the entire legal entity, how does the legal entity of which the establishment forms a part describe the establishment?</p> <p>(For example, a subsidiary company, division, department, business unit, project group, work centre, place of work, etc).</p>	
<p>5. If the establishment does not comprise the entire legal entity, please give a brief explanation of the parts of the legal entity which fall outside the establishment.</p>	

SECTION 2 – Premises

<p>6. Is the establishment based at its own premises or is it based at the address of a client or another third party? In either case, please give the address of the premises.</p>	
<p>7. Are the premises identified above solely occupied by the establishment or are the premises shared by other parts of the organisation or third parties?</p> <p>Please give details of the other parts of the organisation or the third parties concerned.</p>	
<p>8. Is there a geographical or physical separation of the establishment's premises from the premises of other parts of the organisation?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>9. If the establishment does not have any premises, please provide an explanation.</p>	

SECTION 3 – Management of the establishment

10. Does the establishment have its own management structure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does the establishment have its own "head" (i.e. Managing Director or equivalent)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Does the establishment's head or board report to the highest strata of management in the organisation and not to intermediate levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is the head or board of the establishment responsible for the performance and affairs of the establishment? Does he or she account for and report on the establishment at a senior level in the organisation?	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/>
14. Does the management of the establishment have operational autonomy and responsibility for the affairs and activities of the establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Does the management of the establishment have responsibility for and autonomy to:- (a) appoint and direct sub-contractors? (b) recruit and dismiss employees? (c) enter into commercial arrangements and contracts in order to achieve its business objectives?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
16. Does the establishment share services with other establishments or parts of the organisation, such as finance/accounting, HR, administrative support, telephones or transport? If so, please describe which services are shared?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 4 – Organisation of the workforce

17. Are the establishment's employees and other contractors based at the establishment's premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Do the establishment's employees and other contractors report to the establishment for instructions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Are such workers engaged to work exclusively in the establishment under the direction and control of the establishment's management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. (a) Are there bonus/incentive arrangements in place for managers and workers in the establishment? Are these geared specifically to the performance of the establishment? (b) If the answer to (a) is yes, are these arrangements different to those pertaining in any other parts of the organisation?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
21. Is the main administration of the establishment undertaken by employees working in the establishment, or by other parts of the organisation?		

SECTION 5 – Financial and accounting

22. Does the establishment have a degree of financial autonomy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Are there separate financial or accounting arrangements or systems from which an income and expenditure, profit and loss or management account(s) are drawn up relating specifically to the establishment? If there are no accounts drawn up specifically for the establishment:- (a) is financial or accounting information available from which such accounts could be drawn up? (b) is the establishment separately reported and identified in the accounts of the organisation of which the establishment forms a part?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the establishment intended to operate at a profit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 6 – Function of the establishment

25. Is the main function of the establishment to perform "principal" business activities or to deliver services to clients of the organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Is the main function of the establishment to supply services to other establishments or departments of the main organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 7 – Permanence

27. For how long has the establishment existed?		
28. Is it envisaged that the establishment will continue to operate into the foreseeable future?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please sign to confirm that the information declared in this Questionnaire is complete to the best of your knowledge. The declaration must be signed by a Director, Company Secretary or someone in a similar position of authority.

Signed _____ Date _____
Name _____ Position _____