# LABOUR FORCE SURVEY 1983

## Interviewers' Instructions

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I INTRODUCTION AND BACKGROUND

1 BACKGROUND INFORMATION

The European Communities have been running Labour Force Surveys since 1960. The UK participated for the first time in 1973 and surveys have taken place every two years since then, so this is the sixth survey in this country.

The main purpose of the surveys is to provide statistics on the numbers of employed and unemployed persons and the kinds of jobs they do. Because different countries have different ways of recording these for official purposes, it is difficult to make comparisons between countries in the EC. One of the main aims of this survey is to provide this information on a strictly comparable basis for each country. The statistics are then used by the EC to develop social policies which will be applied to Britain and all the other countries. The UK's claims on the Social Fund of the Communities, which disposes of many millions of pounds a year, are thus aided by statistics from the survey. The data are also used by the EC in deciding on grants for re-training programmes which are designed to combat unemployment in particular regions.

The eventual client is the Statistical Office of the European Communities which arranges for the survey to be undertaken in the UK and all the other countries. In the UK, the two Government departments involved are the Department of Employment (for the employment questions) plus, in Scotland, the Scottish Development Department (for the housing questions).

2 THE ORGANISATION OF THE SURVEY

The actual administrative set-up of the survey is a little complicated, with several organisations between you the interviewer and your respondents, and the eventual client for the survey the EC. For your interest and information it is explained in the diagram below.

The Department of Employment and the Scottish Development Department arrange for the survey to be undertaken by OPCS (the Office of Population Censuses and Surveys).

The Census Division of OPCS conducted the first four Labour Force Surveys in the UK, and in 1981 Social Survey Division (SSD) took over responsibility for the LFS. This year SSD is again responsible for the organisation of the survey, as well as carrying out a proportion of the fieldwork. However, because of the size of the survey, SSD has commissioned a market research consortium to undertake the major part of the fieldwork.
The consortium consists of four market research companies:

- NOP - NOP Market Research Ltd
- Pegasus Research Ltd - England, Grosse Associates Ltd
- RSGB - Research Surveys of Great Britain Ltd
- SCPR - Social and Community Planning Research.

These companies have joined together to undertake surveys that are too large for any one individual company.

3 THE SAMPLE AND CONFIDENTIALITY

The sample comprises about 104,000 addresses in Great Britain, drawn at random from the Postcode Address File, and about 5,000 addresses in Northern Ireland, drawn from the Rating Lists.

At all addresses ABSOLUTE CONFIDENTIALITY IS ASSURED. Interviewers are given the addresses, but not the names, of people they are to interview. Names are not taken during the interview (except where people are asked if they would be willing to participate in another survey). We undertake not to divulge particulars relating to any address or named individuals to anyone outside the survey organisations (that is, the research companies and OPCS). The data that will eventually be passed on to the Department of Employment, the Scottish Development Department, and the EC will be in such a form that no individual can be identified.

Similarly you, the interviewer, have responsibilities regarding confidentiality. Anything you learn through the survey is confidential and must not be disclosed. Do not tell anybody else the addresses you have visited. Take great care of your questionnaires and other documents. If someone persists in asking questions about the survey you should refer them to OPCS.

4 THE INTERVIEWER'S TASK

The rest of these instructions are concerned to describe the interviewer’s task in great detail. It may help, however, to give a quick run-down of what you are going to have to do. This is as follows:

1. Read the instructions carefully, then complete the pre-briefing exercise (remember to bring this to your briefing).

2. Visit the Police Station responsible for your work area.

3. Visit every address on your list.

4. Contact every household at the address.

5. Conduct an interview with either the Head of Household or spouse using the ‘A’ questionnaire, which provides details of household composition.

6. For everyone in the household aged 16 and over, complete a ‘B’ questionnaire about their employment. This is the main part of the work, and interviews should be completed with the individual members of the household in person. Where this is not possible, interviews can sometimes be taken with the Head of Household or spouse about them.

7. Complete an ‘E’ questionnaire for every household space at each sampled address. This is basically a standard contact sheet: it records the outcome at each household, including reasons for not taking an interview. It also asks certain respondents whether they would be willing to be called on again.

8. Ensure that all your work is completed and despatched before the end of the field period.

9. SCOTLAND ONLY:
   For each household, complete a ‘C’ and ‘D’ questionnaire with either the Head of Household or spouse. These questionnaires collect information on housing and migration.
5 PREPARING FOR THE BRIEFING

This is a very important survey and it is for this reason that you are being paid a fee for thorough study of this manual and conducting a trial interview with someone whom you know before the briefing. The briefing will last a full day. We would like you to come to the briefing with written questions relating to any points or problems that occur to you during your study of the manual and the questionnaires, or during your trial interview. You should also complete the exercise and bring this to the briefing, where it will be marked (so do take care when completing it).

The next section of these instructions discusses the general organisation of your work, and then we look at each of the questionnaires in turn. Thorough study of the instructions will make your job much easier in the field. We hope you will enjoy working on this survey.
II ORGANISING YOUR WORK

1 SURVEY MATERIALS

Interviewer assignments on this job are called stints, each of which contains somewhere between 40 and 60 addresses, depending on the area. When you receive your pack of work for a stint, check that you have:

- an address list
- a form to leave at the Police Station
- a supply of purpose leaflets (one for each address plus spares)
- one white hotel and boarding house sample sheet
- a supply of pink ‘E’ questionnaires (one for each address plus spares); these are equivalent to what are normally called contact sheets
- a supply of grey ‘A’ questionnaires (one for each address plus spares)
- a supply of brown ‘B’ questionnaires (two for each address plus spares)
- a set of prompt cards: ENGLAND & WALES - cards A to I
  SCOTLAND - cards B to J
  NORTHERN IRELAND - cards A, C to I
- SCOTLAND ONLY:
  a supply of green ‘C’ and ‘D’ questionnaires (one for each address plus spares); these are printed on a double folded sheet, with the ‘C’ on the front and the ‘D’ following on.

2 THE ADDRESS LIST: ENGLAND AND WALES

Postcode Address File (PAF)

This is the first occasion on which a large sample has been drawn for a major survey in England and Wales from the Postcode Address File (PAF). The PAF is the Post Office’s list of addresses (or ‘delivery points’, as they call them) and postcodes for Great Britain. It is a good sampling frame in that it is as nearly as possible a complete list of addresses and, being held on computer tapes, it is relatively easy to use for drawing a sample.

However, because this is the first time the PAF has been used in this way, there may be difficulties which have not yet emerged. If you run into any problems, contact your supervisor and we will help you as quickly as we can.

If you have difficulty in locating an address, the local Post Office (Sorting Office) should be able to help. You may also find useful information in the Thomson Local Directories, which list the addresses in each local postcode.

The addresses on your list have been selected at random from the PAF. To reduce the size of the PAF, certain types of institution have been excluded (eg hospitals, nursing homes, schools, some industrial and commercial premises) if it is known that no one lives there.
The address list is in the form of a computer printout, and across the top of each sheet are the items set out below:

<table>
<thead>
<tr>
<th>1983 LABOUR FORCE SURVEY</th>
<th>INTERVIEWER'S NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTTOWN: (Town name here)</td>
<td>SECTOR:</td>
</tr>
</tbody>
</table>

Working from left to right:

'1983 LABOUR FORCE SURVEY' speaks for itself.

'POSTTOWN' shows the post town in which all the addresses on that sheet are located.

'INTERVIEWER'S NAME' indicates the space in which your name is inserted.

'SECTOR' shows the postcode sector in which all the addresses on that sheet are located. You will see that all the postcodes on the sheet start with the same letters and numbers as the sector printed at the top of the sheet. A postcode is, in fact, completed by the addition of two final letters to the postcode sector. Thus the sector may be shown as B11 1, the postcode as B11 1AA, etc.

(It may be useful for you to know that the Post Office include an average of about 16 addresses, or delivery points, in each postcode, and about 2,400 addresses, or delivery points, in each sector.)

'SECTOR GROUP NO.' was printed on the sheet for sampling purposes only, and you may safely ignore it.

'CO NO, STINT NO, SHEET' are of great importance to you, and the numbers in the boxes have to be entered on all your questionnaires as part of the serial number.

If you examine the top of a pink 'E' questionnaire you will see that it is fairly obvious where these items are to be entered.

'CO NO' - means 'company number' and refers to the organisation for which you work, as follows:

1 = NOP
2 = Pegasus Research
3 = RSGB
4 = SCPR
5 = OPCS
6 = GRO, Scotland
7 = Department of Finance and Personnel, Northern Ireland

All interviewers employed by a particular organisation will have the same company number. Make sure that the correct company number is shown on your work.

'STINT NO' - means the number allocated to your particular work assignment, or quota, or stint (different organisations use different terminology).

'SHEET' - the entries in this box may appear a little odd because in some cases you may have two sheets numbered 1. This comes about because when the address lists were first printed each address was on a single line and there were no gaps between the lines, so that one sector fitted easily onto one side. To make the lists easier for you to use we have now printed them with a blank line between each address, so that some of the sectors spill onto a second side, but we are stuck with our old sheet numbers. Therefore you will find you have a new sheet number only when there is a new sector in your address list, that is, whenever the address numbers (on the left-hand edge of the address list) start again at 01.
The information on the address list is presented in eight columns. Again, working from left to right:

Column 1: ADDRESS NO
The sampled addresses are listed numerically for each postcode sector, starting at 01. This number is part of the serial number, which identifies the address.

Column 2: (SAMPLE IDENTIFICATION)
This column has no heading. It consists of a repeated sequence of numbers (1, 2, 3) and is intended to simplify sampling procedures on future Labour Force Surveys. On the present survey it is used to identify which respondents in England and Wales are asked the 'permission to recall' question (see instructions on the 'E' questionnaire, Section III).

Column 3: ADDRESS
This column lists the addresses actually sampled. The amount of detail given depends on the detail contained in the PAF. Thus an address may be just the house number and street name (eg 25 Barnet Lane) or, where the sampled address is, say, a flat in a house, this will be specified (eg Upper Flat, 8 Milton Avenue) or, again, where the sampled address forms part of a larger block this will be recorded (eg 15 Sunbury Court, Manor Road).
(Very occasionally, the house number or name is omitted and replaced by an asterisk. If you find such an address on your list, contact your supervisor for instructions.)

Column 4: (POSTAL DISTRICT)
There is no heading to this column, which shows the postal district of the sampled address. This information is not always given on the PAF, and therefore on many address lists it appears only intermittently. Where postal districts are recorded on the PAF they are included on the address lists as a further guide to locating the sampled addresses.

Column 5: POSTCODE
This column lists the postcode (six characters) for each sampled address.

Column 6: MULT OCC
An entry appears in this column only if an address occurs more than once in the PAF. It is the first indication that an address may be multi-occupied, that is, that more than one household may be living there. The number in the column should be treated only as a rough guide to the number of extra households you may expect to find at the address. There is no guarantee that this number is correct, and you will still have to call at the address and identify the number of households living there, using the LFS definition (see Section VII).

In the great majority of cases this column is blank because we expect there to be just one household at the address, but it is, of course, possible that you may find more than one household in residence.

Column 7: LA
This column shows the local authority district number, which consists of two digits and one letter.

Column 8: OFFICE USE
This column is for office use only.
3 PREPARING YOUR 'E' QUESTIONNAIRES (CALLS AND OUTCOME SHEETS)

Before setting out to call at the addresses on your list you should first prepare one 'E' questionnaire for every address on that list. You will also need some spare, blank 'E' questionnaires, as is explained in Section III ('Number of households at the address').

To prepare an 'E' questionnaire for an address, transfer the following information from the address list:

(a) serial number
(b) LA number and sample identification
(c) full address.

(a) Serial number (ENGLAND & WALES)

The serial number comprises 10 digits in all, made up as follows:

- Co. No - 1 digit
- Stint No - 4 digits (the first digit is always zero and is pre-printed on the questionnaires)
- Sheet No - 1 digit
- Address No - 2 digits
- Household No - 2 digits

Copy the first eight digits of the serial number from the address list into the boxes at the top of the 'E' questionnaire:

- Co. No - from the boxes at the top of the address list
- Stint No - from the left-hand edge of the address list
- Sheet No - from the left-hand edge of the address list
- Address No - from the left-hand edge of the address list

The last two digits:
- Household No - enter \[01\] on your first 'E' questionnaire for the address.

(b) Complete the remaining boxes at the top of the 'E' questionnaire:

- LA/Dist. No - copy this number (2 digits and 1 letter) from the column headed LA towards the right-hand side of the address list.

- Sample Ident - ring 1, 2, or 3, as appropriate, from the second column on the address list.

(c) Address

Copy into the SAMPLED ADDRESS box the full details of the address, exactly as they are recorded on your address list, that is:

- ADDRESS
- Postal District if available (between the ADDRESS and POSTCODE columns on the address list)
- POSTCODE.

NOTE: Every household has a unique 10-digit serial number. It is constant for that household and must appear on all the questionnaires for that household.
4 INTRODUCING YOURSELF AND THE SURVEY

When you contact each address, before starting the interview you should cover the following points:

- Show your identity card.

- Give your name and say (ENGLAND & WALES) that you are an interviewer employed by ............ COMPANY NAME (or by Social Survey Division of OPCS), who are conducting a survey on behalf of the Department of Employment for the European Communities.

- Say that the interview might take from five minutes up to about half an hour, depending on how many people live there.

- Mention that the survey is concerned with employment and unemployment in Britain.

- Explain briefly that co-operation is voluntary and that confidentiality is assured.

- SCOTLAND ONLY:
  Add that the survey is also being carried out for the Scottish Development Department, and that it is concerned with housing as well as employment.

These points should all be covered very briefly, but if the respondent is hesitant you can also:

- Stress the confidentiality aspect further, saying that no names will be entered on the questionnaires except for the purposes of permission to recall.

- Explain that the address was selected at random from the Postcode Address File.

- Say that, although participation is voluntary, co-operation would be greatly appreciated because it is important to cover as many people as possible to guarantee accurate results.

- Mention the Social Fund of the EC.

- Use the purpose leaflet at this contact stage.

5 WHOM TO INTERVIEW

‘A’ questionnaire - This questionnaire (basically household composition) should be asked of the Head of Household or spouse. If it is totally unavoidable, in their absence the interview can be taken with another responsible adult who normally lives in the household.

‘B’ questionnaire - These questionnaires (basically employment details of each adult in the household) should be taken with each individual in turn if they are present at the time of your interview. For those who are not available, the ‘B’ questionnaire can be asked of your ‘A’ questionnaire respondent about other household members if your respondent feels that he or she can supply the information and if the two persons are related. If these two conditions do not apply, you must make an appointment to return in order to complete the ‘B’ questionnaire with the person to whom it relates. (Thus you can never take a ‘B’ questionnaire with someone about another household member to whom they are not related. Unrelated people, eg flat sharers, must be interviewed individually.)

SCOTLAND ONLY:
C/D questionnaires - The ‘C’ questionnaire (on migration) should be asked of the Head of Household or spouse, since all the questions relate to the Head of Household. The ‘D’ questionnaire (on housing) should be asked of the person answering the ‘A’ questionnaire.
In addition to the above general rules, note the following:

- You may interview anyone whom the Head of Household or spouse personally asks to provide the information for you, e.g. a young person aged 16-20 whose parents wish him to be the respondent.

- Where a person living alone is too old, too sick, or too deaf to be interviewed and there is someone you could take an interview with on their behalf (e.g., a relative, friend, or health visitor), you may do so, but only with the person's permission and preferably in their presence.

- If the parents do not speak English but a child does, you may use the child as interpreter if you feel that he or she is capable of understanding and interpreting the questions.

In all cases of this kind, make a note on the questionnaire of who was interviewed or who interpreted.

6 OTHER RULES REGARDINGFIELDWORK

Because this is a Government survey there are some other rules regarding the conduct of fieldwork, some of which are standard for market research companies, others of which may be new to you. They must all be followed.

- You must inform the local police of the general area in which you are working and the approximate time period you will be there (e.g., two to three weeks), and leave at the police station the form provided for this purpose.

- You must not make any call after 9pm except by appointment.

- In the absence of adults from the household, you must not ask questions from the questionnaires of any child, neighbour, or visitor. You can ask such people when they think it is best to call in order to find someone at home, but you must not refer to the survey; just say that you wish to speak to them.

- You must make all contact in person: telephone and postal contact is not allowed, unless the respondent has made a prior arrangement (e.g., has given you a telephone number to ring to make an appointment). You should never conduct an interview by telephone.

- You must not interview anyone known to you: contact your supervisor if there is someone you know on your address list.

- You must mention to everyone you interview that the survey is confidential and voluntary, but the detail in which you cover this is left to your discretion.

- You must show your identity card, usually on entering the house but occasionally on the doorstep if necessary.

- You must leave a purpose leaflet with the respondent at the end of the interview. As indicated above, you may also use it as an Introduction if you think it will help to achieve an interview.

- If on any occasion you require to interview an employee living in an employer's own home (e.g., a maid) you must ask the employer's permission to do the interview. Similarly, if you have to interview anyone at an army camp or security establishment (e.g., someone living in private married quarters at an army camp) you must contact the administrative or security officer for permission to visit.
III THE PINK ‘E’ QUESTIONNAIRE: CALLS AND OUTCOME

1 TYPES OF ADDRESS

Before you start calling on your addresses you will have prepared a pink ‘E’ questionnaire for every address on your list. This is where you keep a record of all your calls at each address, including details of non-response.

Most of the addresses on your list will be normal residential accommodation, and eligible for interview. But note the following points:

Institutions: If an address you have been given turns out to be an institution, you should take an interview only if there is a household living at that address who is responsible for running or looking after the institution. For example, if an address turns out to be a school and the caretaker has a flat there, which does not have a separate address, you should take an interview in his household. If he lives next door to the school and has a separate address, you should not take an interview. If in doubt contact your supervisor.

Hotels and boarding houses are not institutions and they are defined, for the purposes of this survey, as places that show outward sign of offering accommodation to the general public. At hotels and boarding houses, as at all other addresses, we interview only those people who usually live there. Normally this will be a proprietor or manager and family, and perhaps staff. Very occasionally it may be necessary to interview guests (only a small proportion of hotels have permanently resident guests). There is a special form, called ‘Hotel and boarding house sample sheet’, which you will find in your materials. This form is designed to help you identify the people who should be interviewed in a hotel. Details of how to use this form can be found in Section VII. Some time will be devoted to this point at the briefing.

Holiday homes: No interviews should be taken at holiday homes unless they do, in fact, contain permanent residents, whom you would interview in the usual way.

Incomplete addresses: As noted in the previous section, if your address list contains an incomplete address, indicated by an asterisk, contact your supervisor for instructions.

2 NUMBER OF HOUSEHOLDS AT THE ADDRESS

Every household must have a separate ‘E’ questionnaire and its own household number, which is entered in the Household No. box at the top of all questionnaires relating to that particular household.

The great majority of your sampled addresses will contain just one household and will therefore require only the one ‘E’ questionnaire that you have already prepared, with the household number entered as 01.

However, you may find that an address on your list is multi-occupied, that is, the address has accommodation for more than one household. In such a case you will have to identify every household space at that address, and interview the households in the usual way (up to a maximum of ten at any one address).

The procedures for dealing with multi-occupied addresses are described in detail in the final section of these instructions (Section VII), and it is important that you know these procedures before calling at any address. Although some multi-occupied addresses are indicated as such on the address list, you may come across others that are not indicated in this way.

Briefly, you will need to prepare a separate ‘E’ questionnaire for every additional household space that you find at a multi-occupied address (including both resident households and empty household spaces), and you will have to assign to each one a household number, starting at 02 and numbering in order (02, 03, 04 etc). Enter this number in the Household No. box at the top of the ‘E’ questionnaire (and all other questionnaires) relating to that particular household space.
It will be evident that the concept of 'the household' is crucial to this survey. For this reason, and because the LFS definition of a household may differ from other definitions you have worked with from time to time, the whole of the next section (Section IV) is devoted to the LFS definition of a household and its head.

3 COMPLETING THE 'E' QUESTIONNAIRE

Sampled address box

Check the sampled address that you have already copied from your address list. Note any errors or necessary amendments.

At multi-occupied addresses, enter the location of this household’s accommodation within the building.

Question 1: Record of calls

The grid is for you to record the date and time of each call made at the address, and its outcome.

If the sampled address is multi-occupied, make sure that you record all the calls made at each household on the questionnaire relating to that particular household.

Use one line for each call made.

Ring the number of the call in the left-hand column, then enter the date numerically in column 2, and the time of the call (using 24-hour clock) in column 3.

For example, if your first call at an address was on Wednesday 20 April at 1 o'clock in the afternoon, it would be recorded as:

| 01 | 20 | 4 | 13 | 00 |

The time need not be given precisely: it will be satisfactory if you record the time to the nearest 15 minutes.

Complete the 'Person seen' and 'Result' columns as appropriate.

Keep a careful note of all the dates and times of the calls you make, including the identity of any of the people you speak to and the outcome of each call, including any instructions you may receive about calling again. One of the reasons for doing this part of the job properly is that in a survey as large as this an interviewer very occasionally has to break off in the middle of a stint, because of illness or urgent family business, and it is important that any replacement interviewer should know exactly where to start off and should know all the circumstances relating to each address.

You should make as many calls as are necessary to contact the household at the sampled address or to establish that the address is definitely unoccupied.

YOU MUST MAKE A MINIMUM OF FOUR CALLS BEFORE YOU CLASSIFY AN ADDRESS AS A 'NON-CONTACT' (see Q7 code 18 below).

If the first two or three calls at an address do not produce any contact, it is advisable to leave the address for a number of days and call back later in the field period. We do not want to lose households simply because they were away for a few days in the period when you called.

Question 2: Difficulty in locating address

We are interested in any problems you may have had in locating or identifying each address, particularly since this is our first experience of using the Postcode Address File for a sample of this size. If you encountered any difficulties, ring code 1 and give full details of the problems on the back of the sheet, after you have completed the 'E' questionnaire.
Question 3: First contact

Here you should enter the number of the call (copied from the left-hand column of Q1) at which contact was first made with any member of the household.

Question 4: Number of questionnaires

Record the number of 'A' questionnaires for the household at Q4(i) and the number of 'B' questionnaires at Q4(ii).

Where a full interview has been achieved, the number of 'B' questionnaires should correspond with the number of people aged 16 and over in the household.

Question 5: Outcome

At this question you may code only one option.

'Full interview(s) achieved' can be ringed only if all questions on all the questionnaires for that household have been properly completed.

(Outcome code 02, for partial completion of the 'C' or 'D' questionnaire, is included only on 'E' questionnaires for SCOTLAND.)

Question 6: Total interviewing time

Record, in the boxes provided, the total length in minutes of all interviews at the household.

Count the whole time from door opening to leaving the premises. If interviewing spreads over two or more visits, record the aggregate time taken for all the visits.

Question 7: Reason no interview achieved

The important thing here is not simply to ring the code, but also to give details in the 'Result' column at Q1. Thus, if you have to ring 10, for 'Household away for whole field period', also write the details under 'Result' - eg 'Household away on holiday, returning 12 June 83'. Remember also that this is sensitive information, and that you should guard these documents very carefully, very safely. If someone refuses, it would be helpful if you record why they refused - give both what they say, and why you think they refused, if these are not the same: eg 'Old (80+) lady said she hadn't got time, but she seemed nervous and I think was afraid of me, and I was unable to reassure her...'. It is important that you should write out the detail to amplify the brief pre-code descriptions, particularly since the dividing line between some of the pre-codes is very fine and it may be necessary to re-allocate some of the codes in the office in the light of your comments. If there is insufficient room in the column, write out fuller details on the back of the form.

Details of the non-response codes are given below.

NOTE: For codes 04-14 it is the situation at your first call that should be recorded.

Codes 04 and 05: Ineligible
Ineligible addresses are those not containing accommodation for permanent residents. Hence, premises that you find to be non-residential should be coded 04, and institutions should be coded 05. Thus a hotel in which there is no accommodation for people who are resident by our definition is to be coded as ineligible (code 04). Remember to give full details in the 'Result' column at Q1.

Code 06: New, not yet built
A feature of the Postcode Address File is that it includes proposed building schemes which may
have been only at the planning stage when the file was compiled. There is a slight chance that an address on your address list may belong to such a scheme, which will not have been started when you begin work in the area. If you suspect that this applies to an address on your list you will probably have to check it with the local Post Office, who should be aware of such anomalies in their area.

Only use this code where work at the sampled address has not yet started, or not yet progressed beyond foundation level. Where work has progressed beyond the foundations, code 07 applies (see below).

**Codes 07, 08, 09: Vacant**
These codes are for premises that are residential, but in which no one is living. You must be sure that the property is empty before using any of these codes. Never assume that a property is vacant simply because it has a 'For Sale' notice outside. You must call and, if necessary, check with neighbours. (Remember that you can get information from neighbours: you should introduce yourself and show your identity card, and say that you are working on a government survey, but you must not give any details of the survey.)

Note, in the 'Result' column at Q1, the reason for coding the address as vacant: eg 'For Sale notice, no furniture, informed vacant by neighbour'.

Having established that the premises are vacant, you should not make any further calls to see if people have moved in, but make any note as necessary: eg 'Neighbour says empty but people moving in at end of May'.

Accommodation from which the household is only temporarily absent should not be coded as vacant. If the household is away temporarily, code as 10 (see below).

**Code 10: Household away for whole field period**
'Whole field period' means the period you will be working in the area on this particular stint. Give any further information that is available in the 'Result' column at Q1.

If you are unable to get any reply, and there is no information forthcoming from neighbours, code 18 ('No one contacted').

**Codes 11 and 12: Second residence and holiday accommodation**
A 'second residence' is one that is used at regular intervals by somebody who owns it or rents it on a relatively long-term basis. An example would be a country cottage in which people stay sometimes at weekends but they have a permanent residence elsewhere. If there is any difficulty in deciding whether an address is the main or second residence, for example if you find someone who has one home in town and another in the country, the question must always be decided by your informant.

'Holiday accommodation' is a place rented by the week or month to holiday makers. Although holiday accommodation is ineligible when it is occupied by holiday makers, be careful when dealing with it because it is possible to find permanent residents living in what is being termed 'holiday accommodation', either because it is out of season or because the landlord is using the term holiday accommodation for his own legal or other personal reasons. In these circumstances you would interview the permanent residents.

**Codes 13 and 14: Derelict and demolished**
Even if property appears to be derelict you must call, and you should check with neighbours, because experience has shown that sometimes it is, contrary to appearances, occupied. Neighbours may know the situation, or you may be able to gauge from the neighbourhood.

Property that is simply boarded up, with no other signs of being derelict, should be coded as vacant (07, 08, or 09), with a full description in the 'Result' column at Q1.

A property should not be counted as derelict unless the roof is partly or completely missing or the doors are missing. Moreover, if there are signs that they are being repaired it should be coded as vacant (code 08).
'Demolished' applies if the building has been knocked down completely. The dividing line between demolished and derelict is whether the roof and the whole of the upper storey are missing - if this is the case the building is demolished; if some of the upper storey and/or roof remain it is derelict.

**Code 15: No trace of address**
This should be used only as a last resort where, apart from the address list itself, there is no evidence that the address exists.

**Codes 16 and 17: Refusal**
Code as appropriate, with details in the 'Result' column at Q1.

**Code 18: No one contacted at address**
This code is to be used where the address is occupied but no contact at all is made with any member of the household. Do not use this code unless you have made a minimum of four calls at the address, at least two of which have been made in the evenings (6-9 pm).

**Question 8: Number of household spaces at this address**
Enter here the total number of household spaces at the address, including resident households and empty household spaces.

In the ordinary case there will be only one household space at the address, and the number will be 01.

If, at a multi-occupied address, you identify more than ten household spaces, contact your supervisor for further instructions. (For details of the procedures relating to multi-occupied addresses, see Section VII.)

**Question A: Permission to recall**
The LFS provides an opportunity to identify special populations - such as private renters or the elderly - whom it would be very expensive to locate by drawing a fresh sample. Therefore we ask people who have taken part in the survey whether they would be willing to take part in another inquiry.

In ENGLAND & WALES this question applies only to households with a sample identification number of 2 or 3 (as ringed in the SAMPLE IDENT box). In SCOTLAND and NORTHERN IRELAND it applies to all households.

You should normally ask the 'permission to recall' question when you have completed all the questionnaires for that household, and you should normally ask it of the Head of Household or spouse. But use your discretion - we do not want you to make a special journey to ask this question.

Reassure your informants that we have nothing immediate in mind, and that the question does not necessarily imply that they will be called back on at all. Also, agreeing to a recall visit is not a commitment, and any follow-up inquiry would be voluntary.

If we do wish to seek a further interview, a telephone call might be an acceptable way of making an appointment. So if your informant is coded 1 at A, ask for his or her name and telephone number, and write these in at B1. Record the name of the telephone exchange rather than the STD code.

Do not forget to ask the 'permission to recall' question.

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*The 'B' question is not asked in Northern Ireland.*
IV LFS DEFINITION OF A HOUSEHOLD AND ITS HEAD

This is an important section, and you will be expected to know and use the definitions at the briefing.

HOUSEHOLD DEFINITION

On the Labour Force Survey the definition of a household differs in some ways from that used on other surveys. On the LFS a household is:

either one person living alone

or a group of people who have the address as their only or main residence

AND either - share at least one meal a day

or - share the living accommodation.

There are two stages to applying the household definition:

1. Establishing residence at the address
2. Dividing residents into households.

1 RESIDENCE AT THE ADDRESS

The first point is to establish which people should be treated as resident at the address. The majority of individuals have only one address and will be included there without question. Anyone having more than one address should normally be included at the address that he (or your respondent) regards as being his main residence.

INCLUDE as resident at the sampled address:

- people who normally live there even if they are away on holiday, away on business, or in hospital, UNLESS they have been living away from the address continuously for six months or more

- fishermen and merchant seamen whose main address this is

- children aged under 16, even if they are away at boarding or other schools

- students aged 16 or over living in ‘digs’ at this address (even if it is vacation time and they are temporarily absent).

EXCLUDE from residence at the sampled address:

- individuals who have been continuously away from the address for six months or more, either on holiday or on business, or in hospital or whatever

- children aged 16 or over if they only stay at the sampled address during holidays or at weekends. (Thus, if you come across a student who is staying with his parents at the sampled address for the half-term holiday, but who normally lives in ‘digs’ at college, exclude him from the parents’ household.)

- temporary residents, eg relatives for whom this is not their main residence, UNLESS they have been living at this address for six months or more.
2 DIVISION INTO HOUSEHOLDS

Having established which individuals are resident at the address you next have to decide who should be counted as members of the same household. There are two alternative concepts involved in this, although most households will satisfy both.

To form one household individuals must

either share at least one meal a day

or share the living accommodation,
that is, a living room or sitting room.

Sharing at least one meal a day - means having at least one main meal a day while in residence. It is not necessary for the household always to sit down to a meal together, so long as the food is bought and prepared for joint use. Breakfast can be counted as a main meal.

Even if they do not share a meal, people can still count as members of one household so long as they share the living accommodation. It is in this respect that the definition of a household on the LFS differs from that normally used in market research.

Sharing living accommodation - means sharing a living room. It does not count as sharing if people share only a kitchen or bathroom or both.
If someone has their own living room and the use of a communal living room (for example, in sheltered housing for old people), give priority to their having their own living room, that is, count them as a separate household.

Using these criteria you will be able to establish how many households there are at an address, and allocate a household number to each of them. If you identify more than ten households at the sampled address, contact your supervisor for sampling instructions.

HEAD OF HOUSEHOLD DEFINITION

The definition of the Head of Household (HOH) is the same as that commonly used in market research.

Every household has an HOH. The HOH must be a member of the household as we have just defined it, and is, in order of precedence:
(i) the husband of the person or
(ii) the person

who owns the household accommodation

or is legally responsible for the rent of the accommodation

or is responsible for the occupation of the accommodation.
The way to identify the HOH is as follows:

(i) Where there is simply one person living alone, that person is obviously the HOH.

Where it is simply husband and wife and children aged under 18 living together, the husband is always the HOH.

In all cases where there are other adults than the husband and wife living in the household, you will need to establish the HOH. (This is essential because this person has to be identified on the first line of the household composition box on the 'A' questionnaire.)

(ii) If you need to establish the HOH, the question to ask is: 'In whose name is this house/flat owned or rented?'
Then the HOH is the husband of that person or, if that person has no husband, the HOH is that person.

(iii) In cases where the accommodation is in the name of two or more people:
- where they are of different sex, the male is the HOH
- where they are of the same sex, the older is the HOH.
V THE GREY 'A' QUESTIONNAIRE

The grey 'A' questionnaire consists of a double sheet folded down the middle.

The front page establishes household composition, tenure, and type of accommodation. The remaining pages collect some details about individual household members.

SERIAL NUMBER

Enter the serial number for this household into the boxes at the top of the front page.

Details of the serial number have been given in Section II, which describes the layout of the address list and the information to be copied from it to give the serial number. For ease of reference, this is outlined again below.

The serial number for a household (ENGLAND & WALES) comprises ten digits in all, which should be entered on every questionnaire for that household.

The first eight boxes are for:
- Company number - 1 digit
- Stunt number - 4 digits (the first digit is always zero and is pre-printed)
- Sheet number - 1 digit
- Address number - 2 digits

These should be copied from your address list (see Section II) and should, of course, be the same as the serial number for the address, already copied onto the pink 'E' questionnaire.

The final two boxes are for the household number - 2 digits.

In ordinary one-household addresses this will simply be [011], as entered on your first 'E' questionnaire for this address. At multi-occupied addresses you will already have prepared an 'E' questionnaire for every additional household and given each a number (see Section III, 'Number of households at the address'). This number should be entered here.

THIS SERIAL NUMBER IS CONSTANT FOR ALL QUESTIONNAIRES FOR A HOUSEHOLD AND SHOULD APPEAR ON THEM ALL.

Interviewer's name and number

These should be written on all 'A' questionnaires.

QUESTIONS 1-8: HOUSEHOLD COMPOSITION

Question 1: Number of people in the household

This question incorporates the household definition. Read it out to your informant exactly as it is printed.

Before you ask about relationship and other details, make sure that you know the total number of persons to be included as usual members of the respondent's household, according to the household definition, and record the number in the boxes at Q1. Always enter two digits for example, if the household has only one member, enter [01].

Now ring the person numbers in the left-hand column of the household box, up to the total number of persons in the household.

\[1 \text{ In Scotland the tenure questions are asked on the 'D' questionnaire, which collects additional information about housing.}\]
If there are more than nine people in the household, ring code 1 in the box at Q8 and continue on a
second 'A' questionnaire, deleting the printed person numbers and substituting 10, 11, 12 etc in the
left-hand column of the household composition box

Don’t forget to enter the serial number on any continuation ‘A’ questionnaires

MAKE ABSOLUTELY SURE THAT YOU HAVE GOT THE NUMBERS RIGHT AND
THAT THEY ARE ALL MEMBERS OF THE HOUSEHOLD BEFORE YOU
CONTINUE

Question 2: Household relationship

Here you must list all the people in the household in terms of their relationship to the HOH, eg
wife, son, father, sister, lodger etc. Then you must select a code from those printed above, and enter
the code

The HOH takes the first line, and code 1 is already entered. The others can come in any order.
Thus the second line might say ‘wife’ and be coded 2. The next lines might be ‘son’ and ‘daughter’,
and both would be coded 3. Then there might be ‘mother-in-law’, which would be code 4, and
finally ‘lodger’ and code 9

Write in and code the relationship to the HOH for every member of the household (in the case of
the HOH both are already done for you). Record ALL members of the household, including
children and young babies, one person on each line. Continue on another ‘A’ questionnaire if
necessary

Note the following points

- A ‘common-law wife’ counts as ‘Wife of HOH’

- Any children in the household born to or adopted by either HOH or wife or both are included in
  the category ‘Child of HOH/wife’

- Foster children should be coded as ‘Child of HOH/wife’ only if they have been living in the
  household for six months or more. If they have been living in the household for less than six
  months, treat them as ‘Other’ (code 9)

- Sons-in-law and daughters-in-law of HOH/wife are ‘Other relation’ (code 8)

Also record here any relationships between household members that cannot be deduced from their
relationship to the HOH. For instance, HOH’s brother-in-law may or may not be married to
HOH’s sister, and two lodgers could be husband and wife, brother and sister, or parent and child.
This information is needed for the coding of family unit at Q7

Question 3: Sex

Ring 1 or 2 as appropriate

Question 4 Date of birth

We want the month and year of birth of all members of the household

Enter the two digits of the month and the last two digits of the year. Thus a person born in April
1939 will be entered as 04139

The year 83 means 1983 and can be used only for babies born this year. If a respondent was born in
1884 or earlier, enter 84 in the year column
Question 5: Age

Enter age last birthday in years, using two digits. For babies under one year of age, enter [0 0], for 99 years and older enter [9 9].

If the respondent cannot remember either date of birth or age, ask: 'Is someone else available who would know the answer?' If you are given a range, eg 45 to 50 or '23 or 24', ask: 'Which is the likeliest age?' In such cases write 'E age' on the left hand side of the page beside the relevant Person Number. Similarly, if you get a refusal, give an estimate from observation if you see the person, and also make a note of the refusal, if you do not see the person, note that the information was refused.

Question 6: Marital status

You need not ask this question for HOH and wife if you have already been told about 'my/(.s)' wife' or 'husband' living in the household (just ring code 2 for 'married'). Similarly, code 2 'married' should be ringed if the respondent has volunteered 'common-law wife' (or 'common-law husband') before Q6 is reached.

For everyone else read the question right through to the end. Do not just pick out the likely answer categories - you may get it wrong. Again, code 2 'married' should be ringed for cohabiting couples who say at this question that they consider themselves to be 'common-law married' (or some similar statement).

Remember to code marital status for ALL members of the household, including children.

Question 7: Family unit

Figures collected by a number of government departments relate to families rather than households. Consequently, we want you to group household members into family units.

A FAMILY UNIT comprises

- a married couple on their own

- or a married couple/lone parent and their never married children, provided these children have no children of their own within the household

- or it can comprise one person only, e.g. a divorced daughter without children.

A brother and sister (whose parents are not part of the household) would form two separate family units.

Members of the HOH's family unit should be numbered 1 in this column, the next family unit 2, and so on. In the simple case of a mother, father, and young children living together, they would all be numbered 1. If grandmother was living with them, they would still all be 1 and she would be 2.

In general, family units cannot span more than two generations, that is, grandparents and grandchildren cannot belong to the same family unit. The exception to this is where it is established that the grandparents are responsible for looking after the grandchildren, and the parents are not living in the household (e.g. they have died, or are living abroad).

Adopted and step-children have the same family unit number as their adoptive/step-parents. A foster child, however, should be given a separate family unit number from his/her foster parents.
As a more complex example, the family unit numbers of a household where everyone is related to the HOH but in a variety of ways are given below:

<table>
<thead>
<tr>
<th>Per No</th>
<th>Relationship to HOH</th>
<th>Family Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>HOH</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Wife of HOH</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Son (single)</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Sister (widowed)</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Brother, married to</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Sister-in-law, each other</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Niece (single, daughter of 04)</td>
<td>2</td>
</tr>
</tbody>
</table>

If the son (person 03) had been married at any time, he would form a separate family unit of his own.

It is worth noting that the most common errors in numbering family units are:
- counting in-laws, niece, cousins as part of the same family unit
- counting brothers and sisters as one family unit when no parents are present
- counting fiancée or friend as part of the family unit.

Question 8: Large households

As already stated, if there are more than nine people in a household (including all children and babies), ring code 1 and use another ‘A’ questionnaire to code Qs 2-7 for the remaining members of the household (remembering to alter the person numbers to 10-18) After these details have been collected for all household members, return to the original ‘A’ questionnaire and continue at Q9.

QUESTIONS 9-11A: TENURE

NOTE: These questions are asked on the ‘A’ questionnaire for England & Wales and Northern Ireland. In Scotland the tenure questions are included on the ‘D’ questionnaire, and therefore interviews in Scotland go straight to Q12 from Q8.

Question 9: Owning/renting

Only the accommodation at this address is to be included.

Owner-occupiers paying just ground rent are treated as owning or buying (code X), not as renting (code 1).

Co-ownership schemes are included in the owner-occupied sector and should be coded X (‘owns/is buying’).

If the property is leasehold and the original lease was for 21 years or more, or was extended to 21 years or more, code as owning or buying (code X). If the lease was for less than 21 years, code 1 must apply.

Question 10: Owned outright/Being bought with a mortgage or loan

If the accommodation is being bought with a very short-term loan (such as a bridging loan obtained until another property can be sold), code as ‘owned outright’ (code 2) rather than ‘being bought’ (code 3).

Co-ownership schemes should be coded 3 (‘being bought with a mortgage or loan’).
Only mortgages or loans used to purchase the accommodation should be included at code 3. People who own their accommodation outright but have a loan or mortgage only to carry out improvements or extensions are treated as owning outright (code 2).

Question 11: Identity of landlord

This is an important question. It is essential that you are clear about the definition of a landlord and the use of Card A.

The landlord is the person or organisation who lets the accommodation to the respondent’s household, but is not necessarily the owner. Thus, for example, if the Council owns the accommodation and rents it to a tenant who rents it or provides it rent free to the respondent, the respondent’s landlord is the council tenant, not the Council.

However, the landlord is not necessarily the person who receives the rent from the respondent. Thus may well be an agent or other employee of the landlord.

Be sure, therefore, that the person or organisation you code is neither the landlord’s agent nor the owner from whom the landlord rents the property.

The answer you are given is likely to be a name. You will need to establish whether it is the name of an individual or an organisation.

If it is an individual, you will need to find out whether he is a relative of a household member before applying code 1 or 2.

If it is an organisation, show Card A and ask the respondent which category best describes his landlord. If the answer does not fit any of the categories on the card, specify fully at code 8.

Note that if the answer you are given is “Local Authority or Council”, you will need to check whether this is a New Town Corporation or Commission (code 4) or some other Local Authority or Council (code 3).

Note: Code 5 is omitted from the England & Wales ‘A’ questionnaire because it applies only in Northern Ireland (‘Northern Ireland Housing Executive’).

Question 11A: Whether furnished

We have not defined ‘furnished’, ‘partly furnished’ or ‘unfurnished’. If asked what these words mean, you should refer the respondent to the terms of the agreement (if one exists) with the landlord.

It is only furniture provided by the landlord that is to be taken into account, not furniture provided by the tenant.

Read the question up to the question mark at code 3, but if the respondent does not know how much furniture is provided by the landlord, ring code 4 (for ‘Don’t know’).
QUESTIONS 12-15: TYPE OF ACCOMMODATION AND NUMBER OF HOUSEHOLDS AT THE SAMPLED ADDRESS

Note that these questions can be coded from observation, but if you are in any doubt, ask the respondent.

Question 12: Type of accommodation

The description of the accommodation should refer only to the space used by this household. Thus, if an owner-occupier sublets some rooms, code 07 or 08 will apply.

'4 in a block' (code 04) is a purpose-built block containing four flats or maisonettes.

Code as hotel or boarding house (code 10) only if there are four or more people not all related to each other, who are permanently resident at the hotel or boarding house (see Section VII).

Question 13: Number of storeys

This refers to the main part of the building which contains the household's accommodation. All levels of the building should be counted (this can be done from outside by looking at the windows).

Each level should be included, whether residential or not, and each level in a maisonette.

Note: exclude cellars and unconverted attics (these will usually have no windows and cannot, therefore, be seen from outside).
- include usable basements (whether office or residential space) and converted attics which form usable space.

Question 14: Business premises

If there is access between the private and business parts of the accommodation without going outside the building, code 1 applies. Otherwise, ring code 2 for example, if the accommodation is a flat above a shop without internal access from one area to the other, ring code 2 ('Other type of dwelling').

Question 15: Number of households at this address

Enter the number of households at the sampled address as two digits.

If you have identified more than ten household spaces at the address you will have referred to your supervisor for instructions on how to sample, in order to give you a manageable number of interviews. When this procedure has been necessary, enter in the lower boxes the number of households selected in the sample. Otherwise, leave those boxes blank.

CHECK that you have entered the household number in the box at the top of this page of the questionnaire before going on to Q16 over the page.

QUESTIONS 16-23 NATIONALITY, COUNTRY OF BIRTH, ETHNIC ORIGIN

These questions apply to all household members, including children and babies. Complete one column for each household member in turn.

If there are more than nine household members, continue on the second questionnaire used to record Qs 2-7, and amend the person numbers at the head of the columns accordingly.

1 Qs 18-23 are omitted from the Northern Ireland 'A' questionnaire
Questions 16 and 17: Nationality and country of birth

Respondents who mention at this point that they were born outside the UK but state that they are a 'Citizen of the UK and Colonies' (the passport description) or 'British by registration' should be coded 01 ('UK/British')

'UK/British' (for nationality) and 'UK/British' (for country of birth) cover England, Scotland, Wales and Northern Ireland. This means that if 'Ireland' is given as the answer you must check whether it is Northern Ireland (code 01) or the Irish Republic (code 06).

If another nationality or country is given as the answer, write it clearly on the dotted lines

NOTE - The Channel Islands and the Isle of Man are not part of the UK and are not in the EC. They should therefore be written in

- The Isle of Wight, Scilly Isles, Orkneys and Shetlands are all in the UK (code 01)

Three common answers that you will need to probe further are

- 'West Indies' - we need to know which island
- 'Pakistan' - the former East Pakistan is now Bangladesh
- 'Germany' - say whether East or West

Question 18: First arrival in UK

'First arrive' means for any purpose whatsoever, including holiday trips

Question 20: Citizenship

People born outside the UK but of British/UK nationality fall into one of the three groups printed here. We expect that respondents will recognise these categories and be able to allocate household members to them

Read the question up to the question mark at code 3, but if a respondent does not know the citizenship group, ring code 4 ('DK')

Questions 21 and 22: Parents' country of birth

The same instructions apply as at Q17

Question 23: Ethnic origin

One of the main purposes of this question is to find out whether any groups, such as, for example, West Indians, have greater difficulties than others in finding jobs

For this reason it is 'descent' in which we are interested, rather than the country in which a person was born

We also think that persons in the categories 'Mixed origin' and 'Other' will generally choose to be specific

Remember it is the informant's opinion that must be recorded in reply to this question, not your observation. However, where people have UK both as nationality (Q16) and as their own country of birth (Q17) and are obviously white, you may code without asking the question. This will help you with people you have seen, but of course you must not assume that this is the case with anyone you have not actually seen during your visit - in these cases the question must be asked

Similarly, respondents who belong to other groups at Q16 or Q17 must always be asked the question. Do not assume their answers
QUESTIONS 24 AND 25: RESIDENCE ONE YEAR AGO

These questions are included because housing movement is of interest generally, and in many cases people will have had to move house on account of job changes or postings from one part of the country to another.

Question 24: Accommodation one year ago

Note the 'Does not apply' (DNA) code for babies under one year old.

'Same accommodation' means the complete housing unit in which the person lives at this address.

A different room or flat in the same building is different accommodation from one year ago and should therefore be coded 2. This may happen with students and other people in 'bedsitter-land'.

'One year ago' means during the month (that is, the month of interview) in 1982. Code 1 applies if the person was temporarily away from this accommodation during that month in 1982, or if the permanent move to the present accommodation was made during that month.

Question 25: Place of residence one year ago

For those living outside the UK one year ago, write in the name of the country in full. For others, record the name of the town and the county.

Please make sure to enter the name of the country to avoid confusion in cases where there is more than one town with the same name.

For the Greater London area, enter the name of the London borough.
VI THE BROWN 'B' QUESTIONNAIRE

A brown 'B' questionnaire must be completed for every household member aged 16 or over listed at Q2 on the 'A' questionnaire. The questions must be asked separately for each person.

BOXES AT THE TOP OF THE FIRST PAGE

Person Number to whom this questionnaire relates
Enter in the boxes the Person Number (2 digits) from Questionnaire A to whom this Questionnaire B relates

Person Number of respondent providing information
Enter the Person Number, again from Questionnaire A, of your respondent. Even if the respondent is the person to whom the questionnaire relates, these boxes should be completed.

In the rare case that the respondent is someone not in the household (eg where you are interviewing someone about an old or sick person), make a note here.

Serial number
Copy the serial number from Questionnaire A

NOTE Should the information be refused entirely, make out a 'B' questionnaire with the number of the person to whom it relates and the serial number, and write 'REFUSED' at the top of the first page.

QUESTIONS 1-4 WHETHER WORKING IN THE REFERENCE WEEK

Question 1: The reference week

The reference week runs from Monday to Sunday. The date to be entered is that of the Sunday prior to the date of interview. Thus interviews conducted on

| Monday | 18 | 4 |
| Wednesday | 20 | 4 |
| Friday | 22 | 4 |
| Sunday | 24 | 4 |

all have reference week

ending Sunday 17 4

Question 2: Paid work 'last week'

This question is of great importance because the answer to it, along with Q3, determines the main sequence of questions for the rest of the interview. Read out the date of the reference week from Q1.

Note that 'work' at this question means any work for pay or profit done in 'the seven days ending last Sunday', even for as little as one hour, including Saturday jobs and casual work (eg babysitting, running a mail-order club etc). As some informants may not consider a mail-order agency or babysitting to be 'serious' work, please be prepared to probe those (eg housewives with dependent children) to whom you feel this may apply. Even your youngest respondents who have not yet left school may have jobs such as a paper round or helping in a shop, and it is correct for them to be shown as doing paid work.

Self-employed persons are considered to be working if they work in their own business, professional practice, or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit, or just being set up etc.
The unpaid 'family worker' (e.g. a wife doing her husband's accounts or helping on the family farm or business) is included as working if the work contributes directly to a business, farm, or professional practice owned or operated by a related member of the same household (Although the individual concerned may receive no pay or profit, his or her contribution to the business profit counts as 'paid' work at this question.) Note, however, that this applies only when the business etc is owned or operated by a related member of the same household.

For the purposes of this question:

INCLUDE as doing paid work (code 1) respondents who last week were:
- working for an employer under the Manpower Service Commission's Community Programme Scheme (CPS)
- working on the Community Industry Scheme (CIS)
- working through the Young Workers' Scheme

CODE as not doing paid work (code 2) respondents who last week were taking part in any of the following
- The Youth Opportunities Programme (YOP)
- the Youth Training Scheme (YTS)
- a Training Opportunities Programme Scheme (TOPS)
provided they did not do any other PAID work in the reference week.

If a respondent mentions, at Q5 or Q6, that he or she was on a YOP, YTS or TOPS scheme, go back to Q2 (or Q3) and change the code to 2 (not working) - provided the respondent did not do any other paid work in the reference week.

Question 3: Away from job 'last week'

This is asked in order to deal with any uncertainty that may exist in the minds of people who were away from work 'last week', e.g. on holiday, sick leave, laid off etc.

'May I just check' helps to make the question more acceptable for those respondents, particularly the elderly, who may feel that the answer is obvious.

Those who have a job fixed up but have not yet started work must be coded 2 here (they did not have a job they were away from).

In cases where the respondent is unsure whether he or she actually has a job, the following definitions may be helpful.

For employees
A job exists if there is a definite arrangement between an employer and an employee for work on a regular basis (ie every week or every month etc), whether the work is full-time or part-time. The number of hours worked each week may vary considerably, but as long as some work is done on a regular basis, a job can be said to exist.

Long-term absence from work
If the total absence from work (from the last day of work to the reference week) has exceeded six months, then a person is considered to have a job only if full or partial pay is received by the worker during the absence.

Seasonal workers
In some types of industry, such as agriculture, forestry, fishing, hotels, and some types of construction, there is a substantial difference in the level of employment from one season to the next. Between 'seasons' respondents in such industries should be coded 2 ('No') at this question (Note that the odd week of sick leave during the working season would be treated like any other worker's occasional absence and coded 1 ('Yes') here.)
Unpaid 'family workers'

Such workers are counted as having a job that they were away from if there is a definite expectation by the employer (a related household member) that the 'family worker' will continue helping in the business with the same level of involvement as in the past.

Question 4: Reason for not having worked although had a job

This question is asked of those respondents who had a job but did not work at all in the reference week. One reason only should be coded here. If two or more reasons are given, use the respondent's opinion as to the main one.

If two or more jobs are involved, code the main reason for the absence from the main job (see definition of main job at Q5)

It will be necessary to probe for the actual reason for not working if your respondent offers a vague or ambiguous answer (eg strike or labour dispute could be code 02 or code 04).

Code 02: 'Laid off/short time at firm'

This applies when respondents were not working for technical or economic reasons for example, because there was a shortage of orders (eg economic reasons) or because production at their workplace was impeded by a shortage of material supplies (eg caused by a labour dispute outside the respondent's workplace or at another firm, halting supplies). In the latter example the respondent would not be personally involved in the labour dispute.

Code 04: 'Labour dispute at own workplace'

Use this code only for those respondents directly involved in a labour dispute (strike) at their own workplace. This could involve being either 'called out' or 'laid off' because of a labour dispute in the respondent's own workplace.

Code 05: 'Attending a training course away from own workplace'

This applies only to respondents who were undergoing education or training outside their workplace. Respondents who say that they were not working because of a training course inside their workplace should be coded 10 ('Other reasons')

Code 07: 'Statutory maternity leave'

Only women who were on maternity leave granted on a statutory basis should be included here. Any other leave taken for reasons of child-bearing or child-rearing should be coded 09 ('Other personal/family reasons')

However, if leave was taken because of pregnancy-related sickness that was not covered by statutory maternity leave, code 06 ('Sick or injured') applies

QUESTIONS 5-17: MAIN JOB IN REFERENCE WEEK

Question 5: Occupation in main job

This question and the following questions refer to the work usually undertaken in the person's main occupation. For example, if you are speaking to a schoolteacher who last week happened to be taking a party of children on a tour, it is his normal work as a schoolmaster that we are concerned with.

Main job

When a respondent has more than one job, let him or her decide which job is to be considered as the main one. Where a respondent cannot decide, the main job should be the one in which the greatest number of hours are usually worked.

Respondents who changed jobs during the reference week should regard the job held at the end of the week as their main job.
NOTE: If it is in the nature of a person's employment to work at the same job for more than one employer - eg domestic help, jobbing gardener etc - this should be treated as one job, and all details entered at Q3.

If it is not in the nature of the person's job, however, eg a schoolteacher who also teaches in evening classes, record details of the main job only here.

In order to classify occupations we use a classification which contains some 550 groups of job titles and an index of about 30,000 specific job descriptions. For example, about 300 different types of "cleaner" are listed. We therefore need very full information to be able to classify accurately.

Record (a) the respondent's name for the job and (b) a clear description of the type of work undertaken. The example "cleaner" could be extended to (a) 'pipe cleaner', (b) 'removes deposits from sewage pipes with the use of hand tools'.

It is essential to get a good description of everyone's occupation. A wife may be vague about the name of her husband's job, or quote an ambiguous title, yet she can usually give you a graphic description of what is involved in his job if you ask for it. (If she cannot do this you may need to call again to interview the husband.)

- For example, it is not enough for somebody to answer 'Engineer', because this can cover anything from a fully qualified professional engineer to a semi-skilled machine operator.

When an informant answers in vague terms like this, we want to know what his full title is, and whether he is qualified professionally, eg 'Professionally qualified civil engineer' (or 'electrical engineer' etc). This means that the term 'engineer' should never appear on its own unless an informant cannot answer about another person's occupation any more exactly than this.

- Other vague job descriptions are 'Machinist', 'Technician', 'Miner', 'Laboratory Assistant', 'Manager', 'Foreman'.

Even if the job title is known to you, ask about the work actually done because the term may be local and known to you for that reason but not known to the coders. Even if the job title is very common and in universal use, eg bus conductor, it is safer in all cases to ask about the work actually done. For example, a shop assistant may be selling goods across the counter, or may be a shelf filler or a cashier etc.

- For a civil servant, write in 'Civil servant' followed, for a non-industrial civil servant, by the rank or grade and, for an industrial civil servant, by the job title eg toolroom foreman. For all civil servants you will still need a description of the work actually done.

Question 6: Description of firm or organisation

This question is asked so that we can classify industry. Record a clear description of the function of the firm by probing for full details of what process is carried on and, if there is an end product, what it is and of what material it is made, eg metal castings, cardboard box manufacturing, hosiery manufacture, flour milling etc. If the firm is not engaged in manufacturing or processing we want to know its function, eg insurance, banking, wholesale or distributive trade, transport.

Record details only about the establishment where the person works. The only exception to this is when the person works at Head Office. Then we would like a description of the organisation (or the part of it) which the Head Office serves.

Always ask this question. Do not use your local knowledge. Names of firms are not acceptable answers, you must include a description of what the firm does - even for well-known firms.

For civil servants enter the name of their Department, and what goes on at the particular establishment they work at.
NOTE You may sometimes feel that this question will sound silly if, for example, you are told that your respondent is self-employed or a professional person such as a family doctor or a schoolteacher. In these cases it is best to preface the question with a remark like, 'Now, although it does not seem very appropriate in your case, I should like to ask you (and then read the question). After this you may need to add, 'is there anything more you can tell me to describe the business you run/the place (hospital/school/practice) in which you work?'

Remember to check for 'anything else the firm makes or does' after the first response.

Question 7: Employee/self-employed

In general, accept respondents' answers, but where there is doubt you should try to find out how they are described for tax purposes. If this fails, check on their method of paying National Insurance. (It may help to know that self-employed persons are usually responsible for paying their own National Insurance contribution while an employee's contribution is usually deducted under the PAYE system.)

Question 8: Length of time with present employer

We are interested in this question in continuous employment with the present employer. Any previous separate spells of work with the current employer should be ignored.

If respondents give the actual date on which they started with the employer, check that you have coded them correctly by reading out the relevant time period from the questionaire, eg 'I make that 6 months but less than 1 year, does that sound right?' Code 2 would then be runged.

Question 9: Managerial/supervisory duties

Again, in general, accept the respondent's answer.

Remember that job titles can sometimes be misleading. For example, a 'playground supervisor' supervises children, not employees, and so should not be coded a supervisor; a 'stores manager' may be a store-keeper and not a manager or supervisor of employees.

Question 12: Permanent or temporary job

This question classifies the main job as permanent (code 1) or temporary (codes 2 and 3).

**Code 2: A seasonal, temporary or casual job.**
A job is 'temporary' if it is understood by the employer and the employee that the termination of the job is fixed by, for example, reaching a certain date or completing an assignment, or by the return of an employee who has been temporarily replaced. Included in this code are:
- respondents with a seasonal job
- 'temps' employed by an agency (unless there is a written contract of employment with the agency of unlimited duration, when they would be coded 1, 'permanent')

**Code 3: A job done under contract or for a fixed period of time.**
This category is included mainly to ensure that respondents with this type of arrangement do not say that the job is permanent (which is likely to happen if the contract is of a long-term fixed duration).

In the case of a work contract for a specific task or a fixed period of time, the condition for its termination is generally mentioned in the contract.

Include here respondents with a specific training contract, eg a contract that ends when an apprenticeship has been completed.
**Question 13: Employment agency/business**

This question is intended to identify two groups of temporary workers.

- A temporary worker (or one working on a fixed contract) can have a temporary contract direct with his or her employer.

- Alternatively, a temporary worker may have a contract of employment with an employment business (often referred to as an employment agency) who then send the worker to an employer who uses the employment business to provide staff.

The first group would be coded 2 at this question and the second group would be coded 1.

**Question 14: Reason for taking a temporary job**

Show Card C.

The precedes are in order of priority, with code 1 having the highest priority. One reason only should be coded. If the respondent's answer covers more than one category, code the first that applies.

Code 1, 'Had a contract which included a period of training', would include apprentices, trainees, research assistants etc. with work contracts of limited duration, mentioned at Q12.

**Question 15: Full time or part time**

Accept the respondent's opinion on whether the job is full time or part time. Do not apply any other definition at this question.

**Question 16: Job splitting**

Job Splitting is a government scheme whereby a job which is normally a full-time job is shared between two people. Conditions will vary (eg individuals working at certain times of the day or on certain days of the week only), and respondents may not know the details of their scheme, but they should be aware that a formal arrangement has been entered into regarding job splitting because they will have had to confirm their acceptance of the job split in writing.

Avoid including part-time workers here simply because there is another part-time worker at their workplace who does the same kind of work.

**Question 17: Reason for taking a part-time job**

Show Card D.

The categories at this question refer to the respondent's own situation. For example, code 2, 'Own illness or disability', refers to the respondent only. Someone who has taken a part-time job because of the need to look after a sick or disabled relative will be coded 5 ('Other reason').

Code 3, 'Could not find a full-time job', includes respondents who say that they could not find any full-time jobs at all as well as those who could not find a job in their preferred field.
QUESTIONS 18-32: HOURS WORKED IN MAIN JOB

Take care when entering the numbers of hours at these questions. At each question where hours are recorded you should always enter two digits. Do not enter fractions. Round fractions to the nearest whole number; round ½ hours to the nearest even number, eg 37½ = 38, 36½ = 36

NOTE. The boxes for recording hours at Qs 18, 20 and 24 are to the left of the normal coding column and you should enter the digits thus:

At Qs 22, 26, 27 and 29 the boxes are part of the coding column and the number of hours should be entered thus:

Question 18: Usual weekly hours

This question identifies the number of paid hours usually worked each week, excluding the main meal break (usually taken at mid-day) and all overtime. Meal breaks should be excluded from the total, regardless of whether they are paid. If the work pattern is not based on a week, make notes and give an average over the last four weeks.

If a person has started a new job in the reference week, the usual hours should relate to what the person expects them to be in the future.

In the case of people who are 'permanently on call', note the circumstances fully (probing for a range of hours where possible), but do not enter a number of hours in the coding column.

If the hours vary or the work is very intermittent (eg casual workers), try to obtain the weekly average over the past few months.

For teachers, you should accept the answer given, which may very well be in excess of the normal 27 or 28 hours.

For apprentices, trainees, and other persons in vocational training, exclude any time spent in school or other special training centres outside their workplace.

Question 19: Frequency of paid overtime

Leave the interpretation of the categories to the respondent. Code one only.

Question 20: Usual paid overtime hours

Include paid overtime hours only.

Where a person is an employee and works some form of flexitime system, overtime should be included only if no compensatory time off is taken.

Question 22: Paid overtime hours ‘last week’

Record the actual hours of paid overtime worked in the reference week, even if the respondent does not regard the answer as representing the typical situation.

Include hours worked at home, if paid.

Questions 23-26: Unpaid overtime

These are the corresponding questions on unpaid overtime.

At Q26 (unpaid overtime worked in the reference week), include unpaid hours worked at home, eg teachers preparing lessons.
Question 27: Total usual weekly hours

Add the numbers of hours entered in boxes A, B and C (at Qs 18, 20 and 24) and check the total with the respondent before entering the sum here. If your respondent queries the total, check the numbers recorded at Qs 18, 20 and 24 and agree a total before entering a figure here and continuing the interview.

Question 29: Actual hours worked in main job in reference week

This question refers to the total number of hours actually worked by the respondent in his or her main job 'last week', as opposed to the usual weekly hours. This total includes all overtime hours, whether paid or unpaid (as reported at Qs 22 and 26), but excludes meal breaks (whether paid or not).

Question 30: Comparison of actual and usual hours

THIS QUESTION COMPARES THE ACTUAL NUMBER OF HOURS WORKED IN THE REFERENCE WEEK (Q29) WITH THE USUAL WEEKLY HOURS (Q27).

This question should be asked of everyone who did any paid work in the reference week. This includes those respondents who could not give their 'usual' hours they ought to know if they have worked considerably more or less than usual, even if they cannot say how many hours they usually work.

If a respondent finds it impossible to answer this question, make a note of the reason and go on to Q32.

Question 31: Reason for working fewer hours than usual 'last week'

Code one reason only. If your respondent volunteers more than one reason, check which one explains the greatest number of hours away from work.

See the instructions at Q4 for notes on - 'Laid off/short time at firm'
- 'Labour dispute at own workplace'
- 'Attending a training course away from own workplace'

Question 32: Variation in weekly hours

This question is asked of all apart from those respondents who said at Q31 that their hours varied from week to week.

Variation in hours may be due, for example, to the unpredictable nature of the job (particularly for the self-employed) or to shift working. It includes respondents working flexible working hours under a flexitime system, if they say their hours vary.

QUESTIONS 33-41. SECOND JOB IN REFERENCE WEEK

Question 33: Whether had second job in reference week

It may have come to light that a respondent had a second job 'last week' when the main job was established at the start of the questionnaire. If not, it may be necessary to remind respondents that we are interested in any other job, no matter how small or casual, so long as it was paid.
The second job can be either as an employee or self-employed

If the respondent had more than one 'second' job 'last week', Qs 33-41 should refer to the one he or she considers to be the 'main' second job. If both are considered equal, ask about the one in which most hours were worked 'last week'. It must be made clear to your respondent which second job you are interested in, before you continue.

**Question 34: Change of job in reference week**

Include in code 1, 'Changed jobs during the week', only those respondents who changed their employer during the reference week. (Anyone who simply moved during the week to another position with the same employer - and has no other second job - should have been coded 'No' at Q33.)

'Any other reason' (code 2) identifies those respondents who held two jobs at the same time.

**Questions 35 and 36: Occupation and industry in second job**

Details of the second job should be collected in the same way as for the main job. See instructions for Qs 5 and 6.

**Question 37: Employee/self-employed in second job**

See instructions for Q7.

If no tax or insurance is paid, accept the respondent's answer. The most common second jobs - eg mail-order agent, pools agent, odd-jobbing, babysitting etc - are usually self-employed.

**Question 38: Managerial/supervisory duties in second job**

See instructions for Q9.

**Question 41: Actual hours worked in second job in reference week**

The instructions for Q29 apply also to this question. Include all overtime, whether paid or not, and exclude meal breaks.

**QUESTIONS 42-50: EMPLOYED AND LOOKING FOR OTHER WORK**

**Question 42: Whether looking for other work 'last week'**

'Looking for a different or additional paid job last week' may cover a wide range of activities, from looking through newspaper advertisements in the hope that something interesting may turn up to actively writing to prospective employers and attending interviews. It should represent something more than simply feeling dissatisfied with the present job, but beyond that it is up to the informant to decide whether he or she was 'looking for work'.

**Questions 43-50: Reasons for looking for other work**

This series of questions establishes the reasons why respondents who had a job in the reference week were also looking for other work.
Question 45  New or additional job

This question identifies respondents who were looking for a replacement main job and those who were looking for a supplementary job.

Code 3 ('Both') should not be prompted, but is to be signed if the respondent volunteers that this was the case.

Question 47: Ways in which present job is unsatisfactory

Code all that apply. Specify fully 'Other' answers (code 4). The definition of 'unsatisfactory' is left to the respondent.

Question 48: Preference for longer or shorter hours than in present job

Your respondent may have mentioned this at Q47, in which case you will need to preface the question with a short preamble, eg 'You mentioned this earlier, but may I just check'

Question 50: Other reasons for seeking another job

Specify the respondent's answer fully. There may be more than one 'other' reason.

QUESTIONS 51-63: PERSONS NOT WORKING IN THE REFERENCE WEEK

Question 51: Whether ever had paid work

This question is asked of all respondents who did not have a job in the reference week, that is:

- those who were not working 'last week' and did not have a job that they were away from (coded 2 at Q3)
- those who were wanting to take up a job already obtained (coded 01 at Q4)

Respondents who have never done any 'paid work' are signposted to Q62.

The preamble to the question explains that purely occasional work and holiday jobs are not included here. Respondents who have only ever had occasional or holiday jobs are coded 1 ('No') and go to Q62.

Question 52: How long ago left last job

For the handling of this question, see the instructions for Q8.

Questions 53-56: Description of last job

See instructions for Qs 5-7 and 9.

Question 59: Main reason for leaving last job

Show Card E.

The main reason only should be coded. If more than one reason is given, take the respondent's opinion as to the main one.
Codes 1-4 can apply only to respondents who were employees in their last job.

Code 4 ('early retirement') should be used only where there was some special scheme at the place of work. Those people who simply gave up work early for their own reasons should be coded 7 ('family or personal reasons').

Code 5 ('health reasons') includes respondents who took early retirement because of illness or incapacity, as well as those who simply 'gave up' work for those reasons.

Code 7 ('family or personal reasons') includes those who gave up work because of family responsibilities and those who left their last job to become students etc.

Question 60: Intention to seek work again

Note that this question refers to respondents' intentions at the time they left their last job, even though their intentions may now have changed.

Question 61: Last employer: cutting back on staff

This question will identify respondents who left or lost their last job because of economic reasons, that is, their last employer was forced to cut back on staff by, for example, offering early retirement or making staff redundant.

Question 62: Whether looking for paid work last week

This question is asked of all those who did not have a job in the reference week.

'Looking for paid work' may, as at Q42, cover a wide range of activities and, again, since 'looking for' is largely a state of mind, you should not interpret the phrase for your respondent.

Include looking for any kind of paid work, that is, including vacation and casual jobs.

Question 63: Main reason for not looking for work last week

Note that only those who would have been looking for work but for temporary sickness or holiday should be coded 02 or 03 respectively. A woman who is not looking for work because of pregnancy is coded 08 ('Does not want/need employment').

You are NOT required to read out the answer categories. If, exceptionally, an answer covers more than one coding category, ask which is the main reason and code that one only.

QUESTIONS 64-77: LOOKING FOR WORK

These questions are asked of those who were working in the reference week and looking for other work, as well as of those who were not working in the reference week.

Questions 64 and 65: Type of work sought

Alternative wording 'will you be' is provided for those respondents who said at Q63 that they had not yet started looking for work (code 10).

Respondents who were waiting to take up a job already obtained (code 11 at Q63) should be coded according to the job they were waiting to start.

Some people may have only vague ideas about the type of job they would prefer. If your respondent answers 'Both' at Q64, because he or she is looking for openings for self-employed work at the same time as making approaches to prospective employers, try to ascertain which type of work he or she is mainly seeking, and add a note to this effect.

At Q65, if the respondent is not sure whether full-time or part-time work is wanted, code 4 ('No preference').
Questions 66 and 67: Acceptability of either full-time or part-time work

These questions check whether respondents who stated a preference at Q65 either for full-time work or for part-time work would accept the alternative (or, for those wanting to start a new job, whether they would have accepted the alternative).

Question 68: Length of time looking for work

If the respondent has difficulty in recalling when he or she started looking for work, you may prompt by reading out the actual categories on the questionnaire (Do not prompt selectively, or the respondent may be tempted to fit in with your prompts rather than answer correctly.) If this approach does not work it may be useful to refer to actual dates or events to help pinpoint the time when he or she started looking, e.g. Easter, Christmas, summer holidays, the respondent's birthday etc.

Also ask the respondent to refer to a calendar or a diary, as necessary.

Question 70: Main activity before looking for work

Again, if respondents have difficulty in answering the question, the pre-coded categories may be read out to help them.

Only one activity should be coded. If the respondent mentions more than one activity, accept his or her opinion as to the main one.

Note that apprentices and trainees should be coded 1, 'Working' (and not in full-time education at code 2).

Questions 71 and 72: Availability for work

An important aspect of job mobility is whether people are free to take up an appointment they may be offered. Prior commitments, such as an unexpired contract, or the need to look after some member of the family, may prevent the taking-up of an offer.

We therefore ask people whether, if a job had been available last week, they would have been available to start it within two weeks. Respondents who would have to give more than two weeks' notice to their present employer, or who would need more than two weeks in which to make child-minding arrangements, would answer 'No' to Q71, and the main reason would be specified at Q72.

Question 74: Methods of looking for work in the last four weeks

'The last four weeks' means the four weeks ending last Sunday.

Each method should be read out individually and the relevant 'Yes' or 'No' code ringed.

Note the following points

- Code 03 is only for respondents who placed their own advertisements in newspapers or journals.
- Code 04 includes notices outside factories or in shop windows.
- Code 11 should be ringed for those who answer 'No' to methods 01 to 10.
Question 76: Main way of looking for work in the last four weeks

This question is asked of those who said at Q74 that they used two or more methods of seeking work in the last four weeks. Leave the interpretation of ‘main’ way to the respondent, and enter the relevant code number from Q74.

If the respondent cannot remember what he or she said at Q74, read out the categories that were coded ‘Yes’ there. If necessary, repeat Q76, emphasising ‘main way’ and asking ‘On the whole...’ to elicit an answer from a respondent who is unsure of the main way.

Question 77: Main way of looking for work ‘last week’

Code the main method only. It should not be necessary to prompt the categories at this question.

QUESTION 79: SITUATION OF ECONOMICALLY INACTIVE PERSONS

This question applies to all respondents who neither had a job nor were looking for work ‘last week’. For some informants, their situation will have been made known to you during the interview, and you will be able to code this question from knowledge. If you are not sure, however, the question must be asked.

Code the first category that applies to the respondent.

Code 1: ‘Permanently unable to work’
This category can apply only to persons under state retirement age, i.e. aged 16-64 and women aged 16-59. Other persons must be coded 2, 3 or 4 as appropriate.

Include only respondents whose inability to work is due to health problems or disablement. Those who are permanently unable to work because of domestic responsibilities should be coded 3 (‘looking after the house or home’).

Code 2: ‘Retired’
The intention is to include here only those who had retired from their full-time occupation at approximately the retirement age for that occupation, and were not seeking further employment of any kind.

Thus women who at a comparatively early age cease work in order to look after the home are excluded from this category. Women can be coded as retired only if they stopped working at age 50 or over.

Note that a retired person who ‘last week’ was ill or in hospital etc should still be coded to the normal situation, i.e. retired.

Code 3: ‘Looking after the house or home’
This covers any respondent who last week was mainly involved in domestic duties, provided he or she has not already been coded in an earlier category. There can be more than one person in a household ‘looking after the house or home’.

Note that a person who last week was on holiday or in hospital etc, but whose normal situation would be looking after the house or home, should be coded to the normal situation.

Code 4: ‘Doing something else’
Please specify your respondents’ answers.

Include anyone for whom the earlier codes 1-3 are inappropriate, e.g. full-time students (who are not permanently unable to work, retired, or looking after the house or home), people at industrial rehabilitation centres or government training centres, or on Training Opportunities Programme Schemes (TOPS) etc.
QUESTIONS 81-84: CLAIMING UNEMPLOYMENT BENEFIT OR REGISTERED
AT A GOVERNMENT EMPLOYMENT OFFICE OR JOBCENTRE

These questions are asked of everyone, regardless of their employment status

Question 81: Claiming unemployment benefit last week

The unemployment count used by the government is based on claims to unemployment benefit, and therefore to produce comparative data we have to ask all respondents whether they are claiming unemployment benefit on

It is possible for someone who had a job in the reference week to be claiming unemployment benefit, eg if he or she did not do a full week's work.

There are two introductions to this question.

- 'A' is read out to all those who were working in the reference week.
- 'B' is read out to those who were not working in the reference week.

The second part of the question: were you claiming... Is read out to all, eg if you were a

Note that it is claiming benefit, rather than actually receiving it, that counts. So if the outcome of a claim made for 'last week' is not known, the answer would be 'Yes' (code 1).

Question 82: Signed on at an Unemployment Benefit Office 'last week'

Some unemployed people are not eligible for unemployment benefit (eg they may not have paid enough National Insurance contributions, or they may already have received unemployment benefit for 12 months, or have earnings from part-time work, etc) If they are looking for work and are available for work they can, however, claim supplementary allowance/benefit from the DHSS. Also, those not eligible for these benefits can still claim credits for their NI contributions.

People can get supplementary allowance or National Insurance credits or both for many reasons, only one of which is being unemployed. It is important therefore to include only those claiming via an Unemployment Benefit Office (UBO).

NOTE They will be required to attend the UBO fortnightly, or perhaps quarterly

Therefore code 2, 'No', for those who are claiming benefits or credits only through a DHSS Social Security Office and not via a UBO.

Question 84: On the books of a Jobcentre or Employment Office 'last week'

Note that, since October 1982, people claiming benefits or credits via an Unemployment Benefit Office are no longer required to register for work at a Jobcentre. Therefore this question is quite separate from Qs 81 and 82. However, if you know from Q77 that 'last week' the respondent had his or her name on the books of a Jobcentre or government Employment Office or Careers Office, or with Professional and Executive Recruitment (ie Q77 coded 01), then Q84 is not asked.

Otherwise the important point is that, if we are to account for everyone who is registered with the Department of Employment, we cannot assume that anyone we interview is not registered for work. For example, someone who was working as, say, a labourer, but who would have preferred to work as a skilled craftsman, may not have actively looked for work within the last four weeks (and, of course, would not have told you that he was looking for work) but may still have had his name down at the Jobcentre on the off-chance that something might turn up.

Note that there is no act of registration as far as the individual is concerned. Simply going to the Jobcentre and telling them that you are out of work and actively seeking employment is sufficient to get your name on the register. Include everyone in this position as 'registered'.

1 There are some differences in terminology on the Northern Ireland 'B' questionnaire
QUESTIONS 85-93: OCCUPATION ONE YEAR AGO

Question 85: Economic position one year ago

Show Card F

Read out the date one year ago (ie the month of interview in 1982) The codes are in order of priority If the respondent mentions more than one category, code the first in the list that applies to him or her

Questions 86-89: Occupation and industry one year ago

These questions refer to the main job one year ago See the instructions for Qs 5 and 6

Code 000 can be ringed at either Q86 or Q88 if the occupation or industry is exactly the same as that recorded at Qs 5 and 6 for the employed or Qs 53 and 54 for the unemployed Be aware that respondents may have been promoted or had changes in duties while retaining the same job title So it is important not to rely solely on job title as an indication that the same job is being done If any change has occurred, probe for the new occupation and industry at Qs 87 and 89

Questions 90-93: Features of main job one year ago

These questions need to be asked, even if 'same occupation' and 'same firm' (code 000) were ringed at Qs 86 and 88

See instructions for Qs 7 and 9

QUESTIONS 94-120 EDUCATION AND TRAINING

This section will provide information on the links between qualifications and training and the kinds of work people do To introduce the new subject-matter and prepare respondents for the questions, a short preamble is printed on the questionnaire

Question 94: Qualifications already obtained

Show Card G, and allow your respondent time to read it before you ask the question It may be helpful if the respondent retains the card until you have completed Q97

Make sure that your respondent is clear that you want to record all qualifications, whether they are being made use of or not

Ring all the codes that apply

It is important that you enter full details of the qualifications for those categories followed by SPECIFY We require the full title of the course or qualification and a note of the subjects studied Please do not use initials except where they are very well known (eg BA, HND, PhD)

If you are uncertain whether to include a qualification that does not appear on the card, ring code 13 (for other qualifications) and write in as much detail as possible

Degree qualifications
First degrees (code 02) include Bachelor of Arts (BA) and Bachelor of Science (BSc) Some first degrees are awarded with honours (and classified as first class, second class etc), but they remain first degrees and should not be confused with higher degrees (code 01)

Try to ensure that degrees are recorded at code 01 or 02, as appropriate, and not entered as other professional or vocational qualifications (code 13). For example, most doctors and dentists will have a degree, and you should ask whether it is a first degree or a higher degree
Membership of a professional institute
Record details of the type of membership attained (e.g. member, associate member, graduate member, fellow etc) at code 03

BEC and TEC certificates and diplomas
BEC (Business Education Council) and TEC (Technical Education Council) qualifications have recently superseded ONC/OND and HNC/HND.
Check the level of the qualification:
- BEC and TEC Higher Certificates and Diplomas are coded 04
- BEC and TEC National or General Certificates and Diplomas are coded 08.

CSE
Note that a CSE Grade 1 is the equivalent of an 'O' level and should be coded as such (code 11)

CSE other than Grade 1 should be coded 12.

Foreign qualifications
Foreign qualifications, whatever their level, should be coded under 'Other' (code 13) and described

Scottish qualifications
The names of equivalent qualifications obtained in Scotland are not printed on the questionnaire, but a separate version of Card G, for use in Scotland, includes the Scottish equivalents of 'O' and 'A' level examinations and BEC and TEC certificates and diplomas.

Question 95: Current study for qualifications
Refer to Card G as necessary. Specify the qualifications in full.

Question 97: Qualifications obtained in the last 12 months
Enter the relevant code numbers from Q94 in the boxes provided. If more than three types of qualification were obtained in the last 12 months, please note the additional code numbers in the space to the left of the coding column.
Question 99: Institutions attended while studying for degrees etc

This question is for recording the type of institution the respondent attended while studying for degree level qualifications and any professional institute membership (codes 01-03 at Q94).

Enter the title of each degree or membership in a separate column in the grid. Start in the left-hand column (1), and enter the qualifications in the order in which they are recorded at Q94, i.e., higher degrees first, followed by first degrees, then membership of a professional institute, etc.

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<thead>
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<th>TITLE</th>
<th>Prd</th>
<th>BA</th>
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<tr>
<td>Institution outside UK</td>
<td>5</td>
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</tbody>
</table>

NOTE - If more than one type of institution was attended to obtain a qualification, code the last attended.

- If the respondent has more than three qualifications coded 01-03 at Q94, enter the first three listed at that question.

Questions 101 and 102: Current participation in training schemes

Show Card H, and code all that apply at Q102.

These questions cover a number of government schemes designed to give training/retraining/work experience mainly to people who would otherwise be unemployed.

**YOP (code 01)**

The Youth Opportunities Programme is run by the government Manpower Services Commission and organizes local schemes to give training and work experience to otherwise unemployed 16-18 year olds and a few 19-24 year olds. It includes a number of different schemes such as 'Work Experience on Employer's Premises (WEEP), 'Training Workshops', 'Project-based Work Experience', 'Employment Induction Courses'.

**YTS (code 02)**

The Youth Training Scheme will begin to replace the YOP scheme during 1983.

If your respondent is not sure of the type of scheme he or she is on, please code 64 ('Other scheme') and give as much detail as possible.

Question 104: Age on leaving school

Emphasise that the question refers to the respondent's age when he or she left school.

'School' includes VIth Form College, but excludes Technical College.

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1 There is a different version of Q102 (and Card H) for Northern Ireland, referring to different training schemes.
Question 105: Age on finishing continuous full-time education

This question refers only to full-time education

Note the word continuous, that is full-time education without a break.

For respondents who have had no full-time education since leaving school (or Fifth Form College), the answer will be the same as at Q105 and should be entered in the box.

- Holiday jobs do not count as a break provided that the person intends to continue with the course.

- National Service between school and university or college would not count as a break.

Questions 106 and 107: Trade apprenticeships

We are interested in linking apprenticeships to different types of industry.

Normally an apprenticeship commences at the age of 16 or 17 and is usually completed by the age of 21 after a minimum time of three years.

Include: Indentured apprenticeships

- Those registered with a national body, eg National Joint Council for the Building Industry, which covers construction crafts, or the Joint Industries Board for the Electrical Contracting Industry, which covers electrical sub-contracting in the construction industry.

- Persons with an employer's certificate of completion.

- Those recognised by an Industrial Training Board or by a trade union for membership purposes.

Exclude Persons who have been upgraded through informal (or formal) training and/or experience.

- Those whose training was at a Government Training Centre (now called a Skill Centre).

- Articled clerks - those serving a period of training as accountants, solicitors etc.

- Hairdressers.

- Architectural draughtsmen.

Enter full details of the trade in which the respondent is (will be) qualified at Q107.

Question 108: Current education

This question collects details of current further education. Code the first that applies.

For students interviewed during their vacation, code the course/type of institution they were attending in the previous term, provided they will be attending again when the vacation is over. (If their return depends on examination results, assume that the exam will be passed.) If next term they will be attending a different type of institution (eg going from school to college), code the new one.
Code 1. Respondents on a sandwich course should be coded here whether they are in the college or working part of the course at the time of interview.

Code 2. 'Studying at college or university full time' includes respondents studying for a degree in medicine and those studying at a Tertiary College, as well as the more obvious university and college courses. 'Studying at college part time' includes respondents taking a degree in medicine who are working part time.

Code 3. Respondents studying for a qualification in nursing, physiotherapy, or a similar medical subject may not regard themselves as being students, since they normally work in a hospital at the same time. However, we need to know that they are receiving this type of training. This ruling applies also to nursery nurses.

Code 4. As with sandwich courses, for block release courses it is immaterial whether the student is working or at college at the time of interview.

Code 5. Include those studying in the evenings only (but not leisure classes), and those on any course lasting less than three months altogether.

Code 7. Apart from in-service training (see code 8), any other training should be coded and specified here, e.g. training provided by the government at Skill Centres.

Code 8. Code as 'doing none of these' respondents who are currently attending only in-service training, i.e. training organised or run by their employer, e.g. courses given by the police, civil service and local education authorities for their own employees. This kind of training is identified at Q111.

Question 109: Whether college course is job-related

This question is asked only of respondents currently studying at college part time, but not on day or block release (code 5 at Q108).

Note that it refers to previous and likely future jobs as well as the present job.

Questions 111 and 112: Work-related training courses

These questions refer to all the various types of training course run by or for firms, and may cover anything from how to carry out a specific job function (e.g. handling a lathe or operating an electronic typewriter) to background information on the organisation, management skills, public speaking, or whatever.

Q112 is intended to catch any courses that respondents have attended on their own initiative to improve their own skills, e.g. a course run by a local authority.

The reference period at these and subsequent questions is the last four weeks, that is the four weeks ending last Sunday.

If queried, leave the definitions of 'course' and 'connected with your work' to the respondent.

Questions 114-119 Details of training course attended

These questions collect details of work-related courses attended during the last four weeks. If a respondent has attended more than one such course during the period (established at Q114), details are taken of the longest course only.
Question 115: Number of days on which course was attended in the last four weeks

If more than one course is mentioned at Q114 you will need to probe for the course on which most days were spent. Make sure that the respondent knows which course the subsequent questions refer to.

This question asks 'on how many days' the course was attended, thus, attendance for just a morning would count as attending on that (one) day and would be recorded as 01.

Question 117: Whether course is finished

Code 2 ('Will be going on with it') should be coded if the respondent intends to continue on the course without a break. This would include respondents who are in the middle of, say, a one day per week course that they will be attending again in the week after interview, as well as those who are part-way through a course taking place on consecutive days.

Do not, however, include in this category the respondent who has only a vague idea of attending a course sometime in the future, even if the course is in some way connected with the course attended in the last four weeks. Thus respondents who may be going on a follow-up or refresher or continuation course, designed to develop skills learned on the first course after they have had more job experience, should be coded as 'course finished' (code 1).

If you are uncertain which code applies, leave it to the respondent to decide.

Question 118: Total number of days on which course was attended

The number of days recorded here should include any days on which the course was attended before the four-week reference period began. Again, attendance on part of a day counts as attendance on one day.

Question 119: Purpose of training or education received in the last four weeks

Show Card 1

Code one category only and specify fully if code 5 applies
MULTI-HOUSEHOLD ADDRESSES

The term 'multi-household address' relates to an address with accommodation for more than one household.

An entry in the MULT OCC column of your address list is an indication that an address may be multi-occupied. However, as noted in Section II, the number in the column is not a reliable guide to the number of households there may be at the address. You may come across multi-occupied addresses that are not indicated in this way on the address list.

When you find accommodation for more than one household at an address, check the entry on the address list carefully.

If the entry relates to a specific flat or part of the building only, then you are to visit that particular flat or part only, and not concern yourself with the remainder.

For example, the entry may read 'Flat 3B, 15 High Street' or 'Third Floor Flat, 15 High Street'. This means you have to call only at the one flat; you do not visit the other flats or floors.

If the description on your address list relates to accommodation for several households, then you must complete a separate Questionnaire E (Calls and Outcome Sheet) for each household space, including both resident households and empty household spaces - eg an empty room waiting for a lodger to arrive.

You will have some idea of the degree of multi-occupancy when you first gain admittance to the building.

You can identify the household spaces by flat numbers or surnames or the order in which you find the accommodation.

The way in which you choose to identify the household spaces is unimportant, provided that you can account for them all and can identify them easily.

Allocate a two-digit number to each household space, starting at 01.

The number allocated will become the Household No. on the questionnaires.

If you have identified 11 or more household spaces at the address, report all the relevant facts to your supervisor.

We do not want you to interview more than ten households at an address, so, if there are more than ten, your supervisor will tell you how to select a sample of households to interview.

At addresses with accommodation for up to, and including, ten households, contact each household separately.

Interview the households in the normal way. You may have to make several calls before you succeed in making contact with all the residents.

Complete the non-response part of Questionnaire E (the Calls and Outcome Sheet) for any household spaces that are vacant.

You must account for all the accommodation previously identified, whether it is occupied or empty.
If you discover, during the course of interviewing, any additional household spaces, make out an 'E' questionnaire and attempt an interview, even though your total figure may be increased to more than ten.

You may come across a flat you had not previously noticed or find two households living in one household space. Do not alter the 'total number of households' figure which you arrived at originally and which you will have recorded on all questionnaires completed so far at the address.

The non-response section of Questionnaire E should also be completed for all occupied household spaces that do not yield an interview.

You must have a completed Questionnaire E (Calls and Outcome Sheet) for every household space, whether it has yielded an interview or not.

Take particular care to maintain confidentiality between households.

Always keep the completed questionnaires relating to households previously interviewed out of sight.
INSTITUTIONS

An Institutional Address is an address at which four or more unrelated people sleep but may or may not eat communally. The establishment must be run by a person (or persons) who is employed for this purpose or by the owner.

Certain types of institution (eg hospitals, nursing homes, schools, and some industrial and commercial premises), which could be recognised from the form of their address, have been excluded from the address list if it is known that no one lives there.

If an address appears to be institutional, ask to see someone in charge.

Check whether it is an institution according to the above definition.

If it is an institution complete a Questionnaire E (Calls and Outcome Sheet) as for an ineligible address and specify the type of institution.

Persons living in private households in the grounds of institutions are interviewed in the normal way, eg a caretaker's bungalow in the grounds of a school.

An establishment may be a separate building from the parent institution, eg a Nurses' Home separate from a hospital, which is an institution in its own right.

There may be borderline cases and you will need to check on catering arrangements.

A person, or group of persons, who cook for themselves are usually a private household.

1 That is, four or more people not all related to one another.
HOTELS AND BOARDING HOUSES

Hotels and boarding houses are not institutions and they are defined, for the purposes of this survey, as establishments that show outward sign of offering accommodation to the general public in return for payment.

A hotel or boarding house must provide accommodation for the general public, unlike establishments that cater only for particular sections of the population such as students, nurses, military personnel etc, which are to be regarded as institutional addresses and returned as ineligible.

For example - a hostel that provides students with accommodation is not a hotel because it would refuse admission to other types of guest

but - a common lodging house which is intended to supply accommodation for vagrants but which would in practice put anyone up for the night is really a cheap hotel and should be treated as such.

Look for clear outward signs that the address is a hotel or boarding house.

Check the circumstances carefully when you encounter inns, public houses, and hotels so-called, with no accommodation for guests.

You will need to define 'resident', and the Hotel and Boarding House Sample Sheet is provided to help you to do this.

In some cases you may have to ask the manager or proprietor if accommodation is provided to the general public in return for payment.

If the establishment does not meet this definition of a hotel, then, no matter how many people it contains, treat it as a private address. Apply the household definition and interview accordingly.

'Resident' has a particular meaning in survey terms because we must exclude from hotels etc people who could be counted as part of a private household elsewhere, eg a spouse who returns to his or her usual residence at weekends.

HOTEL AND BOARDING HOUSE SAMPLE SHEET

Complete the serial number boxes.

Ask Q1 on the sample sheet, entering each resident on a separate line.

You may sometimes need to enter a person's name, particularly for guests, who must be interviewed separately; but 'manager's wife', 'cook' etc will usually be sufficient.

Do not ask Q2 on the Hotel and Boarding House Sample Sheet at this stage.

Deal with each category, (a) - (d), in turn.

If the manager cannot give you any information about category (d) at Q1, assume that there is no one in this category.

If you are in doubt as to whether to include a guest or staff member, ask yourself if, by the household definition given in Section IV, he or she could be included in a private household or other institution elsewhere. If the answer is 'No', include that person on the Hotel and Boarding House Sample Sheet.
NOTE: Entering a person's name is contrary to our statement to the public that names will not be recorded. The Hotel and Boarding House Sample Sheet is perforated, so always remove and destroy the part with the names on it. Tell the manager that you will do this.

Procedure

Check how many entries you have on the Hotel and Boarding House Sample Sheet and proceed accordingly.

1. Fewer than four people listed

   Treat this as you would a private address, and interview every household.
   - treat related persons as one household
   - treat unrelated persons as separate households.

   There can thus be one, two, or three households at addresses in this category.

   Be extra careful if you find a named person whose spouse lives elsewhere. If you come across this situation, ask Q2 (right-hand column) on the Hotel and Boarding House Sample Sheet. If the person returns to his or her spouse on one or more nights a week, that is, to his or her usual residence, the person has a chance of being included at the spouse's address. In this case write 'Yes' at Q2 on the sample sheet and, if you had entered the person on an 'A' questionnaire, delete the entry.

   Complete an 'E' and an 'A' questionnaire for every household in the usual way, and a 'B' questionnaire for each person aged 16 or over.

   For type of accommodation (Questionnaire A, Q 12), code as is appropriate for a private household - not code 10.

2. Four or more people all related to each other

   Treat as a normal private household.

   Q2 on the Hotel and Boarding House Sample Sheet will probably be inappropriate here.

   Complete an 'E' and an 'A' questionnaire for the household, and a 'B' questionnaire for each person aged 16 or over.

   For type of accommodation (Questionnaire A, Q 12), code as is appropriate for a private household - not code 10.

3. Four or more people of whom at least one is unrelated to one or more of the others

   In these cases you have to treat the address entirely differently.

   You treat each person as a separate private household, with his or her own Questionnaire 'E', and you complete a Questionnaire 'A' for everyone - even for a child and for persons who are related - coding each person as Head of Household.

   Ask Q2 on the sample sheet, where appropriate. If the person is married and does return to his or her spouse on one or more nights a week, that is, to his or her usual residence, write 'Yes' on the sample sheet. If you had started to complete a Questionnaire A for such a person, draw a large cross through it.

   Complete a 'B' questionnaire for each person aged 16 or over.
On each Questionnaire 'A'
- leave blank, for completion in the office:
  - the Household No. boxes in the serial number
  - the number of people in the household (Q1)
  - the number of households at the sampled address (Q15).
- for type of accommodation (Q12), ring code 10, 'hotel/boarding house'.

On each Questionnaire 'B'
- leave blank the Household No. boxes.
- for Person Number enter the number from the sample sheet.

4. More than ten people listed
   If you have more than ten people listed on the sample sheet you will need to select a sample for interview. Arrange with the manager a convenient time for you to call again, and contact your supervisor who will tell you how to proceed.
   If you have used more than one sample sheet for your listing, do not forget to fill in the boxes at the foot of the back page of the last sheet.

Assembling the questionnaires (categories 3 and 4)
Check that you have filled in the boxes at the end of the sample sheet.
When assembling the 'A' questionnaires, put them in Person Number order (number 01 on top).
At the top of the first 'A' questionnaire write, in large letters, 'HOTEL' and the number of 'A' questionnaires, eg 'HOTEL 6 A's'. Include any questionnaires started but not completed because the person proved to be ineligible by our definition.
Put the associated 'B' and 'E' questionnaires inside the 'A' questionnaire for the household.
Put the Hotel and Boarding House Sample Sheet inside the top Questionnaire A.

SCOTLAND ONLY: Complete a 'C' and 'D' questionnaire for every household that you interview. For households in category 3 (four or more unrelated persons), do not try to ask the 'C' questionnaire of anyone under the age of 18.
Examples

(1) A small guest house contains the proprietor, his wife and one guest who has been there for eight months. Staff come in daily and other guests are people on holiday. Thus, only three people get listed on the sample sheet. Interview the proprietor and his wife as one private household and the guest as a separate household depending, in the case of a married person, on his or her answer to Q2 on the sample sheet.

(2) A commercial hotel with manager, wife and two children. All staff come in daily and guests stay only one or two nights. Although four people get listed on the sample sheet they are all related (all coded 1 - 'Manager/proprietor and relatives'). Interview as a private household.

(3) A hotel contains the manager, his wife, a resident housekeeper and a resident chef. Other staff come in daily and there are no 'resident' guests. Four people get listed on the sample sheet, not all are related, so each must be treated as a separate household. This means that four separate 'A' questionnaires must be completed. You need not interview the manager and his wife separately if one is willing to answer for the other, but you must record each on a separate Questionnaire A.

Each person will also have his or her own Questionnaire E and, if aged 16 or over, a Questionnaire B.

(4) The 'Railway Hotel', a public house which, despite its name, does not provide accommodation for guests. No matter how many people it contains, interview as a private household. The 'hotel' does not meet the first part of the definition as it does not provide accommodation for the general public, and there is no need to complete the sample sheet.

SUMMARY

At any address that you think may be a hotel, boarding house etc, whether or not it is identified as such on the address list:

(i) Complete the Hotel and Boarding House Sample Sheet.

(ii) Decide whether to treat as a private address, a private household, or a hotel according to the number of people listed and their relationships.

(iii) If the address has to be treated as a hotel, regard each person as a separate household. Interview and complete a separate A, B, and E questionnaire for each.

(iv) If more than ten people are listed on the sample sheet, refer to your supervisor for instructions on how to select a sample for interview.
NOTES

(a) Providing accommodation for the general public

A hotel proprietor is not excluding the general public if he maintains that he 'reserves the right to refuse admission' or 'does not take in hikers (those muddy boots)'. However, if the manager of a student hostel clearly states that all his residents are students of such and such a college but that he occasionally puts up a guest for the night, do not treat the hostel as a hotel.

You may sometimes have to use your discretion in borderline cases. For example, a student hostel which is a hotel for foreign tourists in vacation time: decide according to the situation existing at the time you call. Or an establishment can be part hotel and part other institution: base your decision on the larger part.

If you feel you cannot decide, contact your supervisor.

(b) The manager refuses to co-operate

Complete the non-response section of Questionnaire E (Calls and Outcome Sheet).

At Q7 ring code 16, 'Person(s) seen and positively refused', and at Q1 record the reason for the refusal.

Add 'Hotel' and any information which will help us to assess the size of this 'lost' hotel, eg 'small boarding house - about ten rooms'. If it has an AA or similar sign, note this and we can look it up in the organisation handbook.

(c) An individual refuses to co-operate

Note the refusal on the entry for the person on the sample sheet.

Complete the non-response section on the Calls and Outcome Sheet and pin it behind the Hotel and Boarding House Sample Sheet.

(d) Manager requires written confirmation

Managers sometimes need to seek permission to co-operate from a higher authority and need a letter about the survey. Contact your supervisor who will ask us to write. Allow a week before you call again.
1983 LABOUR FORCE SURVEY

QUESTIONNAIRE A

ENGLAND AND WALES

Interviewer's number: ..........................................................

Interviewer's name: ..........................................................

1. How many people are there in your household, that is people who normally live here and either share one meal a day with you or share the use of a living room or sitting room with you?

Enter number of people →

ESTABLISH WHO IS HEAD OF HOUSEHOLD AND LIST ALL OTHERS IN TERMS OF THEIR RELATIONSHIP TO H.O.H.

<table>
<thead>
<tr>
<th>Per.</th>
<th>2. Household No.</th>
<th>3. Sex</th>
<th>4. Date of Birth</th>
<th>5. Age</th>
<th>6. Is married, single, widowed, divorced, or separated?</th>
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8. IF MORE THAN 9 PERSONS IN HOUSEHOLD USE ANOTHER QUESTIONNAIRE 'A' AND CODE HERE.

More than 9 persons in household →

9. Does your household own or rent this accommodation?

Owns/is buying → X SKIP TO Q10

Rents/accommodation is rent free → 1 SKIP TO Q11

10. Is this accommodation (READ OUT)

owned outright → 2 SKIP TO Q12

or being bought with a mortgage or loan? → 3

11. Who is your landlord?

- AN Relative of household member → 1
- INDIVIDUAL Other individual private landlord → 2
- Local Authority or Council → 3
- New Town Corporation or Commission → 4
- Housing Association or Charitable Trust → 6
- Property Company → 7
- ORGANISATION Other organisation (SPECIFY) → 8

11A. Does your landlord provide your accommodation (READ OUT)

furnished, → 1 SKIP TO Q12

partly furnished, → 2

or unfurnished? → 3

12. Type of accommodation occupied by this household:

Whole house/ bungalow

Detached → 01 SKIP TO Q14

Semi-detached → 02

Terraced, end of terrace → 03

Part of house or bungalow/ converted flat or maisonette/ rooms in house or flat:

- with lift → 05 SKIP TO Q13

- without lift → 06

Part of building or maisonette in block:

-'4 in a block' → 04

Other type of block:

- with lift → 07 SKIP TO Q13

- without lift → 08

Part of building or maisonette in block:

Caravan/mobile home/houseboat → 09 SKIP TO Q14

Hotel/boarding house → 10

Other (SPECIFY) → 11

13. Building which contains this household's accommodation has:

- 1 storey → 1 SKIP TO Q14

- 2 storeys → 2

- 3 or 4 storeys → 3

- 5 or more storeys → 4

14. Dwelling with business premises (with internal access between private and business areas)

- 1 SKIP TO Q15

Other type of dwelling →

15. Number of households at this address:

Enter number →

IF MORE THAN 10, REFER TO SUPERVISOR AND ENTER NUMBER OF HOUSEHOLDS SELECTED IN SAMPLE →

ENTER HOUSEHOLD NUMBER TO WHICH THIS QUESTIONNAIRE REFERS AT TOP OF PAGE.
### Household Questionnaire

Complete one column for each household member in turn. First ring person number.

#### Person 04

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. What is your nationality?</td>
<td>UK/British, Irish Republic, Other (SPECIFY)</td>
</tr>
<tr>
<td>17. In what country were you born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>18. In what year did you first arrive in the United Kingdom?</td>
<td>Enter last 2 digits of year</td>
</tr>
<tr>
<td>19. Check nationality (Q16)</td>
<td>UK/British, Other (SPECIFY)</td>
</tr>
<tr>
<td>20. Is a British Overseas Citizen?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>21. In what country was your father born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>22. In what country was your mother born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>23. Show card B</td>
<td>To which of the groups listed on the card do you consider your child belongs?</td>
</tr>
<tr>
<td>24. Baby under 1 yr - DNA</td>
<td>X</td>
</tr>
<tr>
<td>25. Where was your child living one year ago?</td>
<td>If outside UK: Country, If in UK: Town, County</td>
</tr>
</tbody>
</table>

#### Person 05

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. What is your nationality?</td>
<td>UK/British, Irish Republic, Other (SPECIFY)</td>
</tr>
<tr>
<td>17. In what country were you born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>18. In what year did you first arrive in the United Kingdom?</td>
<td>Enter last 2 digits of year</td>
</tr>
<tr>
<td>19. Check nationality (Q16)</td>
<td>UK/British, Other (SPECIFY)</td>
</tr>
<tr>
<td>20. Is a British Overseas Citizen?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>21. In what country was your father born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>22. In what country was your mother born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>23. Show card B</td>
<td>To which of the groups listed on the card do you consider your child belongs?</td>
</tr>
<tr>
<td>24. Baby under 1 yr - DNA</td>
<td>X</td>
</tr>
<tr>
<td>25. Where was your child living one year ago?</td>
<td>If outside UK: Country, If in UK: Town, County</td>
</tr>
</tbody>
</table>

#### Person 06

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. What is your nationality?</td>
<td>UK/British, Irish Republic, Other (SPECIFY)</td>
</tr>
<tr>
<td>17. In what country were you born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>18. In what year did you first arrive in the United Kingdom?</td>
<td>Enter last 2 digits of year</td>
</tr>
<tr>
<td>19. Check nationality (Q16)</td>
<td>UK/British, Other (SPECIFY)</td>
</tr>
<tr>
<td>20. Is a British Overseas Citizen?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>21. In what country was your father born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>22. In what country was your mother born?</td>
<td>UK/Britain, Other (SPECIFY)</td>
</tr>
<tr>
<td>23. Show card B</td>
<td>To which of the groups listed on the card do you consider your child belongs?</td>
</tr>
<tr>
<td>24. Baby under 1 yr - DNA</td>
<td>X</td>
</tr>
<tr>
<td>25. Where was your child living one year ago?</td>
<td>If outside UK: Country, If in UK: Town, County</td>
</tr>
</tbody>
</table>

### Instructions
- Complete one column for each household member in turn. First ring person number.
- If more household members, go to next column. If no more household members, check age at Q5 and complete a Brown 'B' questionnaire for each person aged 16 and over.
**Complete One Column for Each Household Member in Turn. First Ring Person Number.**

<table>
<thead>
<tr>
<th>PERSON 07</th>
<th>PERSON 08</th>
<th>PERSON 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
</tr>
<tr>
<td>17. In what country were you born?</td>
<td>17. In what country were you born?</td>
<td>17. In what country were you born?</td>
</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
</tr>
<tr>
<td>19. Check nationality (Q18)</td>
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<td>19. Check nationality (Q18)</td>
</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>21. In what country was your father born?</td>
<td>21. In what country was your father born?</td>
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</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
</tr>
<tr>
<td>22. In what country was your mother born?</td>
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</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
</tr>
<tr>
<td>23. Show Card B To which of the groups listed on the card do you consider belongs?</td>
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<td>23. Show Card B To which of the groups listed on the card do you consider belongs?</td>
</tr>
<tr>
<td>24. Baby under 1 yr - DNA Is living in the same accommodation as a year ago? Yes</td>
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<td>24. Baby under 1 yr - DNA Is living in the same accommodation as a year ago? Yes</td>
</tr>
<tr>
<td>25. Where was living one year ago? If OUTSIDE UK: Country</td>
<td>25. Where was living one year ago? If OUTSIDE UK: Country</td>
<td>25. Where was living one year ago? If OUTSIDE UK: Country</td>
</tr>
<tr>
<td>IF IN UK: Town</td>
<td>IF IN UK: Town</td>
<td>IF IN UK: Town</td>
</tr>
<tr>
<td>26. If more household members, go to next column. If no more household members, check age at Q5 and complete a brown 'B' questionnaire for each person aged 16 and over.</td>
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<tr>
<td>Question</td>
<td>Response Options</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
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<td>16. What is your nationality?</td>
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<td></td>
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<td>17. In what country were you born?</td>
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<td></td>
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<tr>
<td>18. In what year did you first arrive in the United Kingdom?</td>
<td>Enter last 2 digits of year</td>
<td></td>
</tr>
<tr>
<td>19. SHOW CARD B</td>
<td>To which of the groups listed on the card do you consider you belong?</td>
<td></td>
</tr>
<tr>
<td>20. Is your father a British Overseas Citizen?</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>21. In what country was your father born?</td>
<td>UK/Britain, Irish Republic, Other (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>22. In what country was your mother born?</td>
<td>UK/Britain, Irish Republic, Other (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>23. SHOW CARD B</td>
<td>Mixed origin (SPECIFY), Other (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>24. Baby under 1 yr - DNA</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>25. Where was your family living one year ago?</td>
<td>IF OUTSIDE UK: Country, IF IN UK: Country</td>
<td></td>
</tr>
<tr>
<td>26. IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN. IF NO MORE HOUSEHOLD</td>
<td>COMPLETE A BROWN 'B' QUESTIONNAIRE FOR EACH PERSON AGED 16 AND OVER.</td>
<td></td>
</tr>
</tbody>
</table>

Note: The table continues with similar questions and responses for each household member.
1. ENTER REFERENCE WEEK

   Day   Month   SKIP  TO
   -     -      -      -

2. Did you do any paid work last week - that is in the seven days ending last Sunday (DATE FROM Q1), either as an employee or as self-employed?
   Yes
   No

3. May I just check, even though you were not working, did you have a job or business that you were away from last week?
   Yes
   No

4. Why were you not working last week?
   CODE
   ONE	Waiting to take up a new job or business already obtained
   ONLY	Laid off/short time at firm (including that due to strikes in other firms and economic reasons)
   REASON	Bad weather
   Attending a training course away from own workplace
   Sick or injured
   On statutory maternity leave
   On annual leave/holiday
   Other personal/family reasons
   Other reasons

5. What was your (main) occupation last week?
   (a) ENTER JOB TITLE and (b) DESCRIBE FULLY WORK DONE

6. What does the firm/organisation you worked for actually make or do (at the place where you work)?
   PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.

7. In your occupation last week, were you working as an employee or were you self-employed?
   Employee
   Self-employed

8. How long have you been continuously employed by your present employer?
   Less than 6 months
   6 months but less than 1 year
   1 year but less than 2 years
   2 years but less than 5 years
   5 years but less than 10 years
   10 years but less than 20 years
   20 years or more

9. Did you have any managerial duties, or were you supervising any other employees in your job?
   Manager or supervisor
   Not manager or supervisor

10. In your job or business, were you working on your own or did you have employees?
    On own
    With employees

11. In the place where you worked were there:
    CODE
    FIRST
    THAT
    APPLIES

12. Was the job (or business) that you were in (away from) last week:
    CODE
    FIRST
    THAT
    APPLIES

13. Some people, who are not employed on a permanent basis, are paid by an employment agency or employment business rather than by the people they are working for.

14. SHOW CARD C
   Would you please look at this card and tell me which of these statements describes why you took a temporary rather than a permanent job?
15. In the (main) job that you had last week were you working full time or part time?

Full time ... 1 \(\rightarrow\) Q 18
Part time ... \(\rightarrow\) Q 18

16. Was your job part of the government Job Splitting Scheme?

Yes ... 2 \(\rightarrow\) Q 17
No ... 3

17. SHOW CARD D

Would you please look at this card and tell me which of these statements describes why you took a part-time rather than a full-time job?

CODE 

1. Student/att school

FIRST

THAT

APPLIES

Could not find a full-time job

Did not want a full-time job

Other reason ...

18. How many hours a week do you usually work in your (main) job (business), that is, excluding meal breaks and overtime, whether paid or unpaid?

IF WORK PATTERN NOT BASED ON A WEEK, MAKE NOTES AND GIVE AN AVERAGE OVER THE LAST FOUR WEEKS

ENTER NUMBER OF HOURS EXCLUDING MEAL BREAKS AND OVERTIME

19. In addition to this, do you work paid overtime: (READ OUT)

regularly ...

occasionally ...

or never ...

20. On average, how many hours paid overtime do you usually work in a week?

ENTER USUAL PAID OVERTIME HOURS

21. May I check, did you do any paid overtime last week?

Yes ... X \(\rightarrow\) Q 22
No ... 00 \(\rightarrow\) Q 23

22. How many hours paid overtime did you work last week?

ENTER PAID OVERTIME HOURS LAST WEEK

23. Do you work unpaid overtime: (READ OUT)

regularly ...

occasionally ...

or never ...

24. On average, how many hours unpaid overtime do you usually work in a week?

ENTER USUAL UNPAID OVERTIME HOURS

25. May I check, did you do any unpaid overtime last week?

Yes ... X \(\rightarrow\) Q 26
No ... 00 \(\rightarrow\) Q 27

26. How many hours unpaid overtime did you work last week?

ENTER UNPAID OVERTIME HOURS LAST WEEK

27. INTERVIEWER TOTAL A + B + C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT

ENTER TOTAL USUAL HOURS

28. CHECK BACK TO Q2

Did paid work last week (CODE 1 AT Q2) ... X \(\rightarrow\) Q 29
Others (CODE 2 AT Q2) ...

29. How many hours did you actually work last week in your (main) job (business)? In total, that is, including any overtime you may have already told me about, whether paid or unpaid, but excluding meal breaks?

ENTER TOTAL NUMBER OF HOURS ACTUALLY WORKED LAST WEEK

30. (May I just check) Last week, did you work:

(READ OUT)

USUAL more hours than usual \(\rightarrow\) Q 32
fewer hours than usual \(\rightarrow\) Q 31

31. Why did you work fewer than your usual hours last week?

Laid off/short time at firm

Bad weather

Bank holiday

HOURS tend to vary from week to week

Labour dispute at own workplace

Attendance a training course away

Sick or injured

On statutory maternity leave

On annual leave/holiday

Started new job or changed job during reference week

Ended job without taking up new job during reference week

Other personal/family reasons

32. Do your hours tend to vary from week to week?

Yes \(\rightarrow\) 1 \(\rightarrow\) Q 33
No \(\rightarrow\) 2

33. Last week, did you have any other paid job or business in addition to the one you have just told me about?

Yes \(\rightarrow\) 1 \(\rightarrow\) Q 34
No \(\rightarrow\) 2 \(\rightarrow\) Q 42

34. Was that because you changed jobs last week, or for some other reason?

Changed jobs during the week \(\rightarrow\) 1 \(\rightarrow\) Q 35
Any other reason \(\rightarrow\) 2

35. What was your occupation in your second job or business last week?

(a) ENTER JOB TITLE and (b) DESCRIBE FULLY WORK DONE

36. What does the firm/organisation you worked for in your second job or business last week actually make or do (at the place where you worked)?

PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.
37. In your second job or business were you working as an employee or were you self-employed?  
- Employee: X  
- Self-employed: Y

38. Did you have any managerial duties, or were you supervising any other employees in your second job?  
- Manager or supervisor: 1  
- Not manager or supervisor: 2

39. In your second job or business, were you working on your own or did you have employees?  
- On own: 3  
- With employees: 4

40. In the place where you worked were there:  
- 25 or more employees: 1  
- fewer than 25 employees: 2

41. How many hours did you actually work last week in your second job or business in total, that is, including any overtime, whether paid or unpaid, but excluding meal breaks?  
- ENTER TOTAL NUMBER OF HOURS ACTUALLY WORKED LAST WEEK IN SECOND JOB

42. You have told me about the job(s) (or business) you were working in (away from) last week. Were you looking for a different, or additional, paid job or business last week?  
- Yes: X  
- No: 1

43. Were you looking for work because your present job (business) may, or is going to, come to an end?  
- Yes: 2  
- No: 3

44. Were you looking for work because your present job (business) is to fill time before you find another job?  
- Yes: 1  
- No: 2

45. May I just check, were you looking for:  
- a new job to replace your present job: 1  
- or for an additional job: 2  
- (SPONTANEOUS ONLY) Both: 3

46. (In addition) were you looking for work because your present job is unsatisfactory in some way, for example, the pay, working conditions, or the journey to work?  
- Yes: 1  
- No: 2

47. In what way is your present job unsatisfactory?  
- CODE  
  - The journey to work: 1  
  - Pay: 2  
  - Other (SPECIFY): 4

48. In the job that you are looking for, would you rather work longer hours than in your present job, or would you rather work shorter hours?  
- Longer: 1  
- Shorter: 2  
- (SPONTANEOUS ONLY) The same: 3  
- Don't know, no preference: 4

49. Would you rather work shorter hours than at present, even though it meant less pay?  
- Yes, would still prefer shorter hours: 1  
- No, would not prefer shorter hours: 2  
- Don't know: 3

50. Is there any other reason why you are looking for another job?  
- Yes (SPECIFY): 1  
- No: 2

51. May I just check, apart from any occasional or holiday jobs, have you ever had a paid job (apart from the one you are waiting to start)?  
- Yes: X  
- No: 1

52. When did you leave your last job?  
- Less than 6 months ago: 2  
- 6 months but less than 12 months ago: 3  
- 12 months but less than 18 months ago: 4  
- 18 months but less than 2 years ago: 5  
- 2 years but less than 3 years ago: 6  
- 3 years or more ago: 7

53. What was your occupation in your last job?  
- (a) ENTER JOB TITLE and (b) DESCRIBE FULLY WORK DONE

54. What did the firm/organisation you worked for actually make or do (at the place where you worked)?  
PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.

55. In that occupation were you working as an employee or were you self-employed?  
- Employee: X  
- Self-employed: Y

63
56. Did you have any managerial duties, or were you supervising any other employees in your job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager or supervisor</td>
<td>Q 58</td>
</tr>
<tr>
<td>2</td>
<td>Not manager or supervisor</td>
<td></td>
</tr>
</tbody>
</table>

57. In your job or business were you working on your own or did you have employees?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>On own</td>
<td>Q 59</td>
</tr>
<tr>
<td>4</td>
<td>With employees</td>
<td>Q 58</td>
</tr>
</tbody>
</table>

58. In the place where you worked were there:

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(READ OUT)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>25 or more employees</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fewer than 25 employees</td>
<td></td>
</tr>
</tbody>
</table>

59. SHOW CARD E

Would you please look at this card and tell me which of the statements on it best applies to you?

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Made redundant/dismissed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Temporary job came to an end</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Resigned</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Early retirement</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Health reasons</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Family or personal reasons</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other reasons</td>
<td></td>
</tr>
</tbody>
</table>

60. When you left that job did you intend (at that time) to seek work again, or not?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, intended to seek work</td>
<td>Q 61</td>
</tr>
<tr>
<td>2</td>
<td>No, did not intend to seek work</td>
<td></td>
</tr>
</tbody>
</table>

61. Was your employer cutting back on staff at the time you left your job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Q 62</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

62. Were you looking for any kind of paid work last week?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Q 64</td>
</tr>
<tr>
<td>XX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

63. There are many reasons why people don't or can't seek work, so may I just check with you what was the main reason why you were not looking for work last week?

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Temporary sickness or injury</td>
<td>Q 64</td>
</tr>
<tr>
<td>03</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Long-term sick or disabled</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Looking after house/home</td>
<td>Q 79</td>
</tr>
<tr>
<td>07</td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Doesn't want/need employment</td>
<td>Q 71</td>
</tr>
<tr>
<td>09</td>
<td>Believes no jobs available</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Not yet started looking</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Waiting to start a new job</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Waiting for results of application for government or local government job</td>
<td>Q 64</td>
</tr>
<tr>
<td>13</td>
<td>Waiting for results of application for non-government job</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Any other reason (SPECIFY)</td>
<td></td>
</tr>
</tbody>
</table>

64. Were you/will you be looking for work as an employee or self-employed?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Self-employed</td>
<td></td>
</tr>
</tbody>
</table>

65. May I just check, were you/will you be looking for full-time or part-time work?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Full-time</td>
<td>Q 66</td>
</tr>
<tr>
<td>3</td>
<td>Part-time</td>
<td>Q 67</td>
</tr>
<tr>
<td></td>
<td>No preference</td>
<td>Q 68</td>
</tr>
</tbody>
</table>

66. If you could not find a full-time job, would you accept a part-time job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, would accept part-time job</td>
<td>Q 68</td>
</tr>
<tr>
<td>2</td>
<td>No, would not accept part-time job</td>
<td></td>
</tr>
</tbody>
</table>

67. If you could not find a part-time job, would you accept a full-time job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, would accept full-time job</td>
<td>Q 68</td>
</tr>
<tr>
<td>2</td>
<td>No, would not accept full-time job</td>
<td></td>
</tr>
</tbody>
</table>

68. (May I just check) How long have you been/were you looking for paid work/an additional job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not yet started looking for work (CODE 10 AT Q 63)</td>
<td>Q 71</td>
</tr>
<tr>
<td>2</td>
<td>Less than 1 month</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1 month but less than 3 months</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3 months but less than 6 months</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6 months but less than 12 months</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12 months but less than 18 months</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>18 months but less than 24 months</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>24 months or over</td>
<td></td>
</tr>
</tbody>
</table>

69. CHECK BACK TO Qs 3 and 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No paid job last week (CODE 2 AT Q 3)</td>
<td>Q 70</td>
</tr>
<tr>
<td>X</td>
<td>Waiting to take up a job (CODE 01 AT Q 4)</td>
<td>Q 71</td>
</tr>
</tbody>
</table>

70. You have told me that you have been looking for paid work for ........

(QUOTE PERIOD GIVEN AT Q 68).

What were you doing immediately before you started to look for paid work?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Working (including apprentices,</td>
<td>Q 71</td>
</tr>
<tr>
<td></td>
<td>NECESSARY</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>In full-time education or training</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Looking after house/home</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other (SPECIFY)</td>
<td></td>
</tr>
</tbody>
</table>

71. If a job had been available last week, would you have been available to start it within two weeks?

<table>
<thead>
<tr>
<th>Code</th>
<th>Statement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Q 73</td>
</tr>
<tr>
<td>X</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

72. Why would you not have been available to start within two weeks?

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Must complete education</td>
<td>Q 73</td>
</tr>
<tr>
<td>3</td>
<td>Cannot leave present job within two weeks</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Personal or family responsibilities</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Illness or injury</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other (SPECIFY)</td>
<td></td>
</tr>
</tbody>
</table>
73. CHECK BACK TO Q 63
Not yet started looking for work (CODE 10 AT Q 63) ........................................ X
Believes no jobs available (CODE 09 AT Q 63) .................................................. Y
Others .................................................................................................................. Z
SKIP TO Q 79

77. Now thinking just of last week, what was the main way in which you were looking for work last week?

<table>
<thead>
<tr>
<th>CODE</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Having your name on the books of a Jobcentre or Government Employment Office or with Professional and Executive Recruitment</td>
</tr>
<tr>
<td>02</td>
<td>Advertising for jobs in newspapers or journals</td>
</tr>
<tr>
<td>03</td>
<td>Answering advertisements in newspapers or journals</td>
</tr>
<tr>
<td>04</td>
<td>Applying directly to employers</td>
</tr>
<tr>
<td>05</td>
<td>Waiting for the results of an application for employment in central or local government</td>
</tr>
<tr>
<td>06</td>
<td>Waiting for the results of an application for some other job</td>
</tr>
<tr>
<td>07</td>
<td>Other methods of seeking employment (SPECIFY)</td>
</tr>
<tr>
<td>08</td>
<td>No method used last week</td>
</tr>
</tbody>
</table>

74. Now thinking about the last 4 weeks, have you at any time:

<table>
<thead>
<tr>
<th>CODE YES OR NO FOR EACH METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had your name on the books of a Jobcentre or Government Employment Office (Careers Office), or with Professional and Executive Recruitment?</td>
</tr>
<tr>
<td>Had your name on the books of a private employment agency?</td>
</tr>
<tr>
<td>Advertised for jobs in newspapers or journals?</td>
</tr>
<tr>
<td>Answered advertisements in newspapers or journals?</td>
</tr>
<tr>
<td>(IF CODE 04 RINGED DO NOT ASK CODE 05) Studied situations vacant columns in newspapers or journals?</td>
</tr>
<tr>
<td>Applied directly to employers?</td>
</tr>
<tr>
<td>Asked friends, relatives, colleagues or trade unions about jobs?</td>
</tr>
<tr>
<td>At any time in the last 4 weeks: Were you waiting for the results of an application for employment in central or local government?</td>
</tr>
<tr>
<td>Were you waiting for the results of an application for some other job?</td>
</tr>
<tr>
<td>Did you do anything else to find work? (SPECIFY)</td>
</tr>
<tr>
<td>No method used in last 4 weeks</td>
</tr>
</tbody>
</table>

75. CHECK BACK TO Q 74
Two or more of codes 01-10 ringed at Q 74 .................................................. X
One of codes 01-10 ringed at Q 74................................................................. Y
Code 11 ringed at Q 74 ..................................................................................... Z
SKIP TO Q 78

76. In the last 4 weeks, which of those methods was your main way of looking for work?
PROMPT AS APPROPRIATE FROM CODES AT Q 74. ENTER CODE

79. RECORD IF KNOWN. IF NOT KNOWN, ASK:
May I just check, last week were you

<table>
<thead>
<tr>
<th>CODE</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>CODE permanently unable to work</td>
</tr>
<tr>
<td>061B</td>
<td>FIRST</td>
</tr>
<tr>
<td>02</td>
<td>CODE permanently unable to work</td>
</tr>
<tr>
<td>061B</td>
<td>THAT</td>
</tr>
<tr>
<td>03</td>
<td>CODE retired</td>
</tr>
<tr>
<td>061B</td>
<td>APPLIES</td>
</tr>
<tr>
<td>04</td>
<td>CODE looking after the house or home</td>
</tr>
<tr>
<td>061B</td>
<td>or were you doing something else?</td>
</tr>
</tbody>
</table>

65
80. CHECK BACK TO Qs 2 and 3

81. A Some people, although they have a job, are entitled to claim unemployment benefit, so may I just check:

B Some people who do not work are entitled to claim unemployment benefit, so may I just check:

were you claiming unemployment benefit last week?

Yes ........................................... 1
No ............................................... 2

82. Were you signed on at an Unemployment Benefit Office for last week, either to claim supplementary allowance as an unemployed person or in order to get credits for National Insurance contributions?

Yes ........................................... 1
No ............................................... 2

83. CHECK BACK TO Q77

Person is coded 01 at Q 77 ........................................... X
Others .................................................................. Y

84. Last week, were you (so far as you know) on the books of a Jobcentre or government Employment Office, or with Professional and Executive Recruitment (IF AGED 16-19: 'or Careers Office')?

Yes ........................................... 1
No ............................................... 2

SITUATION ONE YEAR AGO

85. SHOW CARD F

Which of the categories on this card best describes your circumstances one year ago, that is in .......... (MONTH OF INTERVIEW) 1982?

Working in a paid job or business ........................................... 1
Laid off/short time at firm ........................................... 2
Unemployed, actively seeking work ........................................... 3
Full-time student on special government scheme ................. 4
Other full-time student or pupil ........................................... 5
Retired .................................................................. 6
Looking after house/home ........................................... 7
Long-term sick or disabled ........................................... 8
Other (SPECIFY) ........................................... 9

86. What was your (main) occupation one year ago?

Same occupation as last week ........................................... 000
Same as last occupation (for those not in a job last week) .......... X
Different job ................................................................ Y

87. IF DIFFERENT JOB:

(a) ENTER JOB TITLE and
(b) DESCRIBE FULLY WORK DONE

88. What did the firm/organisation you worked for in your job one year ago actually make or do (at the place where you worked)?

Same firm/organisation as last week ........................................... 000
Same as last firm/organisation (for those not in a job last week) .............
Different firm/organisation ........................................... X

89. IF DIFFERENT FIRM/ORGANISATION:

PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.

90. (May I just check) In your occupation one year ago, were you working as an employee or were you self-employed?

Employee ........................................... X
Self-employed ........................................... Y

91. Did you have any managerial duties, or were you supervising any other employees in your job one year ago?

Manager or supervisor ........................................... 1
Not manager or supervisor ........................................... 2

92. In your job or business one year ago, were you working on your own or did you have employees?

On own ........................................... 3
With employees ........................................... 4

93. In the place where you worked one year ago there:

(READ OUT)

25 or more employees ........................................... 1
or fewer than 25 employees? ........................................... 2
94. SHOW CARD G

Do you have any of these qualifications, or have you passed any of the examinations, of the types listed on this card (whether you are making use of them or not)?

CODE ALL THAT APPLY OF CODES 01-13

'SPECIFY' AT Qs 94 and 95 MEANS: GIVE TITLE OF COURSE OR QUALIFICATION IN FULL AND LIST SUBJECTS STUDIED

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Higher degree (SPECIFY)</td>
</tr>
<tr>
<td>02</td>
<td>First degree (SPECIFY)</td>
</tr>
<tr>
<td>03</td>
<td>Corporate or graduate membership of professional institute (SPECIFY)</td>
</tr>
<tr>
<td>04</td>
<td>BEC (Higher)/TEC (Higher)/HNC/HND (SPECIFY)</td>
</tr>
<tr>
<td>05</td>
<td>Teaching qualification - secondary</td>
</tr>
<tr>
<td>06</td>
<td>Teaching qualification - primary</td>
</tr>
<tr>
<td>07</td>
<td>Nursing qualification (SPECIFY)</td>
</tr>
<tr>
<td>08</td>
<td>BEC (National/General)/TEC (National/General)/ONC/OND (SPECIFY)</td>
</tr>
<tr>
<td>09</td>
<td>City and Guilds</td>
</tr>
<tr>
<td>10</td>
<td>'A' level or equivalent</td>
</tr>
<tr>
<td>11</td>
<td>'O' level or equivalent (incl. CSE Grade 1)</td>
</tr>
<tr>
<td>12</td>
<td>CSE (other grades)</td>
</tr>
<tr>
<td>13</td>
<td>Any other professional/vocational qualification (SPECIFY)</td>
</tr>
<tr>
<td>14</td>
<td>No qualification</td>
</tr>
<tr>
<td>15</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

95. USE CARD G AS NECESSARY AT Qs 95-97

Are you at present studying for any of these qualifications?

Yes (SPECIFY) ..........................

No ......................................

96. Did you obtain any of these qualifications within the last 12 months?

Yes .....................................

No ......................................
**1983 LABOUR FORCE SURVEY**

**QUESTIONNAIRE E**

**CALLS AND OUTCOME**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 2 3</td>
</tr>
</tbody>
</table>

**SAMPLLED ADDRESS**

In multi-household addresses:

**LOCATION OF HOUSEHOLD**

**SPACE IN ADDRESS** .................................................

Mr/Mrs/Miss ................................................. Tel .................

1. **Calls made on household (or on address, where no. of households at address not known)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Day</th>
<th>Month</th>
<th>Time of call</th>
<th>Person seen (including 'neighbour', if applicable)</th>
<th>Result (include full reasons for non-response, amplifying codes at Q7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>07</td>
<td></td>
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<tr>
<td>08</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
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<tr>
<td>10</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Did you have any difficulty in locating the address?**

Yes (PLEASE GIVE DETAILS ON BACK OF THIS SHEET) ............................................

No ...........................................................................

3. **ENTER FROM Q.1. THE NO. OF THE CALL AT WHICH YOU MADE THE FIRST CONTACT WITH A MEMBER OF THIS HOUSEHOLD** ............................................

No contact made with this household ............................................

4. **RECORD**

(i) **THE NO. OF 'A' QUESTIONNAIRES ATTACHED** (THIS SHOULD BE MORE THAN ONE IF THERE ARE MORE THAN 9 PEOPLE IN THE HOUSEHOLD)

(ii) **THE NO. OF 'B' QUESTIONNAIRES ATTACHED** (THIS SHOULD BE THE SAME AS THE NO. OF PEOPLE AGED 16 AND OVER IN THE HOUSEHOLD)

5. **OUTCOME**

Full interview(s) achieved ............................................

Part interview(s) achieved:

'A' questionnaire(s) completed but one or more 'B' questionnaires not completed ..................................

'A' questionnaire(s) started but not completed ..................................

No questionnaires from this household/address ..................................

6. **TOTAL LENGTH OF INTERVIEW(S) IN MINUTES AT THIS HOUSEHOLD** ............................................

7. **REASON NO INTERVIEW ACHIEVED**

Ineligible - non residential ............................................

- institution ............................................

New, not yet built ............................................

Vacant - new property not yet occupied ............................................

- being converted or improved ............................................

- other (SPECIFY) ............................................

Household away for whole field period ............................................

Second residence ............................................

Holiday accommodation ............................................

Derelict ............................................

Demolished ............................................

No trace of address ............................................

Person(s) seen and positively refused ............................................

Person(s) seen, did not positively refuse, but no interview achieved, or appointment broken ............................................

No-one contacted at address, no reply after four or more calls ............................................

8. **Number of household spaces at this address at time of 1st call**

ENTER NUMBER ............................................

---

**ENGLAND AND WALES**

**PERMISSION TO RECALL** (ASK ONLY IF SAMPLE IDENT = 2 OR 3)

A. **If we need further advice or facts, would it be all right if someone called on you again?**

Yes 1 — B

No 2 — END

B. **To help us when calling again, could I please make a note of your name (and telephone number)?**

---
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interviewer's name: .................................................................

Interviewer's number: .................................................................
1. How many people are there in your household, that is people who normally live here and either share one meal a day with you or share the use of a living room or sitting room with you?

Enter number of people __________________________

ESTABLISH WHO IS HEAD OF HOUSEHOLD AND LIST ALL OTHERS IN TERMS OF THEIR RELATIONSHIP TO H.O.H.

<table>
<thead>
<tr>
<th>Per No</th>
<th>Relationship</th>
<th>Code</th>
<th>M</th>
<th>F</th>
<th>Month</th>
<th>Year</th>
<th>M</th>
<th>I</th>
<th>W</th>
<th>D</th>
<th>S</th>
<th>I</th>
<th>D</th>
<th>S</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>H.O.H.</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
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<td>03</td>
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<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<td>4</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELATIONSHIP TO H.O.H.:

<table>
<thead>
<tr>
<th>Code</th>
<th>M</th>
<th>F</th>
<th>Month</th>
<th>Year</th>
<th>M</th>
<th>I</th>
<th>W</th>
<th>D</th>
<th>S</th>
<th>I</th>
<th>D</th>
<th>S</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Does your household own or rent this accommodation?

Owning or buying .................................................. X
Rents/accommodation is rent free ............................... 1

10. Is this accommodation ............ (READ OUT)

Owned outright ...................................................... 2
Or being bought with a mortgage or loan? .................. 3

11. Who is your landlord?

AN - Relative of household member ................................ 1
INDIVIDUAL - Other individual private landlord ............... 2
Local Authority or Council ........................................ 3
AN - New Town Corporation or Commission ..................... 4
ORGANISATION - Housing Association or Charitable Trust .... 6
(SHOW CARD A) - Property Company ............................ 7
IF NECESSARY - Other organisation (SPECIFY) ............... 8

HOSIZEIE
SIZEFUE (A7)
RELHOFEUE

REOWNIE (A10)

REOWNIE (A9)

LANLORIE
11A. Does your landlord provide your accommodation (READ OUT)

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnished</td>
<td>1</td>
</tr>
<tr>
<td>Partially furnished</td>
<td>2</td>
</tr>
<tr>
<td>Unfurnished</td>
<td>3</td>
</tr>
<tr>
<td>DK</td>
<td>4</td>
</tr>
</tbody>
</table>

**Qs 12-15** INTERVIEWER CODE FROM OBSERVATION. IF IN DOUBT ASK INFORMANT.

12. Type of accommodation occupied by this household:

- Whole house/
  bungalow
  - Detached .......... 01
  - Semi-detached ... 02
  - Terraced .......... 03

- Purpose-built flat or maisonette in block:
  - "4 in a block" .......... 04
  - Other type of block
    - With lift .......... 05
    - Without lift ...... 06

- Part of house or bungalow/
  converted flat or maisonette/
  rooms in house or flat:
  - With lift .......... 07
  - Without lift ...... 08

- Caravan/mobile home/houseboat 09

- Hotel/boarding house 10

- Other (SPECIFY) 11

13. Building which contains this household's accommodation has:

- 1 storey ............ 1
- 2 storeys .......... 2
- 3 or 4 storeys ... 3
- 5 or more storeys .. 4

14. Dwelling with business premises (with internal access between private and business areas) 1

15. Number of households at this address:

Enter number

IF MORE THAN 10, REFER TO SUPERVISOR AND ENTER NUMBER OF HOUSEHOLDS SELECTED IN SAMPLE

ENTER HOUSEHOLD NUMBER TO WHICH THIS QUESTIONNAIRE REFERS AT TOP OF PAGE
16. What is your nationality?
- UK/British ............ 01
- Irish Republic ............ 06
- Other (SPECIFY) ............ 08

17. In what country were you born?
- UK/British ............ 01
- Irish Republic ............ 06
- Other (SPECIFY) ............ 08

18. In what year did you first arrive in the United Kingdom?
ENTER LAST 2 DIGITS OF YEAR

19. CHECK NATIONALITY (Q16)
- UK/British ............ X
- Other ............ Y

20. Is this
- a British Overseas Citizen? ... 1
- a British Dependent Territories Citizen? ... 2
- or a British Citizen? ... 3

21. In what country was your father born?
- UK/British ............ 01
- Irish Republic ............ 06
- Other (SPECIFY) ............ 08

22. In what country was your mother born?
- UK/British ............ 01
- Irish Republic ............ 06
- Other (SPECIFY) ............ 08

23. SHOW CARD B
To which of the groups listed on the card do you consider yourself to belong?
- White .................... 01
- West Indian or Guyanese ... 02
- Indian .................... 03
- Pakistani .................... 04
- Bangladeshi .................... 05
- Chinese .................... 06
- African .................... 07
- Arab .................... 08
- Mixed origin (SPECIFY) ............ 09
- Other (SPECIFY) ............ 10

24. Baby under 1 yr - DNA
X

25. Where was your living one year ago?
IF OUTSIDE UK: Country
IF IN UK: Town
County

26. IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN. IF NO MORE HOUSEHOLD MEMBERS, CHECK AGE AT Q5 AND COMPLETE A BROWN 'B' QUESTIONNAIRE FOR EACH PERSON AGED 16 AND OVER.
1983 LABOUR FORCE SURVEY

CODE FROM GREY QUESTIONNAIRE A

Person Number to whom this questionnaire relates: [ ] PERNOBIE

Person Number of respondent providing information: [ ] PENINBIE

TRANSFER SERIAL NUMBER FROM GREY QUESTIONNAIRE A

<table>
<thead>
<tr>
<th>Co. No.</th>
<th>Stint No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

ENGLAND AND WALES

CONOIE STINTOIE

Sheet No. | Address No. | Household No. |
1. **ENTER REFERENCE WEEK**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q 1</td>
</tr>
</tbody>
</table>

   **SKIP TO**

<table>
<thead>
<tr>
<th>DAYSURVIE</th>
<th>MNSURVIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q 2</td>
<td></td>
</tr>
</tbody>
</table>

2. Did you do any paid work last week - that is in the seven days ending last Sunday (DATE FROM Q1), either as an employee or as self-employed?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q 5</td>
<td>Q 3</td>
</tr>
</tbody>
</table>

3. May I just check, even though you were not working, did you have a job or business that you were away from last week?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q 4</td>
<td>Q 51</td>
</tr>
</tbody>
</table>

4. Why were you not working last week?

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Waiting to take up a new job or business already obtained</td>
</tr>
<tr>
<td>02</td>
<td>Laid off/short time at firm (including that due to strikes in other firms and economic reasons)</td>
</tr>
<tr>
<td>03</td>
<td>Bad weather</td>
</tr>
<tr>
<td>04</td>
<td>Labour dispute at own workplace</td>
</tr>
<tr>
<td>05</td>
<td>Attending a training course away from own workplace</td>
</tr>
<tr>
<td>06</td>
<td>Sick or injured</td>
</tr>
<tr>
<td>07</td>
<td>On statutory maternity leave</td>
</tr>
<tr>
<td>08</td>
<td>On annual leave/holiday</td>
</tr>
<tr>
<td>09</td>
<td>Other personal/family reasons</td>
</tr>
<tr>
<td>10</td>
<td>Other reasons</td>
</tr>
</tbody>
</table>

   **MAIN JOB LAST WEEK**

5. What was your (main) occupation last week?

   (a) ENTER JOB TITLE and,
   (b) DESCRIBE FULLY WORK DONE

6. What does the firm/organisation you worked for actually make or do (at the place where you work)?

   PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOSCONE EMSTATE (87/9/10)</td>
<td></td>
</tr>
<tr>
<td>KOSE SOCWIPE (42/KOSGROVE (87/9/10))</td>
<td></td>
</tr>
<tr>
<td>KOSCOFUE SEGE (87/9/10)</td>
<td></td>
</tr>
<tr>
<td>SOCHOKE (85/9/10)</td>
<td></td>
</tr>
<tr>
<td>SOCLASS (85/9/10</td>
<td></td>
</tr>
<tr>
<td>SOCHOKE (82/83/9/10)</td>
<td></td>
</tr>
</tbody>
</table>

   **INDCLASS INDDIVE INDE INDGROVE**
7. In your occupation last week, were you working as an employee or were you self-employed?

<table>
<thead>
<tr>
<th>Employee</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-employed</td>
<td>Y</td>
</tr>
</tbody>
</table>

8. How long have you been continuously employed by your present employer?

<table>
<thead>
<tr>
<th>Less than 6 months</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months but less than 1 year</td>
<td>2</td>
</tr>
<tr>
<td>1 year but less than 2 years</td>
<td>3</td>
</tr>
<tr>
<td>2 years but less than 5 years</td>
<td>4</td>
</tr>
<tr>
<td>5 years but less than 10 years</td>
<td>5</td>
</tr>
<tr>
<td>10 years but less than 20 years</td>
<td>6</td>
</tr>
<tr>
<td>20 years or more</td>
<td>7</td>
</tr>
</tbody>
</table>

9. Did you have any managerial duties, or were you supervising any other employees in your job?

<table>
<thead>
<tr>
<th>Manager or supervisor</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not manager or supervisor</td>
<td>2</td>
</tr>
</tbody>
</table>

10. In your job or business, were you working on your own or did you have employees?

<table>
<thead>
<tr>
<th>On own</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>With employees</td>
<td>4</td>
</tr>
</tbody>
</table>

11. In the place where you worked were there:

- 25 or more employees | 1 |
- or fewer than 25 employees? | 2 |

12. Was the job (or business) that you were in (away from) last week:

- a permanent job | 1 |
- a seasonal, temporary or casual job | 2 |
- or a job done under contract or for a fixed period of time? | 3 |

13. Some people, who are not employed on a permanent basis, are paid by an employment agency or employment business rather than by the people they are working for.

In the job that you were in last week, were you:

- paid by an employment agency or business | 1 |
- or not? | 2 |

14. SHOW CARD C

Would you please look at this card and tell me which of these statements describes why you took a temporary rather than a permanent job?

| Had a contract which included a period of training | 1 |
| Could not find a permanent job | 2 |
| Did not want a permanent job | 3 |
| Other, no reason given | 4 |
15. In the (main) job that you had last week were you working full time or part time?

<table>
<thead>
<tr>
<th>Full time</th>
<th>Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

16. Was your job part of the government Job Splitting Scheme?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

17. SHOW CARD D

Would you please look at this card and tell me which of these statements describes why you took a part-time rather than a full-time job?

<table>
<thead>
<tr>
<th>CODE</th>
<th>FIRST</th>
<th>APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student/at school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Own illness or disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Could not find a full-time job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did not want a full-time job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other reason</td>
<td></td>
</tr>
</tbody>
</table>

18. How many hours a week do you usually work in your (main) job (business), that is, excluding meal breaks and overtime, whether paid or unpaid?

IF WORK PATTERN NOT BASED ON A WEEK, MAKE NOTES AND GIVE AN AVERAGE OVER THE LAST FOUR WEEKS

ENTER NUMBER OF HOURS EXCLUDING MEAL BREAKS AND OVERTIME

19. In addition to this, do you work paid overtime:

(READ OUT)

<table>
<thead>
<tr>
<th>regularly</th>
<th>occasionally</th>
<th>or never?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

20. On average, how many hours paid overtime do you usually work in a week?

ENTER USUAL PAID OVERTIME HOURS

21. May I check, did you do any paid overtime last week?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

22. How many hours paid overtime did you work last week?

ENTER PAID OVERTIME HOURS LAST WEEK

23. Do you work unpaid overtime:

(READ OUT)

<table>
<thead>
<tr>
<th>regularly</th>
<th>occasionally</th>
<th>or never?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

24. On average, how many hours unpaid overtime do you usually work in a week?

ENTER USUAL UNPAID OVERTIME HOURS

25. May I check, did you do any unpaid overtime last week?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

26. How many hours unpaid overtime did you work last week?

ENTER UNPAID OVERTIME HOURS LAST WEEK

27. INTERVIEWER TOTAL A + B + C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT

ENTER TOTAL USUAL HOURS

28. CHECK BACK TO Q2

Did paid work last week (CODE 1 AT Q2)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Others (CODE 2 AT Q2)

<table>
<thead>
<tr>
<th>Y</th>
<th>Q 32</th>
</tr>
</thead>
</table>
29. How many hours did you actually work last week in your (main) job (business) in total, that is, including any overtime you may have already told me about, whether paid or unpaid, but excluding meal breaks?

ENTER TOTAL NUMBER OF HOURS ACTUALLY WORKED LAST WEEK

30. (May I just check) Last week, did you work:

<table>
<thead>
<tr>
<th>(READ OUT)</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. more hours than usual</td>
<td>Q 32</td>
</tr>
<tr>
<td>2. fewer hours than usual</td>
<td>Q 31</td>
</tr>
<tr>
<td>3. the same number of hours as usual</td>
<td>Q 32</td>
</tr>
</tbody>
</table>

31. Why did you work fewer than your usual hours last week?

<table>
<thead>
<tr>
<th>CODE</th>
<th>ONLY</th>
<th>GREATEST NUMBER OF HOURS NOT WORKED</th>
<th>DIFFFRSE(B30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>04</td>
<td>05</td>
</tr>
<tr>
<td>03</td>
<td>06</td>
<td>07</td>
<td>08</td>
</tr>
<tr>
<td>09</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

32. Do your hours tend to vary from week to week? Y= ...........

33. Last week, did you have any other paid job or business in addition to the one you have just told me about?

34. Was that because you changed jobs last week or for some other reason?

35. What was your occupation in your second job or business last week?

(a) ENTER JOB TITLE
(b) DESCRIBE FULLY WORK DONE

36. What does the firm/organisation you worked for in your second job or business last week actually make or do (at the place where you work)?

PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.
### 37. In your second job or business were you working as an employee or were you self-employed?

<table>
<thead>
<tr>
<th>Employee</th>
<th>Self-employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Y</td>
</tr>
</tbody>
</table>

**SKIP TO:** SECJEMSE(838/39)

### 38. Did you have any managerial duties, or were you supervising any other employees in your second job?

<table>
<thead>
<tr>
<th>Manager or supervisor</th>
<th>Not manager or supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**SKIP TO:** SECJEMSE(837/39)

### 39. In your second job or business, were you working on your own or did you have employees?

<table>
<thead>
<tr>
<th>On own</th>
<th>With employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**SKIP TO:** SECJEMSE(837/38)

### 40. In the place where you worked were there:

(READ OUT)

<table>
<thead>
<tr>
<th>25 or more employees</th>
<th>or fewer than 25 employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**SKIP TO:** SECFMSIZE

### 41. How many hours did you actually work last week in your second job or business in total, that is, including any overtime, whether paid or unpaid, but excluding meal breaks?

**ENTER TOTAL NUMBER OF HOURS ACTUALLY WORKED LAST WEEK IN SECOND JOB**

**SKIP TO:** HOURSEIE

### 42. You have told me about the job(s) (or business) you were working in (away from) last week. Were you looking for a different, or additional, paid job or business last week?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>1</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNKEMIE(843)

### 43. Were you looking for work because your present job (business) may, or is going to, come to an end?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNKEMIE(842)

### 44. Were you looking for work because your present job (business) is to fill time before you find another job?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNFILLIE

### 45. May I just check, were you looking for:

(READ OUT)

<table>
<thead>
<tr>
<th>a new job to replace your present job</th>
<th>or for an additional job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNEWADE

### 46. (In addition) were you looking for work because your present job is unsatisfactory in some way, for example, the pay, working conditions, or the journey to work?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNCONIE

### 47. In what way is your present job unsatisfactory?

**CODE**

<table>
<thead>
<tr>
<th>The journey to work</th>
<th>Pay</th>
<th>Other (SPECIFY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

**SKIP TO:** SKNWREIE
48. In the job that you are looking for, would you rather work longer hours than in your present job, or would you rather work shorter hours?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longer</td>
<td>1</td>
</tr>
<tr>
<td>Shorter</td>
<td>2</td>
</tr>
<tr>
<td>(SPONTANEOUS ONLY) The same</td>
<td>3</td>
</tr>
<tr>
<td>Don’t know, no preference</td>
<td>4</td>
</tr>
</tbody>
</table>

49. Would you rather work shorter hours than at present, even though it meant less pay?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, would still prefer shorter hours</td>
<td>1</td>
</tr>
<tr>
<td>No, would not prefer shorter hours</td>
<td>2</td>
</tr>
<tr>
<td>Don’t know</td>
<td>3</td>
</tr>
</tbody>
</table>

50. Is there any other reason why you are looking for another job?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes (SPECIFY)</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

51. May I just check, apart from any occasional or holiday jobs, have you ever had a paid job (apart from the one you are waiting to start)?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

52. When did you leave your last job?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 months ago</td>
<td>1</td>
</tr>
<tr>
<td>6 months but less than 12 months ago</td>
<td>2</td>
</tr>
<tr>
<td>12 months but less than 18 months ago</td>
<td>3</td>
</tr>
<tr>
<td>18 months but less than 2 years ago</td>
<td>4</td>
</tr>
<tr>
<td>2 years but less than 3 years ago</td>
<td>5</td>
</tr>
<tr>
<td>3 years or more ago</td>
<td>6</td>
</tr>
</tbody>
</table>

53. What was your occupation in your last job?

(a) ENTER JOB TITLE and (b) DESCRIBE FULLY WORK DONE

54. What did the firm/organisation you worked for actually make or do (at the place where you worked)?

PROBE WHETHER MANUFACTURING/PROCESSING. AND GIVE END PRODUCT OF FIRM. DESCRIBE FULLY.

55. In that occupation were you working as an employee or were you self-employed?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>X</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Y</td>
</tr>
</tbody>
</table>
56. Did you have any managerial duties, or were you supervising any other employees in your job?
   - Manager or supervisor
   - Not manager or supervisor

57. In your job or business were you working on your own or did you have employees?
   - On own
   - With employees

58. In the place where you worked were there:
   - (READ OUT)
   - 25 or more employees
   - fewer than 25 employees?

59. SHOW CARD E
   Would you please look at this card and tell me which of the statements on it best applies to you?
   Left last job because:
   - CODE made redundant/dismissed
   - ONE temporary job came to an end
   - ONLY resigned
   - (MAIN REASON) early retirement
   - health reasons
   - retired
   - family or personal reasons
   - other reasons

60. When you left that job did you intend (at that time) to seek work again, or not?
   - Yes, intended to seek work
   - No, did not intend to seek work

61. Was your employer cutting back on staff at the time you left your job?
   - Yes
   - No

62. Were you looking for any kind of paid work last week?
   - Yes
   - No

63. There are many reasons why people don’t or can’t seek work, so may I just check with you what was the main reason why you were not looking for work last week?
   - Prevented from seeking work by:
   - CODE temporary sickness or injury
   - ONE holiday
   - ONLY Student
   - (MAIN REASON) Long-term sick or disabled
   - Looking after house/home
   - Retired
   - Doesn’t want/need employment
   - Believes no jobs available
   - Not yet started looking
   - Waiting to start a new job
   - Waiting for results of application for government or local government job
   - Waiting for results of application for non-government job
   - Any other reason (SPECIFY)
<table>
<thead>
<tr>
<th>Question</th>
<th>Code</th>
<th>Next Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were you/will you be looking for work as an employee or as self-employed?</td>
<td>X: 85, 1: 88</td>
<td></td>
</tr>
<tr>
<td>May I just check, were you/will you be looking for full-time or part-time work?</td>
<td>2: 66, 3: 67, 4: 68</td>
<td></td>
</tr>
<tr>
<td>If you could not find a full-time job, would you accept a part-time job?</td>
<td>1: 68</td>
<td></td>
</tr>
<tr>
<td>If you could not find a part-time job, would you accept a full-time job?</td>
<td>1: 68</td>
<td></td>
</tr>
<tr>
<td>How long have you been/were you looking for paid work or an additional job?</td>
<td>1: 71, 2: 69, 3: 69, 4: 69, 5: 69, 6: 69, 7: 69, 8: 69</td>
<td></td>
</tr>
<tr>
<td>CHECK BACK TO Qs 3 and 4</td>
<td>X: 70, Y: 71</td>
<td></td>
</tr>
<tr>
<td>You have told me that you have been looking for paid work for .......</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If a job had been available last week, would you have been available to start it within two weeks?</td>
<td>1: 73, X: 72</td>
<td></td>
</tr>
<tr>
<td>Why would you not have been available to start within two weeks?</td>
<td>CODE ONE: 2, ONLY: 3, MAIN: 4, REASON: 5, OTHER: 6</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes/No Code</td>
<td>Code</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>73. CHECK BACK TO Q 63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not yet started looking for work (CODE 10 AT Q 63)</td>
<td>X</td>
<td>Q 79</td>
</tr>
<tr>
<td>Believes no jobs available (CODE 09 AT Q 63)</td>
<td>Y</td>
<td>Q 78</td>
</tr>
<tr>
<td>Others</td>
<td>Z</td>
<td>Q 78</td>
</tr>
<tr>
<td>74. Now thinking about the last 4 weeks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>in the last 4 weeks, have you at any time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODE YES OR NO FOR EACH METHOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Had your name on the books of a Jobcentre or government Employment Office (Careers Office), or with Professional and Executive Recruitment?</td>
<td>Yes/No</td>
<td>01</td>
</tr>
<tr>
<td>Had your name on the books of a private employment agency?</td>
<td>02</td>
<td>X</td>
</tr>
<tr>
<td>Advertised for jobs in newspapers or journals?</td>
<td>03</td>
<td>X</td>
</tr>
<tr>
<td>Answered advertisements in newspapers or journals?</td>
<td>04</td>
<td>X</td>
</tr>
<tr>
<td>(IF CODE 04 RINGED DO NOT ASK CODE 05) Studied situations vacant columns in newspapers or journals?</td>
<td>05</td>
<td>X</td>
</tr>
<tr>
<td>Applied directly to employers?</td>
<td>06</td>
<td>X</td>
</tr>
<tr>
<td>Asked friends, relatives, colleagues or trade unions about jobs?</td>
<td>07</td>
<td>X</td>
</tr>
<tr>
<td>At any time in the last 4 weeks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were you waiting for the results of an application for employment in central or local government?</td>
<td>08</td>
<td>X</td>
</tr>
<tr>
<td>Were you waiting for the results of an application for some other job?</td>
<td>09</td>
<td>X</td>
</tr>
<tr>
<td>Did you do anything else to find work?</td>
<td>10</td>
<td>X</td>
</tr>
<tr>
<td>(SPECIFY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No method used in last 4 weeks</td>
<td>11</td>
<td>X</td>
</tr>
<tr>
<td>75. CHECK BACK TO Q 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two or more of codes 01-10 ringed at Q 74</td>
<td>X</td>
<td>Q 76</td>
</tr>
<tr>
<td>One of codes 01-10 ringed at Q 74</td>
<td>Y</td>
<td>Q 77</td>
</tr>
<tr>
<td>Code 11 ringed at Q 74</td>
<td>Z</td>
<td>Q 78</td>
</tr>
<tr>
<td>76. In the last 4 weeks, which of those methods was your main way of looking for work? PROMPT AS APPROPRIATE FROM CODES AT Q 74, ENTER CODE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
77. Now thinking just of last week, what was the main way in which you were looking for work last week?

<table>
<thead>
<tr>
<th>CODE</th>
<th>ONE</th>
<th>ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MAIN METHOD)</td>
<td>Having your name on the books of a</td>
<td>Jobcentre or government Employment</td>
</tr>
<tr>
<td></td>
<td>Office (Careers Office), or with</td>
<td>Recruitment</td>
</tr>
<tr>
<td></td>
<td>Professional and Executive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advertising for jobs in newspapers or journals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answering advertisements in newspapers or journals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studying the situations vacant columns in newspapers or journals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applying directly to employers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asking friends, relatives, colleagues or trade unions about jobs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waiting for the results of an application for employment in central or local government</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waiting for the results of an application for some other job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other methods of seeking employment (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>No method used last week</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

78. CHECK BACK TO Q 62

| Not working, but looking for work last week (CODE 01 AT Q 62) | X | ← Q 81B |
| Not working, and not looking for work last week (CODE XX AT Q 62) | Y | ← Q 79 |
| Others | Z | ← Q 80 |

79. RECORD IF KNOWN. IF NOT KNOWN, ASK:

May I just check, last week were you

<table>
<thead>
<tr>
<th>CODE</th>
<th>FIRST THAT APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>permanently unable to work</td>
</tr>
<tr>
<td></td>
<td>(USE ONLY FOR MEN AGED 16-64 AND WOMEN AGED 16-59)</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>retired</td>
</tr>
<tr>
<td></td>
<td>(FOR WOMEN, CHECK AGE, STOPPED WORK, AND USE CODE ONLY IF STOPPED WORK AGED 50 OR OVER)</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>looking after the house or home</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or were you doing something else?</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
80. CHECK BACK TO Qs 2 and 3  
Had a paid job last week (CODE 1 AT Q 2 OR CODE 1 AT Q 3) ........................................ X
Others ............................................................... Y

81. A Some people, although they have a job, are entitled to claim unemployment benefit, so may I just check:
B Some people who do not work are entitled to claim unemployment benefit, so may I just check:
were you claiming unemployment benefit last week?  
Yes 1  
No 2

82. Were you signed on at an Unemployment Benefit Office last week, either to claim supplementary allowance as an unemployed person or in order to get credits for National Insurance contributions?  
Yes 1  
No 2

83. CHECK BACK TO Q77  
Person is coded 01 at Q 77 ............... X
Others ............................................................... Y

84. Last week, were you (so far as you know) on the books of a Jobcentre or government Employment Office, or with Professional and Executive Recruitment (IF AGED 16-19: 'Careers Office')?  
Yes 1  
No 2

85. SHOW CARD F  
Which of the categories on this card best describes your circumstances one year ago, that is in ............ (MONTH OF INTERVIEW) 1982?  
1 Working in a paid job or business
2 Laid off/short time at firm
3 Unemployed, actively seeking work
4 Full-time student on special government scheme
5 Other full-time student or pupil
6 Retired
7 Looking after house/home
8 Long-term sick or disabled
9 Other (SPECIFY)

86. What was your (main) occupation one year ago?  
Same occupation as last week
Same as last occupation (for those not in a job last week)  
Different job

SITUATION ONE YEAR AGO

USITONIE

KOSONEE (887)
### Questionnaire Page

**87. IF DIFFERENT JOB:**

(a) ENTER JOB TITLE and (b) DESCRIBE FULLY WORK DONE

---

**88. What did the firm/organisation you worked for in your job one year ago actually make or do (at the place where you worked)?**

<table>
<thead>
<tr>
<th>Same firm/organisation as last week</th>
<th>Same as last firm/organisation (for those not in a job last week)</th>
<th>Different firm/organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

---

**89. IF DIFFERENT FIRM/ORGANISATION:**

PROBE WHETHER MANUFACTURING/PROCESSING, AND GIVE END PRODUCRT OF FIRM. DESCRIBE FULLY.

---

**90. (May I just check) in your occupation one year ago, were you working as an employee or were you self-employed?**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Self-employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Y</td>
</tr>
</tbody>
</table>

**91. Did you have any managerial duties, or were you supervising any other employees in your job one year ago?**

<table>
<thead>
<tr>
<th>Manager or supervisor</th>
<th>Not manager or supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**92. In your job or business one year ago, were you working on your own or did you have employees?**

<table>
<thead>
<tr>
<th>On own</th>
<th>With employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**93. In the place where you worked one year ago were there:**

(READ OUT)

- 25 or more employees
- or fewer than 25 employees?
EDUCATION AND TRAINING
I would now like to talk about education and training.

94. SHOW CARD G
Do you have any of these qualifications, or have you passed any of the examinations, of the types listed on this card (whether you are making use of them or not)?

CODE ALL THAT APPLY OF CODES 01-13
'SPECIFY' AT Qs 94 and 95 MEANS:
GIVE TITLE OF COURSE OR QUALIFICATION IN FULL AND LIST SUBJECTS STUDIED

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Higher degree (SPECIFY)</td>
</tr>
<tr>
<td>02</td>
<td>First degree (SPECIFY)</td>
</tr>
<tr>
<td>03</td>
<td>Corporate or graduate membership of professional institute (SPECIFY)</td>
</tr>
<tr>
<td>04</td>
<td>BEC (Higher)/TEC (Higher)/HNC/HND (SPECIFY)</td>
</tr>
<tr>
<td>05</td>
<td>Teaching qualification - secondary</td>
</tr>
<tr>
<td>06</td>
<td>Teaching qualification - primary</td>
</tr>
<tr>
<td>07</td>
<td>Nursing qualification (SPECIFY)</td>
</tr>
<tr>
<td>08</td>
<td>BEC (National/General)/TEC (National/General)/ONC/OND (SPECIFY)</td>
</tr>
<tr>
<td>09</td>
<td>City and Guilds</td>
</tr>
<tr>
<td>10</td>
<td>'A' level or equivalent</td>
</tr>
<tr>
<td>11</td>
<td>'O' level or equivalent (incl. CSE Grade 1)</td>
</tr>
<tr>
<td>12</td>
<td>CSE (other grades)</td>
</tr>
<tr>
<td>13</td>
<td>Any other professional/vocational qualification (SPECIFY)</td>
</tr>
<tr>
<td>14</td>
<td>No qualification</td>
</tr>
<tr>
<td>15</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

95. USE CARD G AS NECESSARY AT Qs 95-97
Are you at present studying for any of these qualifications?

Yes (SPECIFY) ................................................... 1
No ....................................................................... 2

96. Did you obtain any of these qualifications within the last 12 months?

Yes ................................................................. 1
No ................................................................. 2

OFFICE USE ONLY

1st [ ] 2nd [ ] 3rd [ ]
97. Which qualifications did you obtain in the last 12 months?
ENTER CODES FROM Q 94 OF QUALIFICATIONS OBTAINED IN LAST 12 MONTHS

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

98. CHECK BACK TO Q 94
Person has degree or membership of prof. inst. (CODE 01, 02 or 03) X
Person does not have degree etc Y

99. What institution did you attend while studying for your (each) degree and professional institute membership?
RECORD QUALIFICATIONS IN SAME ORDER AS AT Q 94

<table>
<thead>
<tr>
<th>ENTER TITLE OF DEGREE/MEMBERSHIP AND RING ONE CODE FOR EACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>University in UK</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

100. CHECK PERSON'S SEX AND AGE (Qs 3 and 5 ON GREY 'A' QUESTIONNAIRE)

<table>
<thead>
<tr>
<th>Person is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Man or woman aged 16-49 X</td>
</tr>
<tr>
<td>Man aged 50-65/Woman aged 50-60 Y</td>
</tr>
<tr>
<td>Man aged 66 or over/Woman aged 61 or over Z</td>
</tr>
</tbody>
</table>

101. SHOW CARD H
Are you taking part in any of the schemes listed on this card?
Yes 1 No 2

102. Which of these schemes are you doing?

<table>
<thead>
<tr>
<th>CODE</th>
<th>ALL THAT APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Youth Opportunities Programme (YOP)</td>
</tr>
<tr>
<td>02</td>
<td>Youth Training Scheme (YTS)</td>
</tr>
<tr>
<td>04</td>
<td>Community Industry</td>
</tr>
<tr>
<td>08</td>
<td>Community Programme/Community Enterprise Programme</td>
</tr>
<tr>
<td>16</td>
<td>Training Opportunities Scheme (TOPS)</td>
</tr>
<tr>
<td>32</td>
<td>Voluntary Project Programmes</td>
</tr>
<tr>
<td>64</td>
<td>Other scheme (please give details)</td>
</tr>
</tbody>
</table>

FGOVSCH (B102)
INTRNSCIE GOVSCHAE (B102) EE BE FE CE GE

FGOVSCH (B101)
WHSCIE
GOVSCHAE (B101) BE CE DE EE FE GE
103. CHECK BACK TO Q 100

Person aged 16-49 (CODE X AT Q 100) .......... A
Man aged 50-65/Woman aged 50-60 (CODE Y AT Q 100) .......... B

104. How old were you when you left school?
ENTER AGE LEFT SCHOOL
Still at school .......... 97
Did not go to school .......... 98
Don’t know .......... 99

105. How old were you when you finished your continuous full-time education?
ENTER AGE FINISHED CONTINUOUS FULL-TIME EDUCATION
Still in continuous full-time education .......... 97
Never had any full-time education .......... 96
Don’t know .......... 99

106. Have you completed, or are you doing, a recognised trade apprenticeship?
Yes (completed) .......... 1
Yes (still doing) .......... 2
No (including apprenticeship begun but discontinued) .......... 4

107. In what trade was/is the apprenticeship?
GIVE FULL DETAILS

108. Apart from leisure classes, and ignoring holidays, are you at present:
(READ OUT)

<table>
<thead>
<tr>
<th>CODE FIRST THAT APPLIES</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>on a sandwich course</td>
<td>1</td>
</tr>
<tr>
<td>studying at college or university full time</td>
<td>2</td>
</tr>
<tr>
<td>training for a qualification in nursing, physiotherapy, or a similar medical subject</td>
<td>3</td>
</tr>
<tr>
<td>studying at college on day or block release</td>
<td>4</td>
</tr>
<tr>
<td>studying at college part time (not day or block release)</td>
<td>5</td>
</tr>
<tr>
<td>studying through the Open University or a correspondence college</td>
<td>6</td>
</tr>
<tr>
<td>studying on any other course (excluding leisure classes) (SPECIFY)</td>
<td>7</td>
</tr>
<tr>
<td>or doing none of these?</td>
<td>8</td>
</tr>
</tbody>
</table>

109. Is the college course connected with a job that you have been doing, are doing now, or are likely to be doing?
Yes .......... 1
No .......... 2

110. CHECK BACK TO Qs 3 and 7

Person an employee last week (CODE X AT Q7) .......... A
Person self-employed last week (CODE Y AT Q7) .......... B
Person not in employment last week (CODE 2 AT Q3) .......... C
1. Calls made on household (or on address, where no. of households at address not known)

<table>
<thead>
<tr>
<th>No.</th>
<th>Day</th>
<th>Month</th>
<th>Time of call</th>
<th>Person seen (including 'neighbour', if applicable)</th>
<th>Result (include full reasons for non-response, amplifying codes at Q7)</th>
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</table>
2. Did you have any difficulty in locating the address? 
- Yes (PLEASE GIVE DETAILS ON BACK OF THIS SHEET) …………………. 1 
- No ………………………………………………………………………………… 2 

3. ENTER FROM Q.1. THE NO. OF THE CALL AT WHICH YOU MADE THE FIRST CONTACT WITH A MEMBER OF THIS HOUSEHOLD …………………. 3

4. RECORD 
   (i) THE NO. OF 'A' QUESTIONNAIRES ATTACHED (THIS SHOULD BE MORE THAN ONE IF THERE ARE MORE THAN 9 PEOPLE IN THE HOUSEHOLD) …………………. 4
   (ii) THE NO. OF 'B' QUESTIONNAIRES ATTACHED (THIS SHOULD BE THE SAME AS THE NO. OF PEOPLE AGED 16 AND OVER IN THE HOUSEHOLD) …………………. 5

5. OUTCOME 
   - Full interview(s) achieved ………………………………………………………… 6
   - Part interview(s) achieved: 
     - 'A' questionnaire(s) completed but one or more 'B' questionnaires not completed ……………………………… 7
     - 'A' questionnaire(s) started but not completed ……………………………… 8
   - No questionnaires from this household/address ……………………………… 9

6. TOTAL LENGTH OF INTERVIEW(S) IN MINUTES AT THIS HOUSEHOLD ………………………………………………………………………………………………… 10

7. REASON NO INTERVIEW ACHIEVED 
   - Ineligible - non residential …………………………………………………… 11
   - New, not yet built ……………………………………………………………… 12
   - Vacant - new property not yet occupied ……………………………………… 13
     - being converted or improved ……………………………………………… 14
     - other (SPECIFY) ……………………………………………………………….. 15
   - Household away for whole field period ……………………………………… 16
   - Second residence ……………………………………………………………….. 17
   - Holiday accommodation ……………………………………………………. 18
   - Derelict ………………………………………………………………………… 19
   - Demolished ……………………………………………………………………. 20
   - No trace of address ……………………………………………………………. 21
   - Person(s) seen and positively refused ………………………………………. 22
   - Person(s) seen, did not positively refuse, but no interview achieved, or appointment broken ………………………………………. 23
   - No-one contacted at address, no reply after four or more calls ……………………………………………………………. 24

8. Number of household spaces at this address at time of 1st call 
   ENTER NUMBER …………………………………………………………………….. 25

End