**1985 LABOUR FORCE SURVEY (A)**

**Interviewers' Instructions**

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INTRODUCTION AND BACKGROUND

BACKGROUND TO THE SURVEY

The Labour Force Survey (LFS) is commissioned by the Department of Employment, but also provides valuable information for the Manpower Services Commission (MSC), the Department of Health and Social Security, and other government departments, as well as for the Statistical Office of the European Communities (SOEC).

In the field of labour force statistics, surveys have three main purposes:

1. Official counts by government departments, say of the unemployed, are often based on administrative records. It is well known that some non-working people who are actively looking for work do not claim unemployment benefit and are therefore not included in the monthly count. Married women, for example, are often not eligible for unemployment benefit. Conversely, some benefit claimants are not actively looking for work, perhaps because they are nearing retirement age. The survey method enables us to classify people in terms of their actions and intentions, rather than by whether they have come to the attention of administrators.

2. In many areas of interest, administrative records do not exist. For example, there is no administrative count of the self-employed. The survey method is an economical way of obtaining such information.

3. Even when administrative records are available, it is difficult to compare one country with another, because the methods of collection of the statistics vary from country to country. Labour Force Surveys have been undertaken by the European Communities (EC) from 1960, mainly to make comparisons possible between the member countries. An EC Labour Force Survey was carried out in the UK every other year from 1973 to 1983, and from 1984 it has become an annual survey. The statistics are used by the EC in implementing social policies which will be applied to Britain and all the other countries. The UK's claims on the 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 present LFS has been designed to fulfil all these purposes. From 1984 the survey has consisted of two parts:

- a continuous survey, designated LFS(C), which is undertaken throughout the year in England, Wales and Scotland, but not in Northern Ireland.

- a larger survey, designated LFS(A), which takes place in the whole of the UK in March, April and May each year, and which satisfies EC requirements when added to the continuous survey for the same three months.

THESE INSTRUCTIONS ARE CONCERNED ONLY WITH THE LFS(A).
2 THE ORGANISATION OF THE SURVEY

At the core of the LFS are the main commissioning department, the Department of Employment (DE), and the main department that carries out the work, the Office of Population Censuses and Surveys (OPCS). The DE commissions work on its own behalf and also co-ordinates the interests of other government organisations, such as the MSC and the DHSS. OPCS is responsible for designing and carrying out a survey which meets these requirements and those of the European Communities.

OPCS co-ordinates the survey work throughout the UK, designs and processes the questionnaires, and produces data tapes (without names or addresses) and/or statistics for all the authorised users. It also carries out sampling and fieldwork in England and Wales. In Scotland, sampling and fieldwork are carried out by the General Register Office (Scotland). In Northern Ireland the Department of Economic Development arranges for fieldwork to be undertaken by the Social Research Division of the Department of Finance and Personnel.

3 THE SAMPLE AND CONFIDENTIALITY

The 1985 Labour Force Survey comprises both the LFS(A) and the LFS(C) for the period 4 March - 1 June. In England, Wales and Scotland the fieldwork for the LFS(A) will be carried out over that same period; in Northern Ireland the field period is 9 April - 20 May. The sample for the total LFS (both parts) consists of about 80,000 addresses in England, Wales and Scotland, drawn at random from the Postcode Address File, and about 5,300 addresses in Northern Ireland, drawn at random from the Ratings Lists.

At all addresses ABSOLUTE CONFIDENTIALITY IS ASSURED. We undertake not to divulge particulars relating to any address or named individuals to anyone who is not an authorised representative of the organisations carrying out the survey:

- OPCS (England and Wales)
- GRO(S) (Scotland)
- Department of Economic Development (Northern Ireland).

The data that will eventually be passed on to the DE and other government departments, and to the EC, will be in such a form that no individual or household can be identified.

In England, Wales and Scotland some of the addresses that you will call on in the 1985 LFS were also selected for the 1984 survey. At none of these addresses was any question asked in 1984 about permission to recall. There is no need to mention any earlier call unless asked. If asked, you may explain that a random sample of addresses from the 1984 survey has been included in the 1985 sample because this makes statistical comparisons between the years (e.g. unemployment rates) more accurate. Note that we intend to include some 1985 addresses in the 1986 sample, and so you should not give any assurance that there will be no further visit (in general, you should avoid such assurances since we cannot guarantee that no other survey or survey organisation will call at the
address in the future) On the other hand, do not suggest to anyone that they will be called on again most will not be.

If anyone continues to have doubts about any aspect of the survey, whether or not they have given an interview, you should refer them to the address/telephone number on the purpose leaflet.

4 TELEPHONE INTERVIEWING

Wherever possible we will interview by telephone at addresses that were included in the survey in 1984 and are included again for 1985. We have therefore obtained telephone numbers for as many of these addresses as possible by tracing the residents' names through the Electoral Registers and looking up the telephone numbers in the normal way.

As the majority of these households will have co-operated on the survey in 1984, the impact of the initial telephone call will not be the same as an unsolicited or 'cold' call. To prepare the ground further, a letter will be despatched to 'the resident' at each of these addresses just before the telephone call takes place. An example of the letter is included in your briefing set. The letter is not being sent to named individuals.

All telephone interviews will be handled from our telephone interviewing section in Titchfield, Hampshire. Only if no contact can be made by telephone, or if a face-to-face interview is requested, will these addresses be issued to the field.

5 THE RAPID RESULTS SHEETS

It takes nearly a year to process the LFS and produce tables. The DE requires some preliminary results on matters of very urgent interest just eight weeks after the end of fieldwork. In order to provide these preliminary results we are asking you to complete (VERY CAREFULLY) special forms which can, if filled in properly, be read by a machine. You will transfer the required information from the interview questionnaires to the Rapid Results Sheet(s) after each interview, there is no need to mention Rapid Results to respondents.

6 CODING OF OCCUPATION AND INDUSTRY

In 1985 there will be little or no clerical intervention between the completion of questionnaires and the entry of data into the computer. This means that there is no opportunity for assigning numerical codes to outcomes, apart from codes supplied by the interviewer. We are therefore asking you, the interviewers, to code occupation and industry wherever they apply, although not at the same time as you carry out the interviews.

Interviewer coding of occupation and industry is already done successfully on the LFS(C).
7 THE INTERVIEWER'S TASK

The rest of these instructions are concerned with describing the interviewer's task in great detail. It may, however, help to give a quick rundown of what you are going to do. This is as follows:

1. Read the instructions carefully and complete the enclosed exercises.
2. Prepare your notebook (one will be supplied for each quota) by affixing one sticky address label on each page.
3. Visit the Police Station responsible for your area(s).
4. Visit every address on your list.
5. Contact every household at each address.
6. Conduct an interview with either the Head of Household or spouse, using the 'A' (household) questionnaire.
7. Complete a 'B' (individual) questionnaire for everyone in the household aged 16 or over. If all household members are present at the time of contact, an interview should be completed personally with each one. If household members are not present, proxy information may be taken from the HOH or spouse.
8. An 'E' questionnaire must be completed for every household at the address, every vacant or ineligible address, and every part of an address which could contain an eligible household if it were not currently vacant (ie household space).

AFTER THE INTERVIEW

9. Complete one or more Rapid Results Sheets for each interviewed household (see Chapter VIII).
10. Code Occupation and Industry wherever they apply.
11. Despatch work, at least once a week, to HQ. If no work was done in the week, you must send in a 'Nil' return (see also Chapter II, Section 6).
II ORGANISING YOUR WORK AND PREPARING FOR INTERVIEW

Note that all questionnaires must be completed in **ink (biro)** EXCEPT THE RAPID RESULTS (R) SHEET

1 SURVEY MATERIALS

In your pack of materials you should have

A supply of Purpose leaflets
- 'A' questionnaires (brown)
- 'B' questionnaires (white)
- 'E' questionnaires (pink)
Rapid Results (R) Sheets

A pad of Weekly Returns

There are differences in the materials for England and Wales, Scotland, and Northern Ireland. The country to which each Questionnaire A, B and E relates is printed at the top right-hand corner of the first page. There is only one type of Rapid Results Sheet. Please check **before** commencing work that you have the correct documents.

2 SURVEY EXERCISES

Enclosed in your briefing set are exercises that you should complete after you have thoroughly studied these instructions.

Please return the completed exercises to S Wennell, room 430, at least two weeks before the start of your field period.

3 FIELD DATES

Note that the following dates apply:

Quota - Month 3: 6 March - 6 April
- Month 4: 8 April - 4 May
- Month 5: 6 May - 1 June

If **for any reason** you are unable to complete your quota of work within the appropriate field dates, contact your regional manager immediately.
4 THE ADDRESS LIST

The address list is in the form of a computer printout, and across the top of each sheet are the items set out below:

AREA NO: AREA: MONTH: FIELD WORK DATES:

Working from left to right:

AREA NO: This will always consist of five digits. These numbers are of great importance since they have to be entered on all your questionnaires as part of the serial number.

AREA: This shows the name of the general area in which all the addresses are located.

MONTH: Fieldwork on the survey is split into three monthly groups, and the number 3, 4 or 5 will be entered here to show which fieldwork period these addresses have been allocated to:

MONTH: 3 = 4 March - 6 April
MONTH: 4 = 8 April - 4 May
MONTH: 5 = 6 May - 1 June

FIELDWORK DATES: As the field periods do not exactly correspond with calendar months, the relevant field period is printed on your address list. For example, the Month 3 field dates will be shown as 4/03/85 - 6/04/85.

Below these headings are: INTERVIEWER: AUTHORITY NUMBER: SECTOR:

INTERVIEWER and AUTHORITY NUMBER indicate the space in which your name and authority number are inserted.

SECTOR shows the postcode sector in which all the addresses on the address list are located. You will see that all the postcodes on the list 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 includes an average of about 16 addresses, or delivery points, in each postcode, and about 2,400 addresses, or delivery points, in each sector.)
The information on the address list is presented in six columns. Again, working from left to right:

**Column 1** ADDRESS NO
The sampled addresses are listed numerically for each postcode sector, starting at 01, but there may be gaps in the numbering. This number is part of the serial number, which identifies the address.

**Column 2** 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 (e.g., 25 Barnet Lane) or, where the sampled address is, say, a flat in a house, this will be specified (e.g., Upper Flat, 8 Milton Avenue) or, again, where the sampled address forms part of a larger block, this will be recorded (e.g., 15 Sunbury Court, Manor Road).

(Very occasionally, the house number or name is omitted and replaced by an asterisk. Normally the Sampling Implementation Unit (SIU) will give you a person's name to help you find the address. If this is not sufficient, contact the SIU for further instructions.)

**Column 3** POSTCODE
This column lists the postcode (up to seven characters) for each sampled address.

If an address is very difficult to locate, you may find that the nearest Post Office Sorting Office or the Thomson local directory is able to help, with the aid of the postcode.

**Column 4** MULT OCC
This is a multiple occupancy code. 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 standard SSD definition (see Chapter IV).

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 5: LA W
This stands for Local Authority and Ward.

This code can be useful to the Sampling Implementation Unit if they are trying to provide you with additional information about addresses that are hard to find. If you need to contact the SIU with such a query, please make sure that you have this information to hand.

NB: The LA code is to be transcribed to the 'E' questionnaire and to the Rapid Results (R) Sheet, as described in the relevant chapters. Do not transcribe the W code.

Column 6: R
This column heading denotes re-interview.

Approximately 20,000 of the addresses in the 1985 LFS(A) sample were also included in the sample for the 1984 LFS, and a similar number will be carried forward to 1986.

The number 1, 2 or 3 will appear in this column:
- 3 indicates that the address was also included in the 1984 sample
- 2 indicates that the address is included for the first and only time in the 1985 sample
- 1 indicates that the address is included for the first time in the 1985 sample and will be included again in 1986.

NB: UNLESS ASKED, DO NOT MENTION THE POSSIBILITY THAT THE ADDRESS WAS CALLED ON IN 1984. Carry out the introduction and interview IN EXACTLY THE SAME WAY AT ALL ADDRESSES, regardless of the code in Column R. See also Chapter I, Section 3.

Address labels

As well as having addresses on your address list, you will receive the same addresses set out on adhesive labels.

There are two copies of each label. Use one copy for your notebook—that is, there is no need to write out an address on each page, just affix the label. The other copy is to be used with the 'E' questionnaire—see Section 3 of Chapter III.

The sampled address

Check the sampled address that you have been given against the actual address you find. If there is any doubt as to whether you have the correct address, particularly if two or more addresses have been joined together or a single address has been split into two or more addresses, you must telephone the SIU to establish which part(s) of the address or addresses you want. Note any errors on the address list and amend the address on the sticky label in your notebook and on the label to be attached to the 'E' questionnaire.
Addresses difficult to find

We want you to make the best use of your time when you are trying to locate vague or obscure addresses. Experience has shown that the most effective methods of locating difficult addresses are:

1. Asking local people
2. Asking at the local Post Office or Sorting Office
3. Asking police

If after consulting maps, visiting the area, and enquiring locally you still cannot locate an address, there are two alternatives:

1. Telephone the SIU (ext 2366/2354) who may be able to provide additional information either from the PAF or from the Electoral Register. Make sure you have your address list to hand when calling.
2. Check the address on the Electoral Register yourself to obtain a surname, because a name can be helpful in locating difficult-to-find addresses.

You should decide which is cheaper. Obviously if locating an odd address in the Electoral Register would involve a long journey and parking expenses etc, it would be better to telephone HQ. If, however, you have several obscure addresses and there is a copy of the Electoral Register locally, it would probably be cheaper for you to check this yourself. Please note that this is permissible only when all other methods have been exhausted and it should only be necessary in a very small number of cases in rural areas. Make a note of any such calls on your claims form. Some Sub Post Offices have a copy of the Electoral Register to hand and may be willing to help you.

Blue Postcode Books

You may also find it useful to obtain local postcode books. Local Post Offices can, in theory, supply these free on request, so it should be possible to collect one when you call to post work etc. If you have any problems with this, we will supply an introductory letter for you to hand in at the Post Office. Don't make a special journey to collect a Blue Book.

5 PLANNING YOUR WORK

Quota sizes on the survey may vary between 20 and 50 addresses, although we hope that in the main they will average around 40.

In planning your work you should aim to deal with 6-5 addresses per day. A day in this context means a journey to and from the area, and you should plan on the basis of full working days, that is, you should aim to work a minimum of 7 hours each day.

Before starting a quota, divide the total number of serial numbers in your quota by 6-5. This will give you the total number of days you have in which to complete the quota.
For example, a quota of 39 addresses + 6.5 = 6 'days'. Not all calculations will work out as neatly as this one. If you end up with a decimal place, e.g. 6.3 days, you should round to the nearest whole number. In this example, 6.

As a rule - if the decimal place is .5 or below, round down
- if the decimal place is .6 or above, round up.

You should bear in mind that 6.5 addresses dealt with each day is an average, and that the actual number you deal with each day may be quite variable. At the beginning of the quota, say in the first two days, you may well find that you can deal with considerably more addresses because of the number of ineligible addresses found, and easy to contact respondents. Towards the end of the quota, however, the number you deal with per day may fall below the average because at this point you are chasing up difficult to contact households.

The important point to note is that you should not stop work just because you have done 7 addresses - if you have time to deal with more that day then you should do so.

Use your time in the area productively. As the interview is short (approximately 10 minutes per person), and proxy information can be taken for persons not present at the time of your call, you should aim, whenever possible, to complete an interview when you first make contact with a responsible adult member of the household.

By planning your work carefully you should be able to complete your quota in the allotted time. However, if you do have problems in completing within the time allowed, please telephone and discuss this with your regional manager.

6 RETURN OF WORK

The Labour Force Survey is a very large undertaking for Field Branch, and if it is to be a success the progress of work on the survey must be carefully monitored at HQ. A computerised management system has therefore been developed to provide quick and accurate feedback on progress. Central to this system is the Weekly Return Form.

Weekly Returns

A Weekly Return form must be completed for each week of the field period, regardless of whether any work was done in that week. (However, once your quota of work is complete there is no need to send in a Return for any remaining weeks in the field period.)

The Weekly Return must be completed clearly and accurately, because the information on it will be keyed into the computer.

Weekly Returns come in pads of six for March, five for April and May - ie one for each week of the field period, plus one spare form.

Each Weekly Return (except the spare) has the week number printed on it, Week 1, Week 2 etc, so that you can quickly identify the appropriate form.
Work must be despatched on a weekly basis. There is space on each form for up to 30 serial numbers. If you complete more than 30 serial numbers in a week, please use the spare form at the back of the pad to record the overflow, and write in the appropriate week number.

If you have not completed any work in an interviewing week, send in the appropriate Weekly Return ring X for NO WORK COMPLETED THIS WEEK, and specify the reason, e.g. 'busy on other surveys' or 'not available for work this week'.

See Chapter X, Administration, for details of the order in which completed documents should be returned.

7 INTRODUCING THE SURVEY

As the interview itself is generally going to be fairly short, it is best to keep the initial explanation of the survey purpose brief, and expand and develop it according to the needs of your different respondents. You should draw on the notes given earlier regarding the background and main features of the survey to develop an introduction.

The following points are intended as a guide to help you when introducing the survey:

1. The survey has been commissioned by the Department of Employment to help provide accurate and up-to-date figures regarding the number of people both in and out of employment.

The figures currently produced by the Department of Employment regarding the unemployed are based on persons who claim unemployment benefit. Because of this they may exclude many people who are looking for work but are not claiming unemployment benefit, perhaps because they are not eligible for benefit, or because they are housewives or retired, or have only just left school. By contrast, some of those in the unemployment count are not actively seeking work, perhaps because they are nearing retirement age.

By talking to a cross section of the population we hope to provide more accurate figures both about the labour force as it exists at present and about the potential labour force, that is, school leavers, those currently looking after their families, and even the retired.

2. The survey is part of a series of enquiries designed to monitor the flow in and out of the labour market in order to see whether the situation changes over time, and if so, how.

3. The statistics produced are used by the European Communities in implementing social policies that will be applied to Britain and other EC countries. The results influence the distribution between countries, and between regions within countries, of money from the Fund of the Communities.

Do not forget to leave a Purpose Leaflet.
8 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. An exception to this rule is allowed in the case of cohabitees.

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, eg 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 (eg a relative, friend, or health visitor), you may do so, but only with the person's permission and preferably in his or her 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.
I. TYPES OF ADDRESS

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

Ineligible addresses

Not all the addresses included in the sample will be eligible for interview, e.g., the PAF contains some premises which are used solely for business purposes. Some of the ineligible addresses, such as demolished and derelict houses, should ideally be excluded from the sample, but there is no way of identifying them in advance. Others, such as vacant dwellings and second residences, need to be in the sample even though there will be no interview, because we wish to estimate how many there are.

Institutions are not eligible for the survey. In this survey, an institution is an establishment run or managed by a person (or persons) employed for this purpose or by the owner, and having no residents or having four or more residents who are unrelated to the manager(s). (Residence at the address is defined in Chapter IV.) For example, factories (because they have no residents) and hospitals are institutions. A boarding house or hotel with up to three residents who are unrelated to the manager/owner is not an institution.

Although institutions are ineligible, a private household (see Chapter IV) living at exactly the same address as an institution, and having no address of its own, should be interviewed, e.g., a hotel manager and his family who have private accommodation in the hotel and share exactly the same address as the hotel. If they have their own address, such as 'Manager's flat', and this is not specified on your address list, do not interview them.

If you are in any doubt about whether a private household at an institution does or does not have its own specific address, contact the Sampling Implementation Unit (SIU) on extension 2366/2354.

A hotel or guesthouse, or a pub, is an institution only if the above definition applies. Thus, if the only people usually resident there constitute a private household, they will be eligible for interview.

Some of the larger institutions and other ineligible addresses (e.g., hospitals, schools, and some industrial and commercial premises) have been excluded from the sample, if it was known that no one lives there.

Further information about ineligible addresses is given below (see Section 3, E8). NOTE THAT YOU MUST RETURN AN 'E' QUESTIONNAIRE FOR EACH INELIGIBLE ADDRESS AND EACH HOUSEHOLD SPACE THAT COULD CONTAIN AN ELIGIBLE HOUSEHOLD (i.e., vacant accommodation) AS WELL AS FOR EACH ELIGIBLE HOUSEHOLD.
2 NUMBER OF HOUSEHOLDS AT THE ADDRESS

Every household or household space 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 or household space.

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

However, you may find that an address on your list is multi-occupied, that is, the address contains 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 households at any one address).

The procedures for dealing with multi-occupied addresses are described in detail in Chapter V, 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 complete 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.

3 COMPLETING THE ‘E’ QUESTIONNAIRE

It is important to note that the ‘E’ questionnaire is designed for use during the interview as well as after the address has been dealt with. You must therefore ensure that an ‘E’ questionnaire is included in your set of materials when you call at an address.

If a full or part interview is achieved you will need to complete items E8-E11 while you are still with the household, so do not leave these items until you get home, or back to your car.

Not long after you have left the address you should write up your partial responders (E15) as well as all your refusing households, non-contacts, and ineligible addresses (E17).

The ‘E’ questionnaire is also used to record:

- details of your calls at the address (E6)
- the number of household spaces you find there (E7)
- the outcome for each household or ineligible address (E8).

Complete the ‘E’ questionnaire and all other questionnaires EXCEPT THE RAPID RESULTS (R) SHEET in ink (biro).
Fix the adhesive label showing the address and serial number in the space provided at the top of the form.

Then transfer information from the address list into the boxes at the top of the 'E', noting the following points:

Rotation code - Transfer from Column R on the address list into the R box.

LA Dist No - This always consists of two numbers and one letter

Selected month - Enter 3, 4 or 5 into the MON box

OFF USE - Do not write in the OFF USE box (Office Use only)

Area No - The area number on the address list consists of five digits. The first two should be copied into the empty boxes headed AREA NO on the questionnaire, and the remaining three into the STINT NO boxes.

Eg. The area number on the address list is 13014.

The AREA NO and STINT NO boxes on the blank 'E' questionnaire look like this:

<table>
<thead>
<tr>
<th>Area No</th>
<th>Stint No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

After you have filled in the boxes they should look like this:

<table>
<thead>
<tr>
<th>Area No</th>
<th>Stint No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>0</td>
<td>14</td>
</tr>
</tbody>
</table>

Address No - Always two digits

Household No - In the great majority of cases the Household No will be 01. Enter 01 for the first or only household at the address, and for addresses that are completely vacant or ineligible in some other way.

- For household numbering at multi-occupied addresses, see 'Additional 'E' questionnaires' below.
Serial number

The completed serial number for each household or household space comprises 10 characters: Area No (3 characters), Stint No (3 characters), Address No (2 characters), Household No (2 characters).

The same 10-digit serial number must be entered into the appropriate boxes on every questionnaire for the same household, although the first digit will be printed for you already.

Additional 'E' questionnaires

If you find more than one household at an address you will need to complete a separate 'E' questionnaire for each additional household. This applies also if the address contains space for more than one household (ie vacant accommodation).

For these additional households or household spaces you will have no address labels, and therefore you must enter the full postal address in the space provided for the address label at the top of the 'E'.

You must also code all the boxes on the additional 'E' questionnaires. The R box, LA Dist No, Mon box, and the Serial No apart from the Household No, will be exactly the same as on the 'E' for household 01.

Give each extra household, or extra accommodation that could be occupied by a household, its own Household No, starting with 02 and numbering serially (02, 03, 04 etc).

At multi-occupied addresses, enter in the box below the address the location of this household's accommodation within the building.

E1: R box coding check

As described above (Chapter II, Section 4), the R box will be coded 1, 2 or 3.

E2: Whether telephone number supplied

Interviewers working in the field will not have any telephone numbers and should automatically ring code 2.

E3-E5: Calls and contacts by telephone

Instructions to telephone interviewers will be issued separately.
E6: Record of calls made in person

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

If an address has been reissued to you from the telephone section, you should start your record of calls here. (There will be an explanation at E4 of why the address was reissued.)

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.

If a household in the telephone sample is suspected of being at a multi-occupied address (see E5), the whole address will be reissued, although there may already be a completed interview for Household 01. In such a case you will receive the completed questionnaires to enable you to identify which household has already been interviewed.

Using one line of the grid for each call made, ring the number of the call in the left-hand column, then enter the date numerically and the time of the call (using 24-hour clock).

For example, if your first call at an address was on Wednesday 17 April at 1 o'clock in the afternoon, it would be recorded as:

<table>
<thead>
<tr>
<th>Ring call no</th>
<th>Day</th>
<th>Date</th>
<th>Month</th>
<th>Time 24 hr clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Wed</td>
<td>17</td>
<td>4</td>
<td>1300</td>
</tr>
</tbody>
</table>

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

Then ring as appropriate:

Code 90 - where you did any interviewing
J - if there was no reply
K - where you made an appointment
L - if you withdrew without making an appointment

Space for you to write notes is provided alongside the details of the calls made. You should note here any information that you think may be useful, eg the identity of the person you saw at the call, or any instructions you may receive about calling again. If no interview was achieved, enter details here - see also E8 below.

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 E8 below - code 08).

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.
E7: 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 the one household space at the address, and the number will be 01. If there are no household spaces, eg if the address is an institution or is used solely for business purposes or is completely demolished, enter 01 here. This is purely a convention to aid processing.

Note that the number of household spaces (E7) may be greater than the number of households at the address (top boxes at A10) if any of the spaces is unoccupied, but it can never be less.

NOTE: At this point you will go on to ask the questions on the 'A' and 'B' questionnaires. E8-E17 can be completed only after the interview has taken place, or after you have established that the household or household space is ineligible. Remember, however, that when you have achieved an interview you must complete E8-E11 while you are still in the household, as noted above.

E8: Outcome for this household or, if ineligible, this address

Code 01: Full interview
'Full interview achieved' means that there is a completed 'A' questionnaire for the household and a completed 'B' questionnaire for each household member aged 16 or over.

Code 02: Part interview
Part interview means that you have been unable to complete a 'B' questionnaire for every adult in the household. Partial co-operation can come about in two ways:

A Questionnaire B interview may not have been completed because someone refused to be interviewed, or refused part way through the questionnaire, or refused to let someone else answer on their behalf.

Or you may have been unable to contact the individual concerned and were not able to obtain the information by proxy.

In these cases code 02 should be ringed.

At least one 'B' questionnaire must have been completed for code 02 to apply. If you have collected information on Questionnaire A only, code this as a refusal or a non-contact (see below, codes 06-08).

Codes 03, 04, 05:
These codes are not used by the LFS(A).
Codes 06-16: No 'B' questionnaires completed
For codes 06-16 it is important both to ring the correct code at E8 and to give details at E17.

We need these explanatory details to amplify the brief pre-code descriptions, particularly since the dividing line between some of the categories is very fine and it may be necessary to re-allocate some of the codes in the office in the light of your comments.

Details of the non-response codes are given below.

For codes 09-16 it is the situation at your first call that should be coded.

Code 06: Outright refusal
This code should be used only when you feel that there is no chance of an interview.

Code 07: Circumstantial refusal
If you have to accept a circumstantial refusal - for example, the respondents were genuinely too busy during the field period, or a domestic crisis prevented them from taking part - use code 07. This will enable us to decide whether it is worth reissuing the household later on, when the crisis may be over.

Code 08: Non-contact
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 (6-9pm).

Code 09: Vacant
This code is for premises that are wholly or partially residential, but in which no one is living. You must be sure that the property is empty before using this code. 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 of this sort 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.)

Accommodation from which the household is only temporarily absent should not be coded as vacant. If the household is away temporarily, use code 08.

Code 10: Under construction
Use for buildings under construction or under conversion, for example into flats, if there is no household currently resident.
Code 11: Holiday accommodation
'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 households with no other residence at the time 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 households concerned.

Code 12: Second residence
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 respondent.

Code 13: Derelict/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 (09).

Code 14: Non-residential
This includes property used solely for business purposes.

Code 15: Institution
See definition at the beginning of this chapter.

Code 16: No trace of address
You must check with the SIU (ext 2366/2354) before using this code.
E9: Use of a telephone

This is not provided to you as a direct question to the respondent. You may code by observation if you see a telephone. If you do not see a telephone, you should ask the respondent.

E10: Telephone number

We want the telephone number of each household that has a telephone, and has co-operated in the survey by means of a face-to-face interview. We want telephone numbers both for households that are to be included in the sample again in 1986 and for households that will not be included again.

The giving of a telephone number does not imply that the households are agreeable to taking part in a further interview, but only that they have agreed to let us have their telephone number.

The telephone numbers are being collected because:

- HQ may wish to recall to check that the interviewer has called and that the interviews have been correctly completed.
- We can resolve queries quickly and cheaply by telephone.
- Some addresses will be included again in a year's time so that we can measure change.

You may use these reasons as an explanation if any respondent asks why you want the telephone number, but you should not tell any respondents that they definitely will or will not be included again in a year's time.

We have not supplied you with a specific question because, however carefully phrased, we do not think that it would suit every circumstance. In most cases a straight 'In case we need to call on you again, may we have your telephone number?' will suffice.

If the respondent refuses to give the telephone number you must explain why, either at this question or in spare space at E17. If you simply leave E10 blank, it is likely to be sent back to you as an error.

E11: Name of main respondent

It is clear that it will be useful to have, in addition to the telephone number, a name to ask for when the call is made. The main respondent will normally be the person who supplied the information on the 'A' questionnaire, i.e., the HOH or spouse of HOH, or other 'responsible adult'.
E12/E13: Number of questionnaires

Record the number of 'A' questionnaires for the household at E12 and the number of 'B' questionnaires at E13.

E14: Does E13 = A9?

When 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 (see A9).

E15: Partial response

If E13 does not equal A9, explain the reason for the partial response here, as fully as possible. E8 must be coded 02 in this instance.

E16: 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.

E17: Details of refusals/non-contacts/ineligibles

Refusals: Explain fully what happened at each call, including each person to whom you spoke (if any), and what you and they said, and give a judged reason for the refusal. In the case of a refusal, record both what the respondent said and why you think the person refused, if these are not the same: eg 'Old lady (80+) said she hadn't got time, but she seemed nervous and I think was afraid of me, and I was unable to reassure her.'

Non-contacts/ineligibles: Explain the circumstances as fully as you can, amplifying the information at E6.
IV DEFINITIONS OF A HOUSEHOLD AND ITS HEAD

Definitions used for the Household and the Head of Household are STANDARD to SSD. They are included in these instructions as a reminder, and for use as quick reference if you come across an unusual situation in the field.

HOUSEHOLD DEFINITION

The definition of a household is

- either one person living alone (having the address as his/her only or main residence)

- 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 whose normal term-time address this is (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.

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 the SIU for sampling instructions.
HEAD OF HOUSEHOLD DEFINITION

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:

(1) the husband of the person or
(11) 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:

(1) 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 16 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)

(11) 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.

(111) 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 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 Chapter 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 of your address includes accommodation for several households, then you must complete a separate Questionnaire E 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.

If you are not sure whether your address includes several households, check with the SIU (ext 2366/2354).

For example, 7 Sea Road has been completely replaced by 7A, 7B, and Basement Flat (and no part is separately identified just as number 7) check with the SIU.

If the address on your address list no longer exists because it has been divided up (eg into flats), you must telephone the SIU to establish which part(s) of the address or addresses you want.

You can identify the resident households and any 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 households/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 or household space, starting at 01.

The number allocated will become the Household No on the questionnaires for that particular household (space).
If you have identified 11 or more households at the address, report all the relevant facts to the SIU.

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

Complete a Questionnaire E for any household spaces that are vacant.

If you discover, during the course of interviewing, any additional households, make out an 'E' questionnaire and attempt an interview, even though your total figure may be increased to more than ten.

An 'E' questionnaire should also be completed for all occupied household spaces that do not yield an interview.

Take particular care to maintain confidentiality between households.

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

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

You must account for all the accommodation previously identified, whether it is occupied or empty.

You may come across a flat you had not previously noticed or find two households living in one household space. In this case you should 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.

You must have a completed Questionnaire E for every household space, whether it has yielded an interview or not.

Always keep the completed questionnaires relating to households previously interviewed out of sight.
A1-A10 establish the household composition and the number of households who have their only or main residence at the address.

A11-A16 are asked in England, Wales and Northern Ireland only, and obtain information about type of address and tenure of the household. Information on these topics is obtained for Scotland on their housing questionnaire, and therefore A11-A16 do not appear on the 'A' questionnaire for Scotland.

A17-A28 collect information about individual household members.

**SERIAL NUMBER**

The serial number comprises: Area No
Stint No
Address No
Household No

Copy these numbers very carefully from Questionnaire E for the same household. It is VITAL that all the questionnaires for a household carry exactly the same serial number. Otherwise, huge delays are caused in the processing system since it finds these errors particularly difficult to sort out. We shall be paying special attention to the completion of serial numbers, since this is a simple clerical task and there is really no excuse for doing it poorly.

**A1-A17: HOUSEHOLD COMPOSITION**

A1: The household composition and head of household

After copying the serial number correctly, your first task on the 'A' questionnaire is to find out who is in the household and who is its head, using the standard definitions of these terms (see Chapter IV).

**NEVER USE THE TERM 'HEAD OF HOUSEHOLD' WHEN TALKING TO A RESPONDENT: it may be misunderstood and/or give offence.**

When establishing household composition you should always begin by asking 'Who normally lives here (in this flat/part of the address/house)??' In most cases the answer will be very straightforward, but it should also lead to your being told of any individuals who are not always present at the address. In such cases you should establish whether or not they should be included as members of the household by applying the household definition given in Chapter IV.
When there is any doubt about the number of households at an address you should check whether or not at least one meal per day or living accommodation is shared, AND you should ALWAYS check this where the household is anything other than husband and wife and children under 16.

Remember that you must check both for sharing of meals and for sharing of accommodation before deciding that there is more than one household. The question you should ask in order to find this out is:

'Do all the people you've told me about share at least one meal a day or share the living accommodation?'

Having identified the members of the household you are required to identify one individual as the HOH (see definition in Chapter IV). In all situations except households comprising only husband, wife and children under 16 (and boarders), you should ask:

'In whose name is the house (flat/accommodation) owned or rented?'

The person named in reply to this question is the HOH. If two or more people seem to have equal claim to be HOH, apply the rules given in the definitions (Chapter IV).

If there are more than nine people in the household, 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.

A2: 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, boarder 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 'boarder', 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:

- 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).

- 'Cohabitee', 'girlfriend' etc should be coded 'other', but do not probe 'wife' or 'husband' to establish cohabitation.

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 boarders could be husband and wife, brother and sister, or parent and child. This information is needed for the coding of family unit at A7.

A3: Sex

Ring 1 or 2 as appropriate.

A4: Date of birth

We want the day, 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 on 22 April 1939 will be entered as 22 04 39.

The year 85 means 1985 and can be used only for babies born this year.

If a respondent was born in 1886 or earlier, enter 86 in the year column.

A5: Age

Enter age last birthday in years, using two digits. For babies under one year of age, enter 00; for 99 years and older enter 99.

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.

An age verification chart is included with your set of prompt cards, to help you work out ages and dates of birth in cases where your respondent is unsure.

Note that it is the person's age at the end of the reference week (remembering that weeks end on Sunday) that should be coded at A5.
A6: 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').

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. Cohabiting couples should similarly be coded according to the way they answer this question.

Remember to code marital status for ALL members of the household, including children. Note that children under 16 should always be coded 1.

A7: 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, eg a divorced daughter without children.

Do not 'marry off' cohabiting couples when coding family unit unless they have already described themselves as 'married' (ie to each other). They should be in separate family units. Children should be included in their natural mother's family unit if the mother is present, or else in their father's family unit.

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 (eg 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>01</td>
<td>HOH</td>
<td>1</td>
</tr>
<tr>
<td>02</td>
<td>Wife of HOH</td>
<td>1</td>
</tr>
<tr>
<td>03</td>
<td>Son (single)</td>
<td>1</td>
</tr>
<tr>
<td>04</td>
<td>Sister (widowed)</td>
<td>2</td>
</tr>
<tr>
<td>05</td>
<td>Brother married to 03</td>
<td>3</td>
</tr>
<tr>
<td>06</td>
<td>Sister-in-law each other 05</td>
<td>3</td>
</tr>
<tr>
<td>07</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/nieces/cousins as part of the same family unit
- counting brothers and sisters as one family unit when no parents are present
- counting fiancee or friend as part of the family unit.

A8: Total number of persons in household

Enter the number as two digits

A9: Total number of persons aged 16 and over in household

Enter the number as two digits.

A10: Number of households at this address

Here we want the total number of households you find at the sampled address. Do not include vacant household spaces.

Enter the number as two digits. Interview all the households at an address, unless there are more than ten (see next paragraph).

If you have identified more than ten households at the address you will have referred to the Sampling Implementation Unit 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 number of this particular household in the box at the top of this page of the questionnaire before going on.
A11-A16: ENGLAND, WALES AND NORTHERN IRELAND ONLY

A11: Type of address

This question can be coded from observation, but if you are in any doubt ask the respondent.

Most addresses will contain only one household. Code the whole of the address, even if part is unoccupied.

If you find more than one household at the address, you still code the whole of the address and not merely the household’s accommodation.

(In rare cases the address on your address list will have been wholly replaced by several new addresses through subdivision - see Chapter V. In such a case, code the relevant new address, not the larger old one.)

Bungalows (including 'pre-fabs') should be treated as 'whole house' (code 1).

A 'large purpose-built block' (see code 2) is one that both has 3 or more floors and has 20 or more flats.

A12-A15: TENURE AND TENANCY

A12: Owning/renting

Only the accommodation at this address is to be included. Note the following points:

Owner occupiers paying just ground rent are treated as owning or buying (code 1), not as renting (code 2).

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 1). If the lease was for less than 21 years, code 2 applies.

Co-ownership schemes are included in the owner-occupied sector (code 1) as long as the household will eventually own all or part of their accommodation.

Co-ownership or equity sharing schemes are those where a share in the property is bought by the occupier under an agreement with the housing association. The monthly charges paid for the accommodation include an amount towards the repayment of the collective mortgage on the scheme, and as such the occupier may be able to claim tax relief. However, for practical purposes the payment is regarded as 'rent'. It is important to realise that the co-owner never becomes the sole owner of the property, but on leaving the scheme a cash sum is usually repaid to the owner.

Most 'equity sharers' will identify themselves spontaneously at A12 because they find it difficult to say whether they are owner occupiers or renters.

In fair rent schemes there is no capital investment in the property by the occupier; only rent is paid. Therefore the occupier never owns any part of the property and there is no repayment on leaving the scheme.

Code: co-ownership or equity sharing schemes .......... code 1
fair rent schemes ...................................... code 2.
A13: Owned outright/being bought

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 1) rather than 'being bought' (code 2), unless there will still be a mortgage or loan outstanding after the bridging loan has been paid off.

Co-ownership schemes should be coded 2 (being bought with a mortgage or loan).

Only mortgages or loans used to purchase the accommodation should be included at code 2. People who own their accommodation outright but have a loan or mortgage only to carry out improvements or extensions are treated as owning outright and coded 1.

A14: Who is the accommodation rented from/provided by?

Code the first answer that applies.

The person/organization that the accommodation is rented from or held from rent-free (i.e., 'the landlord') is the person/organization that lets the accommodation. In some circumstances, this person/organization may not be the owner of the accommodation. 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.

Note, however, that the landlord is not necessarily the person who collects the rent from the respondent. This may well be an agent or other employee of the landlord.

Be sure, therefore, that the person or organization you code is the landlord and not the landlord's agent or 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 organization or an individual.

IF IT IS AN ORGANIZATION, ask the respondent which category best describes his landlord.

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 2) or some other Local Authority or Council (code 1).

Council housing tied to the job of anyone in the household should be coded as 'local authority', not as 'employer'. This applies also to police houses, school caretakers' houses, etc., where the landlord is the local authority.

IF IT IS AN INDIVIDUAL, you will need to find out whether he is a relative or employer of a household member before applying codes 7-9.
A15: 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.

A17-A28: Complete one column for each household member in turn, including those aged under 16.

A17-A22: NATIONALITY, COUNTRY OF BIRTH, ETHNIC GROUP

A17/A18: 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/Britain' (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.

A19: First arrival in UK

'First arrive' means for any purpose whatsoever, including holiday trips. Enter the last two digits of the year.

A21: 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').
A22: 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.

It is the respondent's opinion that must be recorded in reply to this question, not your observation. However, where people have UK both as nationality (A17) and as their own country of birth (A18) 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 A17 or A18 must always be asked the question. Do not assume their answers.

A23-A28: Residence one year ago and job-related moves

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.

A23: Accommodation one year ago

'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 this month (that is, the month of interview) in 1984. Code 1 applies if the person was temporarily away from this accommodation during that month in 1984, or if the permanent move to the present accommodation was made during that month.

A24: 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 county to avoid confusion in cases where there is more than one town with the same name in the UK.

For the Greater London area, enter the name of the London borough.

Ring code 998 instead of copying out the details again for Persons 02 onwards who were living in the same place as Person 01 one year ago.
A26: Moves due to job or to look for work

You should accept the respondent's definition of a move unless a person queries the term, in which case you should explain that it means a change of accommodation. Journeys that were never intended to be anything more than temporary (e.g. business trips) should be excluded.

You should also accept the respondent's definition of whether or not a move is due to a person's job or search for work.

Before coding 1, check that the person's move is due to his or her own job or search for work, not that of some other person. For example, if a husband moves because of his job, he should be coded 1, but members of his family who move with him should be coded 2.

A27: Number of job-related moves

Enter a single digit to show the number of times that the person concerned moved accommodation for reasons connected with his job or search for work during the last 12 months. If the number of such moves is 8 or more, enter 8.

A28: Help in moving

Both parts of the question should be asked. At each part, either enter the number of times that money help of the kind mentioned was given (use code 8 for 8 or more times) or ring code 9 (no money help of that kind given).

The 'employer concerned' may be either the existing employer at the time of the move, or a new employer.

The Employment Transfer Scheme is run by the MSC through its Jobcentres, employment offices, and offices of Professional and Executive Recruitment. It gives assistance towards the cost of moving in order to take up a job in another area.

We expect that people who have benefited from the Employment Transfer Scheme will be aware of this fact. If a respondent is unsure, ask him to make his best estimate. Do not make notes: an estimate obtained at the interview will be better than one made in the Office.
A white 'B' questionnaire must be completed for every household member aged 16 or over listed at A2 on the 'A' questionnaire. The questions must be asked separately for each person. They should be asked of the person concerned unless that person is not available for interview, in which case you may interview a proxy respondent provided that the conditions described in Chapter II in the section on 'Whom to interview' are met.

'Face-to-face' interviewers should ignore all text printed in italics, which is for telephone interviewing only.

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 this questionnaire relates, these boxes should be completed.

In the rare case that the respondent is someone not in the household (e.g., 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, there is no need to make out a 'B' questionnaire, but you should explain the reason for the refusal at E15 or E17.

B1–B7: WHETHER WORKING OR ON YTS IN THE REFERENCE WEEK

B1: 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 08 4
- Wednesday 10 4
- Friday 12 4
- Saturday 13 4

all have reference week ending Sunday 07 4.
Throughout the questionnaire, questions refer to '(last week)'. This bracketed phrase means the reference week. Use the phrase 'last week' provided that it is clear to the respondent that you are referring to the reference week; otherwise use the phrase 'in the week ending Sunday the ... of ...'.

B3: Youth Training Scheme (YTS)

This question applies only to those aged 16-19. It is of great importance because the answer to it, along with B4-B6, determines the main sequence of questions for the rest of the interview. Read out the date of the reference week from B1.

The treatment of people on YTS schemes is probably very different in the LFS from their treatment in other surveys with which you may be familiar. Study these instructions carefully so that you are aware of what you have to do.

Youth Training Schemes vary. They focus on unemployed 16-year-olds and provide a year's integrated programme of training, education, and work experience. Most of the programmes are run by the MSC but by managing agents coordinating contributions from employers and colleges etc. A weekly allowance of £26.25 (-£30) is most common for young persons on these schemes, though some participants earn more. The system for paying this allowance varies.

Include at code 1 people who were away from YTS temporarily because of illness or holiday or some other reason.

NOTE on YOP: Since the middle of 1983 YOP (Youth Opportunities Programme) schemes have been phased out and replaced by the more extensive YTS. Some people may be completing their YOP scheme in the first quarter of 1985, in which case they should be treated as YTS participants.

B4: Type of YTS scheme

In about two thirds of schemes the young person will work with an employer but will receive a minimum of three months training in the year, some or all of which may be at a college. In about one third of the schemes the participants will spend most of the year on a course at a College of Education or other educational establishment; they will usually also spend some time gathering work experience with an employer.

DE want us to code whether YTS participants were with an employer providing work experience (employer based) or at a college or training centre (college based) in the reference week. If a respondent was both with an employer and at a college in the reference week, code 1, ie 'with an employer'. 'On the job' training or training on the employer's premises counts as work experience (code 1).

If the YTS participant was ill in the reference week or away from the scheme for any other reason, use codes 3 and 4 to show what they would have been doing in the reference week if they had not been away from the scheme. If this is unclear, eg the respondent was on holiday after leaving an employer and was about to start at a college, use code 3.
B5: Paid work (last week)

This question is also of great importance for the reason given at B3
Read out the date of the reference week from B1

Note that 'work' at this question means any work for pay or profit done
in 'the seven days ending Sunday', even for as little as one hour,
including Saturday jobs and casual work (eg babysitting, running a
mail-order club etc) As some respondents 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' (eg a wife doing her husband's accounts or
helping with 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.

If no work was done because of illness, holiday etc, use code 2 at B5
and code 1 at B6

For the purposes of this question

INCLUDE as doing paid work (code 1) respondents who in the reference
week were
- working for an employer under the Manpower Services 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 in the reference
week were taking part in a Training Opportunities Programme Scheme (TOPS),
provided they did not do any other PAID work in the reference week

For your information, notes on these schemes are given below

Community Programme

The Community Enterprise Programme (CEP) has merged with the Community
Programme (CP) which was launched on 5 October 1982. The Community
Programme provides temporary employment for long-term unemployed adults
on projects of benefit to the community. Recruitment to job opportunities
is restricted to people aged 18 to 24 years who have been unemployed
for over six months in the past nine months, and those aged 25 years
and over who have been unemployed for over 12 months in the past 15 months.
Community Industry
Run by the National Association of Youth Clubs (NAYC), Community Industry provides jobs for personally and socially disadvantaged young people who undertake work projects of benefit to the community. From 1 April 1983 Community Industry has recruited only 16- to 19-year-olds for whom Youth Training Scheme places are inappropriate.

Young Workers' Scheme
The Young Workers' Scheme came into operation on 4 January 1982 and is designed to encourage employers to take on more young people at realistic wage rates. Under the scheme employers are able to claim weekly payments in respect of young people in their employment who are in their first year of employment, provided they are under 18 when the employment begins.

Training Opportunities Programme (TOPS)
The Training Opportunities Programme Scheme is run by the Manpower Services Commission (MSC). It provides training for people who want to improve their job prospects by learning new or additional skills. TOPS courses are open to men and women who are at least 19 years of age and have been away from full-time education for more than two years. Training courses include craft training in Skillcentres, clerical and commercial courses in colleges, short industrial courses, catering and HGV courses. Normal college courses can be sponsored under TOPS, and unemployed craftsmen can obtain 'Skillplus' training. The cost of training is covered by the MSC and the trainee usually receives a training allowance with possibly extra for a spouse.

B6: 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), eg on holiday, sick leave, laid off etc.

Those who have a job fixed up but have not yet started work must be coded 3 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.)
B7: Main reason away from work (last week)

This question also covers respondents on YTS who were temporarily away from gaining work experience with an employer

Code one reason only

Most of the codes are self-explanatory, but you should bear the following points in mind

**Code 03: Maternity leave**
Only women who were on the special period of maternity leave that is allowed by law should be included here. Any other leave taken for reasons of child-bearing or child-rearing is coded 12 ('Other personal/family reasons')

However, if leave was taken because of pregnancy-related sickness that was not covered by statutory maternity leave, code 05 ('Sick or injured') applies

**Code 06. 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 13 ('Other reasons')

**Code 10: Laid off/short time/work interrupted by 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

If a respondent offers a vague or ambiguous answer (e.g. strike or labour dispute), you should probe carefully in order to find out if this should be coded 10 or 11

**Code 11: Laid off/short time/work interrupted by economic and other causes**
This applies when respondents were not working for technical or economic reasons, for example, because there was a shortage of orders (i.e. economic reasons) or because production at their workplace was impeded by a shortage of material supplies (e.g. 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

**NOTE** The non-sequential order of codes, which also occurs at other questions (e.g. at B118 where there is no code 3), has been adopted for processing reasons
B9-B21: MAIN JOB IN REFERENCE WEEK

B9: Permanent or temporary job

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

It is not asked of YTS participants who are with an employer gaining work experience. They are directed to B13.

Some self-employed people may query whether the contracts of work they undertake are to be counted as 'a job done under contract or for a fixed period of time' or whether their work should be counted as a permanent job. If asked, you should enquire whether their business is of a permanent nature or whether they regard it as temporary, and code accordingly.

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').

Paid work not covered by the categories 'permanent', 'temporary' or 'seasonal' would count as a casual job if there were no contract of employment and no formal or informal commitment to work, even if in practice work was done on a regular basis.

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, e.g. a contract that ends when an apprenticeship has been completed.

B11: Method of payment if temporary job obtained through employment agency/business

We want to find out at this question whether the temporary worker is in the pay of an employment agency which hires him out to other organisations, or in the pay of the people/organisation whose work he actually carries out.
B12: Reason for taking a temporary job

Show Card B

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 B9 (code 3).

B13 and B14: Occupation and industry in main job

These two questions 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 or her normal work as a schoolteacher 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.

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 B13.

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.

For details on the probing and coding of B13 and B14, see Chapter IX of these instructions.

YTS participants should be coded according to their work experience, ie the occupation in which they are gaining experience and the industry of the employer. The same applies, for YTS participants, to the coding of B15-B46.

B15: 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.)

All YTS participants receiving work experience are employees (code 1).
B16: Managerial/supervisory duties

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

A manager may manage other employees through supervisors or directly, and may have a more general responsibility for policy or long-term planning.

Foremen and supervisors have day-to-day control over a group of workers whom they supervise directly, sometimes themselves doing some of the work they supervise.

It is important at this question to 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.

In the occupation part of the Occupation and Industry Coding booklet, occupations that can only be carried out by 'managers' are marked 'M'. However, this is only a guide and many managers will belong to other occupation codes.

B18: Employees at workplace

Make sure that your respondent realises that we are interested in the total number of employees at his workplace, not just the number employed within the particular section or department in which he works.

If respondents work from a depot or office (eg service engineers), base the answer on the number of people who work from that depot.

B19: Length of time with present employer

Employees

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

If your respondent's company changed ownership, but his or her conditions of work were not changed, then treat it as one continuous period of employment.

If respondents give the actual date on which they started with their present employer, check that you have coded them correctly by reading out the relevant time period, eg 'I make that 6 months but less than 1 year, does that sound right?' Code 3 would then be ringed in the coding column.

You may find at this question that your respondent did not work in the reference week because he or she was waiting to take up a job. If so, change B5 to code 2 and B6 to code 3 and delete any information you have recorded after B6. Then go on to B63.

Self-employed

We are interested in the length of time the respondent has been continuously self-employed, even if he or she has been doing different jobs or running different businesses during that time.
B20: 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.

B21: Reason for taking a part-time job

Show Card C

The categories at this question refer to the respondent's own situation. For example, code 2, 'I was ill or disabled', 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, 'I 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.

B22-B36: Hours worked in main job

Take care when entering the number 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. eg. 36.5 = 37, round ½ hours to the nearest even number, eg. 37½ = 38, 36½ = 36, ¼ hour rounds to 00.

B22: 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, 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.

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.
B23: Frequency of paid overtime

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

Some respondents, especially among the self-employed, will tell you at B22 that they never do any overtime. Check whether they mean they never do paid overtime or never do overtime of any kind, and that they have included at B22 all the hours that they do work, and then ring code 3 at B23 without asking the question. In all other circumstances, ask B23.

B24: 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.

In some cases respondents may have difficulty in providing a usual figure because overtime is worked on a seasonal or very irregular basis. In such cases, take the average over the last 4 weeks.

Include hours worked at home, if paid.

B25 and B26: 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.

B27-B30: Unpaid overtime

These are the corresponding questions on unpaid overtime.

At B30 (unpaid overtime worked in the reference week), include unpaid hours worked at home, eg teachers preparing lessons.

B31: Total usual weekly hours

Add the numbers of hours entered in boxes A, B and C (at B22, B24 and B28). All the questions regarding hours of work are together in one column, so totalling A, B and C should present no problems.

Rounding up or down at A, B and C may on some occasions lead to a discrepancy between the total of hours at B31 and the hours the respondent has actually given you in answer to B22, B24 and B28.

Let us look more closely at how this can happen and what you should do about it:
B22 Your respondent usually works 37½ hours excluding meal breaks and overtime. As half hours cannot be coded, 37½ must be rounded to the nearest whole even number. In this case 38 should therefore be recorded. As a memory aide, however, you should also jot 37½ somewhere close to, but not in, the coding column.

B24 The number of overtime hours worked by your respondent varies considerably from week to week but, taking an average over the last 4 weeks, it works out at 3½ hours per week. Rounding 3½ to the nearest even number means that 4 is recorded. However, 3½ should be jotted down just outside the coding column.

B28 Usually two hours unpaid overtime are worked in a week.

B31 The total number of hours entered in the coding boxes at B22, B24 and B28 = 44. However, the total hours as given by your respondent = 43.

The hours you should add and the total you should record at B31 should be the hours as given by the respondent.

Therefore, in this example, (B22) 37½, (B24) 3½, and (B28) 02 should be added, and 43 should be entered at B31.
B33: Actual hours worked (last 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 B26 and B30), but excludes paid and unpaid meal breaks.

B34: Comparison of actual and usual hours

THIS QUESTION COMPARES THE ACTUAL NUMBER OF HOURS WORKED 'LAST WEEK' (B33) WITH THE USUAL WEEKLY HOURS (B31).

It applies to everyone who did any paid work in the reference week.

NB: It is an ASK OR RECORD question. If by comparing the total given at B33 with that given at B31 the answer is clear, you may code the answer without asking the question of your respondent.

However, in any case of doubt, for example if a respondent has been unable to give usual hours or only able to estimate roughly, the question should be asked. These respondents 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, go on to B36.

B35: Main 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 instructions at B7 for notes on:

- Maternity leave (03)
- Attending a training course away from own workplace (06)
- Laid off/short time/work interrupted by labour dispute at own workplace (10)
- Laid off/short time/work interrupted by economic and other causes (11).

B36: Variation in weekly hours

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.
B37-B42: SHIFTWORK AND WEEKEND WORKING

B37: Whether shiftwork done

'Shiftwork' can be interpreted as unsocial hours, in the sense of night, evening or weekend work. It can also be interpreted as working at different times on different days, e.g. mornings one week and afternoons the next. Leave the decision as to whether shiftwork is worked to your respondent.

B38: Categories of shiftwork

Show Card D

There are many shiftwork patterns in the UK. The list provided reflects the types that have been most commonly mentioned in pilot work. The names for different types of shiftwork may vary from area to area. If the respondent gives you a name for shiftwork that is not included in the list, ask for a description of the shift pattern and see if it fits into any of the listed precedes. Do not, however, 'lead' your respondents, allow them to describe the shiftwork that they do. You will probably find patterns that will not fit into codes 01-10, so you should use code 11, 'Other type of shiftwork', in these cases.

As the exact details of the different types may be hard to remember, we have provided, on a separate card, a description of the more complex shift patterns. This card should be kept in your folder and used as a quick aid for reference during the interview.

Information about the shiftwork categories included in the precedes is given below:

<table>
<thead>
<tr>
<th>Three-shift working (code 01)</th>
<th>The 24-hour day is divided into three working periods, e.g. morning, afternoon and night. Someone doing this kind of shiftwork will usually, but not always, do one or more weeks of mornings, followed by one or more weeks of afternoons, followed by one or more weeks of nights.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental shifts (code 02)</td>
<td>This is a continuous three-shift system that rotates rapidly - e.g. three mornings, then two afternoons, then two nights. Usually there is a break between shift changes. Sometimes called metropolitan shifts.</td>
</tr>
<tr>
<td>Two-shift system with earlies and lates or double day shifts (code 03)</td>
<td>Normally two shifts of eight hours each, e.g. 0600-1400 and 1400-2200. The worker usually alternates between shifts, often weekly, but it can be at longer intervals.</td>
</tr>
<tr>
<td>Code</td>
<td>Shift Type</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>04</td>
<td>Sometimes night and sometimes day shifts</td>
</tr>
<tr>
<td>05</td>
<td>Split shifts</td>
</tr>
<tr>
<td>06</td>
<td>Morning shifts</td>
</tr>
<tr>
<td>07</td>
<td>Afternoon shifts</td>
</tr>
<tr>
<td>08</td>
<td>Evening or twilight shifts</td>
</tr>
<tr>
<td>09</td>
<td>Night shifts</td>
</tr>
<tr>
<td>10</td>
<td>Weekend shifts</td>
</tr>
<tr>
<td>11</td>
<td>Other type of shiftwork</td>
</tr>
</tbody>
</table>
B39: Times of day usually worked

Show Card E

This question applies to those who do not do shiftwork. The majority will be coded 3, 'During the day'. Mornings only (code 1), afternoons only (code 2), and evenings only (code 4) mean just that.

Take the following times as a guideline where work is full time

- Morning (code 1) 0600-1400
- Afternoon (code 2) 1400-2200
- Evening (code 4) 1500-2400

Part-time work will not fill the full-time band.

Night work (code 5) will usually be between 1800 and 0600.

Do not worry if evening or night work has not been described as shiftwork at B37. We will take that into account in the analysis of the survey.

'Both lunchtime and evenings' (code 6) is to be used for workers in the catering trade or in pubs, where the work pattern reflects hours of trading.

'Other times of day' (code 7) should be used for any regular working pattern that cannot be coded 1-6. If the work pattern varies too much for any classification, use code 8.

B40. Weekend working

All respondents, except those who are known to work weekend shifts, are asked if they have worked on any weekend in the 'last four weeks', i.e. the four weeks ending on the Sunday in the reference week. There has been weekend work if any of Saturday or Sunday was worked, unless the Saturday working was the tail end of a Friday night shift.

B41: Saturday or Sunday working

Read the question right through to the question mark.

B42: Monday-Friday working

This question checks, for those who work weekends, whether they work on Monday-Friday as well.
B43-B46: SICKNESS ABSENCE

B43: Sickness absence (last week)

This question picks up those who may have had some sickness absence in the reference week but were also away for a longer period for some other reason noted at B7 or B35.

Maternity leave, whether statutory or not, does not count as sickness absence.

ASK the question unless you already know from answers to earlier questions that the answer is 'Yes', in which case you RECORD code 1 without asking.

B44: Number of days of sickness (last week)

Sickness benefit calculations are based on a six-day working week, ie Monday to Saturday, so at this question we want respondents to focus on that period, not the more usual Monday to Friday working week. We are interested in all the days that respondents were sick or injured 'last week', ie Monday-Saturday inclusive, even if they would not normally work on some of the days.

Do not count Sunday, even if it is a working day for the respondent. If someone normally works on Sundays, and last week this was the only day they were unable to work, enter 0 at B44. (If, however, they became ill on Friday, enter 2 at B44, ie Friday and Saturday, even if they do not normally work on those days.)

As this is quite a difficult concept, let us look at some examples.

Example 1: Mrs Jones is a cleaning lady. She works on Mondays, Wednesdays and Fridays. She developed a severe case of housemaid’s knee on Sunday night and was not fit for work until the following Friday. Even though she lost only two days work (Monday and Wednesday), she was in fact unable to work for the whole of the period Monday-Thursday, ie four days. Therefore, we would enter 4 in the coding box.

Example 2: Mr Smith is an office worker. He works from Monday to Friday. He was away from work for the whole of last week and is still away sick at the time of interview. Although he only works a five-day week, we would enter 6 in the coding box because he was unable to work for the whole of the period Monday-Saturday, ie six days.

If he had been well again on Saturday, we would have coded 5.

As you can see, this is quite a difficult question. READ IT SLOWLY AND GIVE RESPONDENTS TIME TO THINK. If they seem at all unsure of what is required, check through each day with them.
B45: Total period of sickness

We need the total length of the latest spell of sickness absence, ie from the first day of sickness absence from work to the last day. The period may extend much further back than the reference week. Take the last day of sickness absence as the day before the respondent returned to work. If the period of absence did not end in the reference week, then the last day of the period of absence is, for our purposes, the Saturday in the reference week.

If your respondent returned to work, even for a short period, during a prolonged spell of absence, then one period of sickness absence ended and another began.

As with B44, count all days in the sickness period, not just working days. Sundays are not counted. In practice, this will be an important consideration only for periods of absence up to and including one week (ie six days). Longer periods should be counted in terms of six-day weeks.

B46: End of sickness absence

If your respondent returned to work or could have worked on the Monday following the reference week, then the period of absence is considered to have ended in the reference week.

B47-B56: SECOND JOB IN REFERENCE WEEK

B47: 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', B47-B56 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.

Some respondents may have had two jobs in the reference week because they changed jobs that week. They should be coded 1 here ('Yes'), and they will be identified at the next question (B48).

YTS participants who are with an employer who provides work experience also come to this question. As they have been answering B13-B46 with regard to their YTS work experience, here they are asked about any other paid work they have, apart from their YTS experience.
B48: Change of job in reference week

The purpose of this question is to identify two groups of respondents: those who had two jobs in the reference week only because they changed jobs that week, and those who held two jobs at the same time.

The first group are not asked for details of their 'second' job: they are coded 1 here ('Yes, changed jobs during the week') and are directed to B57. Include in code 1 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 B47.)

All respondents who held two jobs at the same time should be coded 2 ('No') at this question. They are then asked for more information about their second job (B50-B56).

B49: Paid job for college-based YTS participants

This question applies only to YTS participants who were at a college or training centre in the reference week (or temporarily away from a college or training centre), and is intended to pick up those who have a paid job as well as their YTS training. (Other YTS participants - those gaining work experience with an employer - will have told us at B47 about any other paid work they have.)

B50 and B51: Occupation and industry in second job

Details of the second job should be collected in the same way as for the main job. See the instructions for B13 and B14 above.

B52: Employee/self-employed in second job

See instructions for B15.

If no tax or insurance is paid, which would help to determine whether your respondent was an employee or self-employed, as at B15 accept the respondent's answer. The most common second jobs - mail-order agent, pool agent, odd-jobbing, babysitting etc - are usually self-employed.

B53: Managerial/supervisory duties in second job

See instructions for B16.

B55: Employees at workplace

See instructions for B18.

B56: Actual hours worked in second job in reference week

The instructions for B33 apply to this question. Include all overtime, whether paid or unpaid, but exclude meal breaks.
B57-B62: EMPLYED AND LOOKING FOR OTHER WORK

B57: Whether looking for other work (last week)

'Looking for a different or additional paid job or business (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 respondent to decide whether he or she was 'looking for work'.

B58: 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. Those who were looking for a replacement second job should be coded 2.

B59: Reasons for looking for other work

This question establishes the reasons why respondents who had a job in the reference week were also looking for other work.

Note that the question can be multi-coded. Use the 'any other reasons' probe, and accept the first three reasons mentioned.

Any answer that cannot be coded 1-7 should be coded 8 - 'Other reasons'.

B61 and B62: Preference for longer or shorter hours than in present job

Some respondents may qualify their answer at B61 with a reference to pay. B62 gives them an opportunity to express this.
B63-B77: PERSONS NOT WORKING IN THE REFERENCE WEEK

B63: 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, including those who were waiting to take up a job (coded 2 or 3 at B6)
- YTS participants who were at, or away from, a college or training centre (coded 2 or 4 at B4).

Respondents who have never done any paid work are signposted to B73.

For older women who say that they have never worked, check that they did not do any paid work a long time ago, eg before marriage.

The question makes it clear that purely casual work (see definition at B9) and holiday jobs are not included here. Respondents who have only ever had casual or holiday jobs are coded 2 ('No') and go to B73.

If a respondent's previous experience was on the YTS or some other government scheme, count it as paid work if the respondent was receiving work experience with an employer. If the experience was purely on a course at a college it should not be counted as paid work. For a fuller discussion of this point, see the instructions for B4.

B64: When left last job

If respondents give you the actual date on which they left their last job, check that you have coded them correctly by reading out the relevant time period, eg 'I make that 3 years or more ago, does that sound right?' Code 7 would then be ringed.

B65 and B66: Occupation and industry in last job

See instructions for B13 and B14.

B67-B71: Features of last job

See instructions for B15-B18 and B20.
B72  Main reason for leaving last job

Show Card F

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 1-5 can apply only to respondents who were employees in their last job.

Code 4 ('early retirement offered when employer cutting back on staff') 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 8 ('family or personal reasons')

Code 5 ('early retirement under the Job Release Scheme') refers to the government scheme under which employees are encouraged to retire early if the employer will then take on an unemployed younger person in their place.

Code 6 ('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 8 ('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.

B73. 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 B57, 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.

Code 1 ('Yes') those who were looking for any kind of paid work, that is, including vacation and casual jobs.

B74: Waiting to take up a job etc.

There are many definitions of employment and unemployment. Whatever definitions we use we need to know:

- if someone is waiting to take up a job (code 1)
- if they are waiting for the results of an application for a job (code 2)
- if they are not looking for work because they are temporarily sick or injured (code 3)
- or if they are not looking for work because they are on holiday (code 4)

These categories are such an important part of the survey definitions that the question is to be asked as a sequence of individual prompts, although you should ring the first code that applies. Most of your respondents will, however, be correctly coded 'None of these' (code 5).
B76: Main reason for not looking for work (last week)

Men aged 16-69 and women aged 16-64 who are not working and not looking for work, and who do not fit into any of the categories 1-4 at B74, are to be asked this question.

There is no definition of any of the categories at this question; you should accept your respondent's opinion. If a respondent says anything that cannot be readily coded 1-8, use 'Any other reason' (code 9).

Do not prompt the categories. If, exceptionally, an answer covers more than one coding category, ask which is the main reason and code that one only.

B77: Whether would like a paid job

This question is designed to pick up those people, eg the retired and those looking after their home and family, who, while not looking for work 'last week', would like a regular job if one were available.

B78A/B - B92: LOOKING FOR WORK

B78A: Type of work sought

B78A has two alternative wordings: 'Were you' is for those respondents who were looking for work in the reference week, and 'Will you be' is for those who have not yet started looking, or who will be looking for work in the future.

B78B also has alternative wordings: 'Will you be working' is for those respondents who are waiting to take up a job already obtained, and 'Would you like work' is intended for respondents who would like to have a regular job (from B77).

Respondents who were waiting to take up a job already obtained (code 1 at B74) should be coded according to the job they were waiting to take up.

Some people may have only vague ideas about the kind of job they would prefer. If your respondent is not sure whether work as an employee or self-employed work is wanted, code 3 ('No preference').

B79: Full time or part time

The alternative wordings are to be used in the same way as at B78A/B, as is the 'No preference' code.
B80 and B81: Acceptability of either full-time or part-time work

These questions check whether respondents who stated a preference at B79 either for full-time work or for part-time work would accept the alternative (or, for those waiting to start a new job, whether they would have accepted the alternative)

Qualified answers such as 'it depends on the pay' or 'it depends on where it is' should be coded 1

B83: 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 (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, eg Easter, Christmas, summer holidays, the respondent's birthday etc

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

B85 and B86: Main activity before looking for work

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

Apprenticeships should be coded 1 ('Working') unless the respondent was on YTS (code 2)

Check B64, B83 and B85 for consistency where there has been an unbroken period of looking for work following leaving a previous job

B87 and B88: 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 able 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 B87, and the main reason would be coded at B88
B90: Looking for work in the (last four weeks)

Use your calendar to point out the correct four weeks to your respondent.

At this and subsequent questions, the 'last four weeks' means the reference week and the three weeks before it.

B91: Methods of looking for work in the (last four weeks)

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

Note the following points:

- **Code 3** is only for respondents who placed their own advertisements in newspapers or journals.
- **Code 4** includes notices outside factories or in shop windows.
- **Code 6** means an unsolicited visit, not in response to an advertisement, etc.

B92: Main method of looking for work in the (last 4 weeks)

We want you to enter in the box at B92 the code for the main (or only) method of looking for work that your respondent reported at B91.

If only one method of looking for work was recorded at B91, simply enter the relevant code at B92.

If more than one method is coded at B91 you should recap on the methods used and check with the respondent which was the main method.

Leave the interpretation of 'main' method to your respondent, but if only codes 4 and 5 were coded 'Yes', enter code 4 here.
B93-B97: CLAIMING UNEMPLOYMENT BENEFIT OR SUPPLEMENTARY ALLOWANCE OR NATIONAL INSURANCE CREDITS

B94 A/B: Claiming unemployment benefit 'last week'

Note that B94 is asked of every man aged 16-69 and every woman aged 16-64, regardless of their employment status.

The unemployment count used by the government is based on claimants of unemployment benefit, and therefore to produce comparative data we have to ask all respondents (except men aged 70+ and women aged 65+) whether they are claiming unemployment benefit.

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.

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).

B95 and B97: 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 through an Unemployment Benefit Office (UBO).

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

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

B97 applies to persons aged 16-59 only, and is a continuation of B95. Women aged 60 and over do not normally pay National Insurance contributions, unemployed men aged 60 and over now have National Insurance credits made automatically by DHSS, without the need to sign on at an Unemployment Benefit Office.
B98-B109: SITUATION ONE YEAR AGO

B98: Economic position one year ago

Show Card G.

Read out the date one year ago (i.e. the month of interview in 1984). 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.

B99: Whether occupation one year ago was exactly the same as current/last job

Note that it is the occupation that we are asking about, not the specific job. A change of employer while remaining in the same occupation (e.g., chartered accountant, state registered nurse, sales assistant in shoe shop) should be coded 1 - 'exactly the same'.

Becoming a foreman or supervisor does count as a change of occupation, even if the employer is the same.

The alternative wording 'as it was in your last job' is for people who are not currently working.

B100: Occupation one year ago

See instructions for B13. You must code the occupation here, and the industry at B102.

B101: Firm/organisation one year ago

Self-employed people who were also self-employed a year ago should be coded 1, 'the same' (i.e. do not code them according to the clients for whom they happened to be working).

The alternative wording 'as in your last job' is for people who are not currently working.

B104: Refer back to occupation and industry (last week)/in last job

You will have checked whether those who were working both 'last week' and one year ago were in the same occupation 'last week' as a year ago and, for those who were not working 'last week', whether their occupation one year ago was the same as in their last job (B99). You will have checked their firm/organisation in the same way (B101). If both B99 and B101 are coded 1, you may make use of that information in asking B105-B109.

We ask you at B104 to 'check' B105-B109 with the respondent. Because we cannot frame different questions to suit each respondent, we are leaving it to you to devise questions that will indicate previous knowledge without leading respondents. Wording such as: 'Last week you were an employee; was that the case one year ago?' may prove useful to you when framing the questions. This technique should be used only for B105-B109.

B105-109: Features of main job one year ago

See instructions for B15-B18 and B20.
B110: Interviewer check on age

Note that no further questions on the 'B' questionnaire are asked about men aged 65 or over and women aged 60 or over. Check B139 at the end of the questionnaire for instructions on what to do next in these cases.

B112-B135: 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 at B113.

B112 is for telephone interviewers only.

B113: Qualifications

Show Card H and allow your respondent time to read it before you ask the question. Note that the qualifications are deliberately printed on the card in a different order from the questionnaire, but the code numbers are identical.

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. This is particularly important when specifying.

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 the subjects studied. Please do not use initials except where they are very well known (e.g. 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).

MAs from Scottish universities (other than Strathclyde), Oxford and Cambridge should be classified as first (not higher) degrees.

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.
Other degree-level qualification such as graduate membership of professional institute
Accept the respondent's opinion about whether or not the qualification is degree level.

Record (at code 03) details of the type of membership attained (eg member, associate member, graduate member, fellow etc), and also record the name of the institute (eg Graduate member of Institute of Electrical Engineers).

BTEC, 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:
- BTEC, BEC and TEC Higher Certificates and Diplomas are coded 04
- BTEC, 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 in full.

Scottish qualifications
Abbreviations for the Scottish equivalents of BTEC, BEC, and TEC (see above) and 'A' and 'O' levels are printed on Card H and on the questionnaire.

B114: 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.

- Holiday jobs do not count as a break provided that the person intends to continue with the course. Similarly, do not count a gap of up to a year between leaving school and going to college or university as a break in continuous full-time education, as long as there is a clear intention or arrangement to continue education (after a year of Voluntary Service Overseas, for example).
- National Service between school and university or college would not count as a break.
- A sandwich course begun immediately after school finishes should be counted as continuous full-time education.

B115: Schoolchildren
Anybody aged 20 or over should be coded 2, regardless of the institution attended.
'School' includes VIth Form College, but excludes Technical College.
B117: Current participation in training schemes

Show Card J

This question covers a number of government schemes designed to give training/retraining/work experience mainly to people who would otherwise be unemployed.

Accept as being on these schemes only those who are 'pupils', 'students', 'trainees' etc. In other words, do not include organisers, trainers, supervisors etc.

NB: Notes on three of the schemes listed are given in the instructions for B5. They should help you to identify a scheme if, for example, a respondent does not know the name of the scheme but can describe its characteristics. A note on the fourth scheme, not covered at B5, is given below.

Voluntary Projects Programme (VPP)

The Voluntary Projects Programme, which started in August 1982, is run by the Manpower Services Commission (MSC). It aims to provide unemployed people with constructive activities which might develop their skills or offer rehabilitation or work preparation. These projects can be taken up by unemployed people on a voluntary basis without affecting their entitlement to benefits.

B118 and B119: Trade apprenticeships

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

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, e.g., 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.

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

Hairdressers who are undergoing or have completed a planned training programme.
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).

Architectural draughtsmen.

Enter full details of the trade in which the respondent is (will be) qualified at B119.

You must code the occupation, using the instructions in Chapter IX. Note that the occupation currently being pursued (B13) may not be the same as the apprenticeship trade. If it is exactly the same (e.g., a plumber at B13 has served an apprenticeship in plumbing), you may copy the code from B13.

B120: Current further education

Show Card K.

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 (e.g., going from school to college), code the new one.

Note the following points:

- 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 university, polytechnic or college 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. Full-time courses must last three months or more; courses lasting less than three months should be coded 4.

- 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.

Include those studying in the evenings only (but not leisure classes), and those on any course lasting less than three months altogether.
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 B124.

B121: Block and day release

Note the following points:

Code 1  Block release is release for a specified period of time during which the person does not work at his normal place of work but attends a full-time education or training course at a college or other training centre, returning to normal work when the course is complete.

Code 2  Day release is release for a specified number of days a week or month to attend an education or training course at a college or other training centre, while continuing to work at the normal place of work for the rest of the time.

B122: Daytime/evening course

Accept the respondent's definitions of 'daytime' and 'evening'.

B124: Job-connected education/training in the (last four weeks)

Any education or training received in the four weeks ending with the reference week, either at work or in part-time study, including correspondence courses, should be counted here (code 1) if it is believed by the respondent to be useful for a job. This may be training for a current job or for one that the respondent would like to do at some future date.

Courses mentioned at B120 should be included at this question if they are considered to be connected with a job.

Examples of training that would be covered by this question are training received at work on how to operate a machine, evening classes leading to a professional qualification.

If a respondent says that his study is for leisure purposes only, then it is not counted here even if it leads to a qualification.

B125: Type of training

'On the job' training means learning by example and practice, while actually doing the job. It may be described as training 'at the workbench', or 'at the office desk', or 'at the steering wheel', as well as by the commonly used phrase, 'sitting with Nelly'.

Any training in a classroom or training section, even if on the employer's premises, is not 'on the job' training.
B126: Job-connected education/training in the (last four weeks)

This question is the equivalent of B124 for those who were not working in the reference week. The instructions as at B124 apply.

B127: Hours spent in training (last week) (reference week only)

Include all hours spent in the classroom or doing homework or any other study, but exclude 'on the job' training.

NB: Unlike B124-126, this question relates only to the reference week.

B128: Main place where training received

Show Card L.

If there was more than one place where training was received, code the main place.

If there was more than one training course, code the main place concerned in the course that occupied the longest time in the 'last 4 weeks'.

If this still does not distinguish one main course or one main place, code the first that applies.

ITEC: Information Technology Centres provide one-year training and practical work experience courses in the use of computers and word processors and other aspects of information technology (eg teletext editing, computer maintenance).

Training Workshop: Work experience of different kinds of work in a work group producing goods or services. The sponsors are usually local authorities or voluntary community groups; vacant factories or other premises are often used.

Community Projects: Specially funded Youth Training Scheme projects of planned work experience integrated with occupationally related training and lasting one year. Many schemes are concerned with environmental or construction work. Primarily aimed at 16-year-old school leavers.

B129: Who paid the fees for the training

Code all that apply.

B131: Basic wages received while training

We are interested in basic wages (ie excluding overtime).

Note that basic wages will be less than usual wages for someone who usually does overtime; so long as the basic wages of such a person were paid in full, you should ring code 1.

Of course, if the training being received is undertaken independently of an employer, ie the employer does not know about the training, then wages are paid in full (code 1).
B132/B133: Purpose of training

If the respondent is unsure how to answer at either of these questions, emphasise that we are interested in his opinion about whether or not the training was meant (either by him or by someone else) for his current job/a specific occupation. If he remains unsure, code 'Don't know'.

A specific occupation need not be one that the respondent knows that he is going to take up.

You must code the occupation, using the instructions in Chapter IX.

B134: Whether training has ended

Use code 2 ('still continuing') if your respondent's training course continued after the end of the reference period, even if the training has been completed by the time of the interview.

B135: Total length of training course

This question refers to the total length of time the respondent is taking part in the education or training mentioned at B124 or B126.

For most people this will be straightforward.

Eg Your respondent was on a Management Initiative course during the whole of the four weeks ending with the reference week. He had attended the course for a full two weeks before that. The course is now finished. This would be coded 05.

Some respondents, for example those on day or block release, will have had breaks in their training. In such cases we require the total length of the training.

Eg An apprentice is attending college on a block release course. He started the course 14 months ago and has attended for a total of 16 weeks so far. The course has 2 months to go. This should be coded 09 ('1 year but less than 2 years').

Some trainees may distinguish between the particular course they were doing in the reference period and their traineeship as a whole. If they do make that distinction, ring the appropriate code for the particular course they were doing in the 4-week reference period.

If more than one course was attended, code the one involving the most hours of training in total.
B136-B138: HEALTH PROBLEMS

B136/B137: Whether have any health problems or disabilities

Show Card M.

Give your respondent time to read through the problems and disabilities listed on the card.

We want the respondent's opinion as to whether there is a problem or disability. If you are asked about glasses or hearing aids, they would be a problem only if the respondent still has difficulty with sight or hearing when they are used.

Ring the appropriate code(s) at B136.

If there are no health problems, ring code 15 and go to B137. At B137, ring code 15 in the coding column.

If there are any health problems at B136, transfer the codes that you have ringed to the boxes at B137. If there are more than 3 kinds of health problem (more than 3 codes ringed at B136) you must ask for the respondent's opinion about which affects him or her (the person under discussion, if not the respondent) most, and enter the code in the top box at B137. Then ask for the next most serious, and the third most serious, and enter the appropriate codes in the second and third boxes at this question.

B138: Whether health problems are limiting in respect of paid work

Accept respondents' opinions on whether or not the health problems or disabilities limit the kind of paid work they can do. Note that the question refers to paid work.
INTRODUCTION

As you know, the results from the Labour Force Survey (C) and the Labour Force Survey (A) will be combined for the period March-May 1985.

Processing of the completed work and the production of detailed tables of results can take up to a year or more, and so we have been asked by the Department of Employment to find some way of providing them with quicker feedback on areas of key interest such as household composition, economic status etc. The Rapid Results Sheet (R) has been designed to do just that, and it is hoped that by using this sheet the relevant tables will be available **within eight weeks** of the end of fieldwork.

Interviewers are required to transcribe the relevant items of information from fully completed and partial interviews onto forms which will be processed separately from the Labour Force Survey questionnaires.

The Rapid Results Sheet (R) is rather different in design from our usual questionnaires: the information is entered largely by marking lozenges, and it is not punched or keyed but read by an Optical Mark Reader machine, which reads pencil marks as codes.

Processing of the information is therefore much quicker than with more normal data preparation methods, but the accuracy of the information produced does depend very much on interviewers using the forms correctly and marking the lozenges clearly and accurately.

WHAT WE WANT YOU TO DO

1. For all full and partial interviews, transcribe the relevant information onto the (R) Sheets supplied.

   **NB** Information for every household member (including children under 16) should be entered onto the sheets.

2. Complete the (R) Sheet - IN PENCIL.

   It is vital that you fill in the 'answer boxes' (or 'lozenges') shaped □ in the precise way indicated (see example at the top right of the front of each (R) Sheet). This will in many cases mean obliterating the code printed inside the box: do not worry - only the position of a pencil mark on the form tells the OMR machine what code it is reading, and it cannot read anything except graphite (ie pencil).

   If you accidentally put a pencil mark in the wrong lozenge, rub out the mark **VERY THOROUGHLY** (ie leaving no graphite smudges).
Besides the lozenges, there are also some square boxes in which you enter numbers, eg Serial No. and Questions E and G - (note that at G you must also enter pencil marks in the lozenges below); and there are two questions where you ring a code - Questions A and J.

For all fully or partially co-operating households a Rapid Results Sheet (or Sheets) should be completed, and Questions A, B and D should be coded or marked as appropriate.

For every adult (aged 16 or over) there is also something to be done at every one of the remaining questions (E-V), even if it is only to mark the BLANK lozenge.

For children (0-15 years) there is something to be done at each of Questions E-J.

If there is no information to be transcribed at a particular question (because it did not apply on the original questionnaire to the person concerned or for some reason no answer was obtained, eg a household member refused to be interviewed), mark the BLANK lozenge.

3. Provision has been made for information on up to 4 household members to be entered on one Rapid Results Sheet (front and back). If there are more than 4 household members, use extra sheets.

Serial number and Questions A, B and D (for households)

These must be completed on every (R) Sheet that you use, including the second, third etc sheets for a single household. No (R) Sheet should contain persons from different households.

Serial No: Transcribe the Serial No. of the household from the appropriate boxes on Questionnaire A of the LFS(A) - ie the boxes marked Area No./Stint No./Address No./Household No. Ignore the reference on the (R) Sheet to REG and SEL: these are the LFS(C) equivalent of AREA and STINT.

Also, do not use the first of the three household number boxes: enter the LFS(A) household number in the second and third boxes. (The three boxes are required for LFS(C) household numbers.)

A: SHEET NO. FOR THIS HOUSEHOLD Ring code 1 at Question A. If there are more than 4 people in the household you will have to continue, for persons 5-8, on a second (R) Sheet - remembering to fill in the Serial No. again, to ring code 2 at Question A, and to complete Questions B and D again as well. If there are more than 8 people in the household, continue on a third etc (R) Sheet as necessary. If there are more than 20 people, telephone the office for further instructions.

B: SURVEY? Mark the lozenge for the LFS(A), ie the left-hand box.
D: LA DIST CODE This information will be found on your address list under the heading LA

Transcribe this from your address list, marking the first digit in the top row of numbers, the second digit in the second row, and the letter in the bottom row eg 12N would be entered as follows

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<tr>
<th>D</th>
<th>LA DIST CODE</th>
<th>FIRST DIGIT (0-9)</th>
<th>SECOND DIGIT (0-9)</th>
<th>LETTER (A-Z)</th>
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<td>1 2 3 4 5 6 7 8 9</td>
<td>1 2 3 4 5 6 7 8 9</td>
<td>A B C D E F G</td>
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</table>

Questions E-V (for individuals)

SEE THE (R) SHEET EASY REFERENCE INSTRUCTIONS BELOW

Note the following points

E: PERSON NUMBER Enter the person number from the household box on Questionnaire A

G: AGE? Unless the AGE information is missing, in which case mark BLANK, enter the age in the square boxes provided and also mark the appropriate lozenges eg age 2 would be entered as follows

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<th>G AGE?</th>
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<th>ENTER AGE AND MARK</th>
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<td>0 1 2 3 4 5 6 7 8 9</td>
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H: MARITAL STATUS? The codes run across the page in sequence, 1-5 This is not so at the question (A6) from which you are transcribing - do not worry, just transcribe the code number you find at A6, very carefully

J: INTERVIEWER CHECK: Questions K-V do not apply to children aged 0-15 Do not complete K-V in any way for children aged 0-15 However, K-V must be completed for all adults (16 and over), even if this means marking BLANK every time
S. CLAIMING OR SIGNED ON? This is the most important question on the (R) Sheet and it is vital to work out correctly which lozenge is to be marked. Look at B94, B95 and B97: if any of these questions is coded 1, mark the lozenge for 'claiming/signed on'. If all three questions are coded 2, mark the lozenge for 'not claiming/signed on'. There are other combinations of these three questions which may occur, but these will be the most common. The full range of code combinations is spelt out in the EASY REFERENCE list below.

COMPLETED EXAMPLE

An example of how the (R) Sheet is to be completed is given immediately after the (R) Sheet Easy Reference Instructions.

The example shows you how an imaginary household and its members were coded on the relevant pages of the 'A' and 'B' questionnaires, and how this information should be transcribed onto the (R) Sheet.
### (R) SHEET EASY REFERENCE INSTRUCTIONS: Questions E - V for individuals

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<tr>
<th>(R) SHEET Question</th>
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<td>CURRENT EDUCATION</td>
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**Claiming or Signed On**

- If any of B94, B95 or B97 = 1
  - mark lozenge for 'claiming/signed on'

**For persons aged 16-59 (B96 = Y)**
- If B94, B95 and B97 all = 2
  - mark lozenge for 'not claiming/signed on'

**For persons aged 60 or over (B96 = X)**
- If both B94 and B95 = 2
  - mark lozenge for 'not claiming/signed on'

**For all others**, including men aged 70 or over and women aged 65 or over (B93 = Z)
- mark the lozenge for BLANK
1985 LABOUR FORCE SURVEY RAPID RESULTS - (R) SHEET

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</thead>
<tbody>
<tr>
<td>ENTER AGE AND MARK</td>
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<table>
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<tr>
<th>H. MARITAL STATUS?</th>
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<th>I. ETHNICITY?</th>
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<table>
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<tr>
<th>J. INTERVIEWER CHECK</th>
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<th>☐</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aged 0-15 1 GO TO NEXT PERSON</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Aged 16 2 ANSWER K-V or more</td>
<td>☐</td>
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<table>
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<table>
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<table>
<thead>
<tr>
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</table>

<table>
<thead>
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<th>O. FULL OR PART TIME WORK?</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>P. LOOKING FOR PAID WORK?</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Q. WAITING TO TAKE UP JOB ETC?</th>
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<table>
<thead>
<tr>
<th>R. REASON NOT LOOKING?</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>S. CLAIMING OR SIGNED ON?</th>
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<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claiming/signed on</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Not claiming/signed on</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>0-97</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>98</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>99</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</table>

<table>
<thead>
<tr>
<th>U. SCHEME?</th>
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<th>☐</th>
<th>☐</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>V. CURRENT EDUCATION COURSE?</th>
<th>BLANK</th>
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<th>☐</th>
<th>☐</th>
</tr>
</thead>
</table>

PRINTING AND PROCESSING BY ORS DATA & RESEARCH SERVICES LTD, MILTON KEYNES
1 ESTABLISH WHO IS HEAD OF HOUSEHOLD AND LIST ALL OTHERS IN TERMS OF THEIR RELATIONSHIP TO HOH

<table>
<thead>
<tr>
<th>Ring</th>
<th>Relationship to HOH</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Head of household</td>
<td>1</td>
</tr>
<tr>
<td>02</td>
<td>Wife of HOH</td>
<td>2</td>
</tr>
<tr>
<td>03</td>
<td>Child of HOH/Wife</td>
<td>3</td>
</tr>
<tr>
<td>04</td>
<td>Parent/Grandparent</td>
<td>4</td>
</tr>
<tr>
<td>05</td>
<td>Brother/Sister HOH/Wife</td>
<td>5</td>
</tr>
</tbody>
</table>

**2 Relationship to HOH WRITE IN AND ENTER CODE**

**3 Sex**

**4 Date of Birth**

**5 Age last birthday**

**6 Marital status**

**7 Family Unit**

**8-10 INTERVIEWER CHECK**

8 Check that person no is ringed for each person in household and ENTER TOTAL NO OF PERSONS IN HOUSEHOLD.

If 10 or more persons, continue on another Questionnaire A starting on row below.

9 ENTER TOTAL NO OF PERSONS AGED 18 AND OVER IN HOUSEHOLD.

**9 ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS**

Enter at top of page the HOUSEHOLD NO to which this questionnaire refers.

If 11 or more households refer to Sampling Implementation Unit and enter as well the total no of households selected in sample.

**11 CODE FROM OBSERVATION**

IF IN DOUBT, ASK RESPONDENT

Whole address is:

Whole house/bungalow - detached semi-detached terraced

Flat/maisonette in large purpose built block (3 or more floors and 20 or more flats etc)

other purpose-built flat/maisonette

not purpose-built

Caravan/mobile homes/houseboat

Other (SPECIFY)

**12 Does your household own or rent this accommodation?**

**13 Is this accommodation owned outright?**

or being bought with a mortgage or loan?

**14 Who is this accommodation rented from?**

(Who is it provided by?)

**ORGANISATIONS**

<table>
<thead>
<tr>
<th>CODE</th>
<th>FIRST THAT APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Authority or Council</td>
<td>1</td>
</tr>
<tr>
<td>New Town Corporation or Commission</td>
<td>2</td>
</tr>
<tr>
<td>Housing association or co-operative or housing charitable trust</td>
<td>3</td>
</tr>
<tr>
<td>Property company</td>
<td>4</td>
</tr>
<tr>
<td>Employer</td>
<td>5</td>
</tr>
<tr>
<td>Other organisation</td>
<td>6</td>
</tr>
</tbody>
</table>

**INDIVIDUALS**

<table>
<thead>
<tr>
<th>CODE</th>
<th>FIRST THAT APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relative of household member</td>
<td>7</td>
</tr>
<tr>
<td>Employer</td>
<td>8</td>
</tr>
<tr>
<td>Other individual private landlord</td>
<td>9</td>
</tr>
</tbody>
</table>

**15 Does your landlord provide this accommodation?**

READ OUT

furnished

partly furnished

or unfurnished?
1985 LABOUR FORCE SURVEY (A) CODE FROM BROWN QUESTIONNAIRE A

1 ENTER REFERENCE WEEK
Week ending Sunday

2 INTERVIEWER CHECK
Person aged 16-19
All other ages

3 Were you on the Youth Training Scheme (YTS)
(last week that is) in the seven days ending
Sunday (DATE AT B1)?
Yes
No

4 (Last week) on your YTS scheme were you

5 Did you do any paid work (last week that is) in the
seven days ending Sunday (DATE AT B1) either as
an employee or as self-employed?
Yes
No

6 Even though you were not working did you
have a job or business that you were away
from (last week)?
Yes
No
Waiting to take up a new job/business already obtained

7 What was the main reason that you were away
from work (last week)?
Maternity leave
Other leave/holiday
Sick or injured
Attending a training course away from own workplace
Laid off/short time/work interrupted by
bad weather
labour dispute at own workplace
economic and other causes
Other personal/family reasons
Other reasons

8 INTERVIEWER CHECK
In a job but away from paid work last week
((66 CODED 1))

9 Was the job/business that you were in/away from
(last week)

10 Did you get the work that you were doing (last week)

11 Were you being paid for that work

12 SHOW CARD B
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?

Would you please tell me which of the following
statements describes why you took a temporary
rather than a permanent job?

CODE
FIRST
THAT
APPLIES

13 Other personal/family reasons
(No reason given)
Ask B13-B46 About Main Job (Or YTS Work Experience)

13. What was your (main) occupation (last week)?
   (b) Enter Job Title
   Secretary
   (b) Describe Fully Work Done
   General secretarial duties, i.e. typing, shorthand, making appointments, dealing with the post.

14. 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.
   Manufacture wooden doors and window frames.

15. Were you working as an employee or were you self-employed?
   Employee
   Self-employed

16. Ask or Record
   Did you have any managerial duties, or were you supervising any other employees?
   Manager
   Foreman/supervisor
   Not manager or supervisor

17. Ask or Record
   Were you working on your own or did you have employees?
   On own
   With employees

18. In the place where you worked were there:
   READ
   25 or more employees
   OUT
   or fewer than 25 employees?

19. How long have you been continuously employed by this employer/self-employed?
   Less than 3 months
   3 months but 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

20. In that job were you working:
   READ
   full-time
   OUT
   or part-time?

21. Show Card C
   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?
   Would you please tell me which of the following statements describes why you took a part-time rather than a full-time job?
   CODE FIRST THAT APPLIES
   You were a student/you were at school
   You were ill or disabled
   You could not find a full-time job
   You did not want a full-time job
   Or was there some other reason?
6. 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>1</td>
<td>2</td>
</tr>
</tbody>
</table>

68 ASK OR RECORD

Did you have any managerial duties or were you supervising any other employees?

<table>
<thead>
<tr>
<th>Manager</th>
<th>Foreman/supervisor</th>
<th>Not manager or supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

69 ASK OR RECORD

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>1</td>
<td>2</td>
</tr>
</tbody>
</table>

70 In the place where you worked were there

<table>
<thead>
<tr>
<th>READ</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

" Were you working

<table>
<thead>
<tr>
<th>READ</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

72 SHOW CARD F

Would you please look at this card and tell me which of the statements on it best describes why you left that job?

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
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</tr>
<tr>
<td>ONLY</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<td>4</td>
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<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

74 (Last week)

<table>
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<th>FIRST THAT APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

75 INTERVIEWER CHECK

<table>
<thead>
<tr>
<th>INTERVIEWER CHECK</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

76 May I just check what was the main reason you were not looking for work (last week)?

<table>
<thead>
<tr>
<th>On YTS</th>
<th>Student</th>
<th>Long-term sick or disabled</th>
<th>Looking after family/home</th>
<th>Retired from paid work</th>
<th>Doesn't want need employment</th>
<th>Believes no jobs available</th>
<th>Not yet started looking</th>
<th>Any other reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

77 Even though you were not looking for work (last week) would you like to have a regular paid job at the moment either full or part-time?

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

78 Were you/Will you be looking for work

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

78B Will you be working? Would you like work

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

79 Were you/Will you be looking for

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

80 If you could not find/ had not found a full-time job would you have accepted a part-time job?

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tbody>
</table>

81 If you could not find/ had not found a part-time job would you have accepted a full-time job?

<table>
<thead>
<tr>
<th>CODE</th>
<th>What happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
93 INTERVIEWER CHECK

Man aged 16-69; Woman aged 16-64
- paid job (last week) (B5 OR B6 CODED 1) 
  
- no paid job (last week) (B6 CODED 2 OR 3) 
  
- on the Youth Training Scheme (YTS) (B3 CODED 1)

Man aged 70 or over; Woman aged 65 or over 

94A Some people, although they have a job, are entitled to claim unemployment benefit

94B 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 → 98

No 2 → 95

95 Were you signed on at an Unemployment Benefit Office for (last week) to claim supplementary allowance as an unemployed person?

Yes 1 → 98

No 2 → 96

96 INTERVIEWER CHECK

Person aged 60 or over

Person aged 16-59

97 or in order to get credits for National insurance contributions?

Yes 1 → 98

No 2 → 98

98 SHOW CARD G

Which of the following categories best describes your circumstances one year ago that is in (MONTH OF INTERVIEW) 1984?

First code that applies

- Working in a paid job or business? (86 CODED 2 OR 3)
- Unemployed, actively seeking work?
- On a special government scheme?
- A full-time student or pupil?
- Retired from paid work?
- Looking after the family or home?
- Long-term sick or disabled?
- None of these?

If different job

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY WORK DONE

101 Were you working for the same firm/organisation as (last week) as in your last job?

Yes, the same 1 → 103

No, different 2 → 102

102 What did the firm/organisation you worked for one year ago actually make or do at the place where you worked?

PROBE WHETHER MANUFACTURING, PROCESSING, AND GIVE END PRODUCT OF FIRM

DESCRIBE FULLY
NOTE If you have been briefed on, or worked on, the Continuous Labour Force Survey you will not need to study this chapter of the instructions because you will already be familiar with its contents.

If you have not worked on the Continuous Labour Force Survey, please ensure that you study the chapter thoroughly before you attend your Occupation and Industry training group.
On this survey we have adopted the procedure of asking you, the interviewer, to code the occupation and industry of your respondents.

As you know, this work is normally carried out by Primary Analysis Branch, but because of the time pressures on this survey it is necessary to bypass the initial coding stages. Completed interviews will therefore be passed straight from the field to data processing, which means that you will be responsible for the accuracy of occupation and industry coding.

The occupation and industry questions that you must code, wherever they apply, are:

- **B13** and **B14** - current job
- **B50** and **B51** - second job
- **B65** and **B66** - last job
- **B100** and **B102** - job one year ago
- **B119** - the occupation for which the apprenticeship equips the respondent
- **B133** - the occupation for which trained

You will usually have to code only one occupation and industry per adult, either current job or last job, but occasionally you will have to code more than one.

Accurate coding depends upon:

1. Your having collected enough of the right kind of information and
2. Knowing how to use this information.

For these reasons the first half of this section concentrates on probing and the sorts of things to probe for.

The second half deals with the actual coding and use of the Occupation and Industry coding booklet.
COLLECTING THE RIGHT INFORMATION

THE NEED TO PROBE

When you come to the actual coding of occupation and industry you will discover that even the simplest seeming jobs or industries become almost impossible to code if a vital piece of information is missing.

As you are going to be doing this coding, it is in your own interest to make sure that you know which are the vital pieces of information to probe for. We hope that this section on probing will help.

PROBING FOR OCCUPATION

To enable you to classify a person’s occupation correctly you will need to obtain the following information:

1. The job title
2. A description of what the person actually does in his job from day to day
3. The main activity, if he does several things as part of his job
4. The level of skill at which he is working

Let us look at these items in turn.
1. Job title

To obtain a person's job title you need ask simply:

'What is your job?'

Your respondent's answer should be the job title:

eg 'I'm a typist'
    'I'm a civil servant'
    'I'm a fitter's mate'
    'I'm an architect'.

But job titles can be deceptive. The problems are as follows:

(a) Two people's job titles may be the same, but, according to the organisation worked for, the level of job and the duties involved may be different.

(b) A person may be playing up or playing down his job by using a job title very loosely:

    eg A plumber's mate may call himself a plumber
        A company secretary may refer to him or herself as a secretary.

Therefore we need to know not only the person's job title but also what the person actually does in his or her job.

2. Description of a person's work

To obtain this information you need ask only the simple question:

'What do you actually do in your job?'

or

'You said that you are a secretary, but this can involve a range of duties. What do you actually do in your job?'

Space on the questionnaire is limited, but do try to obtain a full description of the duties involved, because you will find this invaluable when you come to code.
3 The main activity

In certain cases we also need to know a person's main activity.

These cases arise when the various duties a person performs in the course of his job are so different that they would be classified differently.

Let us look at an example:

Your respondent tells you that he is a mechanic who services and repairs cars and carries out MOT tests. He has served an apprenticeship. But in his present job he also mans the petrol pumps and serves in the shop attached to the garage, selling car spares.

Therefore you would need to ask whether his job involves him being mainly a mechanic or mainly a sales assistant, since these two jobs are classified differently.

A sensible question here might be:

'Would you say that your job involves your being mainly a mechanic or mainly a salesman then?'

Once you have established the main activity, underline it on the questionnaire.

4 The level of skill involved

In order to classify certain occupations correctly we need to establish the level of skill needed for the job.

Most often this 'level of skill' expresses itself in qualifications that are necessary for the job. These qualifications may not always involve taking exams. A person who has served an apprenticeship could be qualified to do the job.

It is not important to know whether the respondent himself has the qualifications. What matters is whether people employed on the same sort of work as your respondent would normally need to have a certain qualification or to have served an apprenticeship in order to be able to do the job.
Let us look at some examples:

A person would be counted as a skilled plumber if he had served an apprenticeship.

He would also be counted as a skilled plumber if he was doing the job of a skilled (ie apprenticeship served) plumber, even if he himself had not served an apprenticeship but had got his job through experience.

Similarly, a civil engineer, for example, may usually have to have a degree to do the job, but a person could still be classed as a civil engineer, and thus as a professional man, if he hadn't a degree but was doing a job for which a degree is normally necessary.

To get the required information you could ask a general question such as:

'Do you need any special qualifications to do your job?'

or

'Does your job require any special qualifications?'

We know from experience, however, that people tend not to regard an apprenticeship as a 'qualification', and therefore they may not always mention it if you ask a general question.

In cases where you think that the job is one in which it is possible to serve an apprenticeship, you can check this with the respondent, asking something like:

'Do people usually have to serve an apprenticeship to do your job?'
RECORDING OF OCCUPATION

During the interview, write down a job title and a full description of your respondent's occupation.

Ask S13-844 about main job (or YTS work experience).

13. What was your (main) occupation last week?
   (a) Enter job title.
   (b) Describe fully work done.

During interview record job title and full description here.

The job title at the head of the question should be filled in after the interview, ideally at the same time as you complete the coding of occupation and industry.

If your respondent is unable to provide a job title, you should decide on a title yourself, based on the description of work done.

NB Please record the job title very clearly.
Now let us follow a couple of examples all the way through:

Int: What is your job, Mrs Thomas?

Mrs T: I'm a fruit juice packer.

Int: So what do you actually do as a fruit juice packer?

Mrs T: I work on a production line. The fruit juice has already been put into bottles and I take them off the line and pack them into wooden boxes.

Here we have got a job title from our respondent and a description of her job. We do not need to ask what her main activity is because she has only one activity in her job.

Written down on the questionnaire her occupation should read something like this:

ASK 813-848 ABOUT MAIN JOB (OR YTS WORK EXPERIENCE)

13. What was your (main) occupation (last week)?
   (a) ENTER JOB TITLE
   FRUIT JUICE PACKER
   (b) DESCRIBE FULLY WORK DONE

   Fruit juice packer.
   Packs bottles of fruit juice into wooden boxes.
Here is another example

**Int.** What is your job, Mr Baines?

**Mr B.** I'm a stores manager.

**Int.** So what do you actually do as a stores manager?

**Mr B.** I look after the factory stores generally. I do the stocktaking, load and unload delivery vans, make sure the other lads are working. Sometimes I actually drive the vans and do the deliveries. Every morning I fetch the office staff in the van from the villages and take them home in the evening.

**Int.** So what would you say your job mainly involves, Mr Baines, being a stores manager or the driving?

**Mr B.** I'm definitely a stores manager really. The driving's just extra.

So here we had a job title and job description from our respondent, and, because Mr Baines does several activities as part of his job, we had to probe for the main activity.

Recorded, this information should look something like this:

<table>
<thead>
<tr>
<th>13. What was your (main) occupation (last week)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) ENTER JOB TITLE</td>
</tr>
<tr>
<td><strong>STORES MANAGER</strong></td>
</tr>
<tr>
<td>(b) DESCRIBE FULLY WORK DONE</td>
</tr>
</tbody>
</table>

- Stores manager of factory stores
- Stocktaking, loading & unloading delivery vans, supervising staff
- Driving delivery vans & taking office staff to and from work
PROBING FOR INDUSTRY

To enable you to classify a person's industry correctly you will need to obtain the following information:

1. A full description of the activities carried out at the respondent's place of work.
2. What the main activity is, if his place of work does several things.

1. **Description of activities**

The question you have to ask in order to find out the sort of organisation a person works for, and to enable you to code it correctly, is:

'What does the firm you work for make or do?'

What do we mean by 'the firm'? We mean the establishment at which the person works.

We do **not** want the name of the establishment, but a description of the activities carried out there.

Let us look at an example:

When you ask the question, 'What does the firm you work for make or do?', suppose you get the answer:

'Well, it's ICI.'

You would **not** write down ICI on the questionnaire.
You would **not** ask for a description of the activities of ICI as a whole.

You would want to know the activities carried out in the particular establishment of ICI where the respondent works. A suitable question to ask, then, would be:

'So what do they actually make or do where you work?'

or

'So what do they actually do in the branch of ICI you work at?'

**NB** Make sure your respondent realises that we are interested in the activities of the whole establishment in which he works, not just in the activities of his particular department.

For example, if your respondent works in the accounts office of an establishment that makes paint brushes, you would enter that the establishment 'makes paint brushes'.

97 88 98
We have said that we want a description of the activities carried out at the establishment where the respondent works.

The description needs to be as full as possible, to enable you to code it correctly. Even if the industry seems a very straightforward one, you must still obtain and write down as much information as you can.

The more information you have, the more accurate your coding of industry will be.

The sorts of things we need to know are, for example:

1. If the industry is manufacturing:
   (a) the actual products manufactured
   (b) the material used in their manufacture
      e.g., plastic, cotton, man-made fibres, wood, steel etc.

2. If the industry is distributive
   (a) whether it is retail or wholesale
   (b) the products that are distributed

3. If it is an office of some sort
   exactly what the office does

Of course the various possibilities of industry are endless. You will simply have to find out as much as you can.
Take another example:

Suppose you have asked the question: 'What do they actually make or do where you work?', and you receive the answer:

'We make furniture.'

'Furniture' is a very wide term, therefore you would want to know:

1. What the furniture is made of - eg wood, wicker, tubular steel.
2. What type of furniture it is - eg tables and chairs, office furniture, bedding, upholstery etc.

All this information is essential if you are to select the correct code.

To obtain this information it is quite in order for you to ask any questions of your own invention that seem sensible in the situation, as long as you do not suggest answers to your respondent.

In this case you could ask:

'What sort of furniture do you make?'

and

'What material is the furniture made of?'
2 The main activity

Sometimes you will find that several very different sorts of activities are carried out at the one establishment.

To enable you to code the industry successfully you will need to ask a further question of your respondent. You will need to know the main activity at the establishment in which the respondent works.

Let us follow through our example.

Suppose you had been given the answer 'We make furniture and car seats.'

You would have to find out, as we have said, as much as you could about the type of furniture that was made and about the car seats, and then ask which of these was the main activity of the establishment.

We leave the interpretation of 'main activity' to the respondent.

If your respondent cannot tell you the main activity of the establishment where he works, take as the main one the activity with which your respondent is most involved, if he is concerned with several activities, take as the main activity the one that he told you about first, that is, the first activity written down in your description.

Underline the main activity in your description of the industry.
RECORDING OF INDUSTRY

Before moving on, let us look at how you should record the information you have been given.

Let us take our 'furniture' example again:

Interviewer: What does the firm you work for actually make or do?
Respondent: They make furniture.

Interviewer: Could you tell me a bit more about the furniture - what sort of furniture is it and what is it made of?
Respondent: It's pine furniture - dressers, sofas, pine beds, coffee tables - but we've got a workshop that makes leather car seats to order for custom-built cars as well.

Interviewer: Thinking just about the place where you work, what would you say was the main activity then - making pine furniture or the car seats?
Respondent: Making the furniture.

On your questionnaire this information would be recorded something like this:

14. 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.

Makes pine furniture, dressers, pine beds, coffee tables etc.
Also leather car seats for custom-built cars.
While looking at these instructions you should have the OCCUPATION AND INDUSTRY CODING booklet to hand.

3-DIGIT OCCUPATION CODING

When you come to code occupation from the booklet you should have a full description of the person's occupation written down on the questionnaire. This description should include:

1. The job title
2. A description of what the person actually does in his job from day to day
3. The main activity of his job, if he does several different things in his work
4. The level of skill at which he is working

Turn to the Occupation Reference List at the front of the Occupation and Industry Coding booklet.

As you can see, types of occupation have been grouped under six main headings:

- Professional and related, and managerial
- Other non-manual workers
- Personal service workers
- Farming, fishing, gardening, and forestry workers
- Workers in manufacturing, repairing, and materials processing
- Other manual workers

Each of these occupation headings is then broken down into separate occupation categories.

* In that booklet, the abbreviation n.e c stands for 'not elsewhere classified'
In order to code occupation, take the following steps:

1. Decide under which of the six main headings the occupation falls.
2. After looking at the occupation categories listed under that main heading, decide into which category the occupation falls.
3. Look along the line to the letter at the right hand of the page.
4. Turn to the page which has that letter printed in the top right hand corner.
5. Read through the occupations listed on that page.
6. Decide which occupation is the most fitting.

For example:

Suppose you had written down

Hotel receptionist, deals with room reservations and prepares customer accounts. Also operates the small hotel switchboard.

The appropriate main heading is 'Other non-manual workers'.
The category is 'Clerical and related, and postal workers' - page F.

Looking through the list of occupations on page F you will see that your respondent very neatly slots into code 117, 'Receptionists', according to the main activity underlined.

Not all coding is as easy as that, so let us take another example.
Suppose you had written down

Sews up dresses - already cut out, just sews the pieces together
No qualifications needed

Main heading 'Workers in manufacturing, repairing and materials processing'
Category 'Textile, clothing, footwear and leather workers' - page J

Looking through the list of occupations on page J there seem to be two possible codes into which this occupation might fall

210 Tailors, tailoresses and dressmakers
212 Sewers and embroiderers, sewing machinists

You should have chosen 212, 'Sewers and embroiderers, sewing machinists', because your respondent is not involved in the full range of dressmaking activities - she simply sews the pieces together.

You should now transfer the 3-digit code into the appropriate boxes on the questionnaire.

The completed question should look like this:

ASK B13-B44 ABOUT MAIN JOB (OR YTS WORK EXPERIENCE)

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

Sews up dresses - already cut out, just sews the pieces together
No qualifications needed

CODE → 212
Professionals

Throughout these instructions and in the occupation section of the coding booklet you will find references to 'professionals'.

Unfortunately there are no hard and fast rules about what exactly constitutes professional standing. However, we hope that the explanation below will act as a useful guideline.

A professional is a non-manual worker who carries out a specialist task that requires specific knowledge and training. He or she normally has a special qualification of academic standing similar to a degree and often has membership of a professional or similar body.

With professionals it is important to probe and find out if the job normally requires special qualifications or membership of a professional body.

In the occupation section of the coding booklet, codes marked with a 'P' can only be used for occupations that are clearly 'professional'. However, this does not mean that professionals cannot be assigned to other codes. Clearly, 'Teachers in establishments for further and higher education' - code 032, page A - will usually be professionals, although there will be people covered by that code who are not professionals.

Professional engineers

It is assumed that a person is a professional engineer:
- if the specific job title is prefixed by a term such as professional, chartered, civil, administrative, advisory, chief, commissioning, consultant, design, development, research, senior, or superintendent
- or if membership of a professional institute is stated
- or if the person has a degree in engineering.

In cases of doubt the person is regarded as a non-professional engineer and assigned to code 081 or 089 - page B.

Professional accountants

Code as professional accountants (page A):
  code 002 - chartered, certified or principal accountants
  code 003 - qualified cost and works, and management accountants
  code 002 - qualified auditors.

Non-qualified accountants and all book-keepers are coded under 'Clerical and related' as clerks - code 115, page F.
You will find that some professionals have managerial duties, such as a Borough engineer or Borough architect. The professional code takes precedence over their managerial activities.

Let us look at two examples.

One engineer is a civil engineer. He designs bridges and roads and decides on the materials that should be used to build them. He has a degree in Civil Engineering which is necessary for the job he is doing.

This respondent would come under the main heading 'Professional and related, and managerial'.

Of the categories listed under this heading, the most appropriate for his occupation would be 'Engineering - professional and related' - page B.

Of the occupations listed on page B, the most applicable would seem to be code 068 - 'Civil, structural, municipal, mining and quarrying engineers'.

In the second case, suppose that when you asked the respondent for his job title he said 'Engineer', and when you went on to probe for what he actually did in his job he said something like:

'I'm a contract manager - I check the designs of the engineers working in the department, consult with the builders and sub-contractors, generally make sure that the contract is completed on time and keeps within the agreed costs. Do some actual engineering and design work in my job but it's mostly administrative and managerial. I'm a chartered civil engineer with a BSc in Civil Engineering'.

His main activities are administrative and managerial, but he should be coded as professional rather than managerial because he is professionally qualified and working in a related field. He would therefore be coded as 068, page B - 'Civil, structural, municipal, mining and quarrying engineers'.

Trainees

Trainees are coded to the occupation or profession they are training for. If a trainee craftsman or apprentice in engineering and allied trades cannot be coded to a specific occupation code, he or she is coded 278 - see page R.
Civil servants

If a civil servant carries out a professional activity, he or she should be coded to that professional activity.

For example:

An Executive Officer describes his occupation as computer programming.

Under the main heading of 'Professional and related, and managerial' there might at first seem no obvious category for this occupation.

However, if you look under 'Other professional and related n.e.c', page E, you will see that a computer programmer should be coded 012 - 'Systems analysts, computer programmers'.

This example illustrates that when you are probing for details it is not enough to obtain just the grade of the civil servant. In order to code adequately you must have established the person's main activity in his or her job.

Higher Executive Officers, Senior Executive Officers, Principals, and Senior Principals who carry out no specific professional activity also come under the main heading 'Professional and related, and managerial':

- their category is 'Managerial and senior national and local government officers', page E

- their code is 021, 'General administrators, national government - HEO to senior principal level'.

Assistant Secretaries and above are coded 020.

Executive Officers with no particular professional activity come under the main heading 'Other non-manual workers' and in the category 'Clerical and related' - code 112 on page F.

Clerical Officers and Clerical Assistants are also found under 'Other non-manual workers' in the 'Clerical and related' category, but are coded 115 - 'Other clerks and cashiers'.

Customs and Excise Officers, and Immigration Officers are regarded as statutory inspectors, who are listed under the main heading 'Professional and related, and managerial'. They are coded 019 in the category 'Statutory inspectors, building inspectors, and environmental health officers' - page C.

Armed Forces

By contrast, all uniformed British armed forces personnel are to be coded 135, page G - 'Officers, NCOs and other ranks in UK armed forces'. The actual job done is not coded.
Local government officers

As with civil servants, if a professional activity is carried out then it is this that is coded.

Examples

Director of Education

Main heading: 'Professional and related, and managerial'
Category: 'Education - professional and related' - page A
Code: 035 'Education officers, school inspectors, directors of education'

Housing Manager

Main heading: 'Professional and related, and managerial'
Category: 'Welfare, religion - professional and related' - page A
Code: 039 'Welfare occupations n.e.c.'

If a local government officer carries out no professional activity, and is not clerical staff:

Main heading: 'Professional and related, and managerial'
Category: 'Managerial and senior national and local government officers' - page E
Code: 022 'Local government officers - administrative and executive functions'

Local government clerical staff are coded under the main heading 'Other non-manual workers' in the category 'Clerical and related, and postal workers', page F. The code is 115, 'Other clerks and cashiers'

Postscript

If the occupation you have described does not fit neatly into one of the codes on a page, you may have the wrong page - so check the main heading and the category again.
3-DIGIT INDUSTRY CODING

By probing out and writing down as much detail as possible about the respondent's industry you should be able to allocate the industry to the correct 3-digit code.

Remember it is the MAIN ACTIVITY at the ESTABLISHMENT in which the respondent works that is coded.

Turn to the Industry Reference List in the Occupation and Industry Coding booklet.

The list shows 19 main headings, some of which are further broken down to give 31 numbered categories. The individual industry codes are listed under the 31 categories.

In order to code industry, take the following steps:

1. Decide under which of the 19 main headings the industry falls.
2. Look along the line to the number or range of numbers at the right-hand of the page.
3. If a range is given, look for the page in the booklet that specifies what falls under each individual number.
4. Decide into which numbered category the industry falls. (If a single number was given at the main heading, that is the number.)
5. Turn to the page which has that number printed in the top right-hand corner.
6. Read through the industries listed on that page.
7. Decide which industry is the most fitting.
For example

Suppose you had written down

Small motor manufacturer, specialises in the production of high performance cars. Also manufactures spare parts.

You would look at the Industry Reference List and see that the appropriate main heading is 'Manufacture of metals, metal products, and machinery, and mechanical engineering'. At the right of the page the range 6-7 is given.

Within the booklet you will find a page with 6-7 in the top right-hand corner. On that page you can see that 'Manufacture of motor vehicles and their parts and engines, and other transport equipment such as cycles, trains, ships and planes' is category 7.

Turn to page 7 of the industry coding part of the booklet. Your description slots easily into code 617, 'Manufacture of motor vehicles and their engines'.

Now transfer the 3-digit code into the appropriate boxes on the schedule.

The completed question should look like this.

14 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

Small motor manufacturer

Specialises in the production of

high performance cars

Also manufactures spare parts

Code 617

Not all coding is quite as easy as that, however, so let us look at another couple of examples.
Example 1:

Makes kitchen utensils, things like saucepans, kettles, teapots - they are made of metal sheets - metal is brought into the factory - the firm makes them and packs them in boxes then sends them to wholesale distributors.

You would look at the Industry Reference List and see that this example also comes under the main heading 'Manufacture of metals, metal products and machinery, and mechanical engineering', and would therefore be in category 6 or 7.

On the page marked 6-7 you would see that the correct category for this industry is 'Manufacture of metals, metal goods and machinery, and mechanical engineering (excluding motor vehicle manufacture)', category 6.

You should now turn to the pages marked 6 in the booklet - there are three of these.

These pages give a further detailed breakdown of the industries included in the category. Look through the list carefully.

At first glance it might seem that code 566, '(Manufacture of) Cutlery, spoons, forks, knives and similar tableware; razors', is applicable.

However, as there is no mention here of saucepans, kettles or teapots, it is worth continuing down the list to see if another code might be more suitable.

In this case code 571 - '(Manufacture of) Domestic cooking and similar utensils of metal, eg saucepans, baking tins, buckets, non-electric kettles' - is more appropriate.

This example illustrates the importance of obtaining a detailed description of what a firm makes or does. If the description had been less full:

eg 'the firm makes kitchen utensils and packages them in boxes'

we would not have been able to allocate it to the correct category of metal goods - page 6. Without a description of the type of product manufactured we would have been unable to distinguish between codes 566 and 571.
Example 2

Makes tractors three or four wheel based tractors produced mainly for agricultural use

Again, this falls under the main heading 'Manufacture of metals, metal products and machinery, and mechanical engineering' - pages 6-7

On the page marked 6-7 you would probably decide that this industry fits best into 'Manufacture of motor vehicles and their parts and engines, and other transport equipment such as cycles, trains, ships and planes' - category 7

On page 7 you would find code 576, 'Manufacture of wheeled tractors primarily for agricultural use, and their engines'

Had you decided that agricultural tractors were not motor vehicles, you would have found code 576 listed in category 6 as well. You cannot rely on this type of duplication, however

If you are at all unsure of the code you have selected it is best, before making a decision, to look elsewhere in the code book, to see if a more suitable code can be found. In all cases we would prefer you to select a code, rather than leave the coding spaces blank

Main Activity

Sometimes, when the establishment where your respondent works carries out several activities, your respondent may not be able to identify its main activity. If this happens, the activity to be coded should be the one with which the respondent is most involved

For example, Fred Bloggs works in an establishment that carries out painting and decorating, and is also a builders' merchant. Fred is a foreman on the painting and decorating side

Fred cannot decide which is the firm's main activity, but as he himself is employed on the painting and decorating side this would be the activity coded for industry

If your respondent is involved in more than one activity and cannot tell you the main activity of the establishment where he works, then code the first activity that you have written down
Central and local government

Central government and local authority industry is, where possible, classified by the type of function performed by the employing department.

The Industry Reference List includes the main heading 'Local and central government, police, fire services, defence, justice and prisons' - category 27. On the three pages numbered 27 we have listed a number of local and central government services.

These lists make it clear that an industry description consisting solely of 'local authority' or 'civil service' is inadequate.

In order to code accurately you need to probe for details of the functions performed by the employing department, at the respondent's workplace.

Example:

Your respondent is an Executive Officer employed by the Department of Health and Social Security. She works in a local social security office which is responsible for deciding upon and making payments to claimants.

The industry is therefore code 781 in category 27, 'Local offices of the DHSS'.

However, if your respondent had been employed as an Executive Officer at DHSS administrative headquarters, her industry would have been coded 775 - 'National government activities, and all government departments not elsewhere classified'.
DESPATCH OF WORK

1. As noted in Chapter II, you should make one return of work per week during the field period. If no work is completed in any week, please send in a Weekly Return form explaining why.

   If you are working on two or more LFS(A) quotas at the same time, would you please complete separate Weekly Returns for each quota.

2. Please return your documents in the order described below:

   **Households interviewed**
   When you have completed an 'E' questionnaire for a household, put the related documents inside it, in the following order:

   ON TOP: Rapid Results Sheet(s)
   'A' questionnaire
   'B' questionnaires - in person number order, with person 01 on top

   **No interview achieved**
   For these addresses/households you will return only a completed 'E' questionnaire.

   **Multi-occupied addresses**
   Do not return any documents until you have dealt with the whole address. Then arrange the documents for each household as described above, with the households in household number order.

3. Include a Weekly Return form with each despatch. Enter the serial numbers on the form in address number order.

4. Arrange the questionnaires in address number order within the envopak, whether or not you have achieved an interview.

5. Return your work to your Regional Office at St Catherines House.

STUDY TIME

The study time allowance on the survey is 3 1/2 hours.

We suggest that you take 3 hours to study the instructions and use the remaining half hour to complete the exercises.
**Occupation and industry coding**

Interviewers who have not worked on the Continuous Labour Force Survey will have been invited to attend a training session on occupation and industry coding. These interviewers are allowed 1½ additional hours of study time for reading the occupation and industry section of these instructions (Chapter IX).

The additional 1½ hours should be claimed for on the claims form completed for attendance at the training session.

**CHECKING TIME**

Checking time per completed interview is 20 minutes. These 20 minutes are to cover such things as:

1. Making up of notebook and completion of 'E' questionnaires.
2. Coding of OCC and IND.
3. Completion of Rapid Results sheets.
4. A brief check of completed documents to ensure that:
   a. all serial numbers have been entered correctly
   b. all person numbers have been entered correctly
   c. documents are in the correct order for dispatch
   d. the Weekly Return form has been completed accurately.

**CLAIMS**

Survey number = 765
Stage number = 99
Fieldwork activity code = 4

**QUERIES OR PROBLEMS**

Queries/problems concerning - work progress: Regional Office
- survey content: Viv Lane ext 2497
- or response: Steve Wennell ext 2342
- research: Philip White ext 2325
- sampling: SIU ext 2366/2354

If you are in doubt about whom to contact with a query we suggest that you ring your regional office.
1 ESTABLISH WHO IS HEAD OF HOUSEHOLD AND LIST ALL OTHERS IN TERMS OF THEIR RELATIONSHIP TO HOH

<table>
<thead>
<tr>
<th>Ring</th>
<th>Per</th>
<th>No</th>
<th>Relationship to HOH</th>
<th>Code</th>
<th>M</th>
<th>F</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td>HOH</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
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<td></td>
<td>Head of household</td>
<td>1</td>
<td>2</td>
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<td></td>
<td></td>
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<tr>
<td>03</td>
<td></td>
<td></td>
<td>Wife of HOH</td>
<td>2</td>
<td>2</td>
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<td>Child of HOH/Wife</td>
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<td>2</td>
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<td></td>
<td></td>
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<tr>
<td>06</td>
<td></td>
<td></td>
<td>Other relation of HOH/Wife</td>
<td>5</td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

8-10 INTERVIEWER CHECK

8 Check that person no. is ringed for each person in household and ENTER TOTAL NO OF PERSONS IN HOUSEHOLD

If 10 or more persons continue on another Questionnaire A starting on row below HOH and renumbering person nos as 10, 11 etc

9 ENTER TOTAL NO OF PERSONS AGED 16 AND OVER IN HOUSEHOLD

10 ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS

Enter at top of page the HOUSEHOLD NO to which this questionnaire refers

If 11 or more households refer to Sampling Implementation Unit and enter as well the total no of households selected in sample

15 Does your landlord provide this accommodation

READ OUT furnished 1 partly furnished 2 or unfurnished 3

16 Ask A17-29 for each household member in turn first ring person number at top of each column.
**COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER IN TURN. FIRST RING PERSON NUMBER.**

<table>
<thead>
<tr>
<th>PERSON 01</th>
<th>PERSON 02</th>
<th>PERSON 03</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. What is nationality?</td>
<td>17. What is nationality?</td>
<td>17. What is nationality?</td>
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<tr>
<td>UK/British 101</td>
<td>UK/British 011</td>
<td>UK/British 011</td>
</tr>
<tr>
<td>Irish Republic 061</td>
<td>Irish Republic 061</td>
<td>Irish Republic 061</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
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**SKIP TO**

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<th>18. In what country was born?</th>
<th>18. In what country was born?</th>
<th>18. In what country was born?</th>
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<tr>
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<td>UK/Britain 011</td>
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**SKIP TO**

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<td>UK/British 011</td>
<td>UK/British 011</td>
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**SHOW CARD A/READ OUT**

<table>
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<th>To which of these groups do you consider belongs?</th>
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<td>ENTER CODE (01-10) Specify codes 09/10</td>
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**SKIP TO**

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<th>23. Is living in the same accommodation as a year ago?</th>
<th>23. Is living in the same accommodation as a year ago?</th>
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<tbody>
<tr>
<td>Yes 011</td>
<td>Yes 011</td>
<td>Yes 011</td>
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<td>No 021</td>
<td>No 021</td>
<td>No 021</td>
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<tr>
<td>Baby under year 031</td>
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<table>
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<th>24. Where was living one year ago?</th>
<th>24. Where was living one year ago?</th>
<th>24. Where was living one year ago?</th>
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<tr>
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<td>IF IN UK: Town</td>
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<td>County 051</td>
<td>County 051</td>
<td>County 051</td>
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<tr>
<td>IF OUTSIDE UK: Country</td>
<td>IF OUTSIDE UK: Country</td>
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**SKIP TO**

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<th>25. CHECK Man aged 16-64/ Woman aged 16-59</th>
<th>25. CHECK Man aged 16-64/ Woman aged 16-59</th>
<th>25. CHECK Man aged 16-64/ Woman aged 16-59</th>
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<tbody>
<tr>
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**SKIP TO**

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<th>26. Did move at any time in the last 12 months because of his/her job or to look for work?</th>
<th>26. Did move at any time in the last 12 months because of his/her job or to look for work?</th>
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<tbody>
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<td>Yes 011</td>
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**SKIP TO**

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<th>27. How many times did move during the last 12 months for those reasons?</th>
<th>27. How many times did move during the last 12 months for those reasons?</th>
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<tbody>
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<td>No. of times 021</td>
<td>No. of times 021</td>
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**SKIP TO**

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<td>YES - Ask no. of times 091</td>
<td>YES - Ask no. of times 091</td>
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**SKIP TO**

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<th>29. IF MORE HOUSEHOLD MEMBERS: go to next column.</th>
<th>29. IF MORE HOUSEHOLD MEMBERS: go to next column.</th>
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<tbody>
<tr>
<td>check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over.</td>
<td>check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over.</td>
<td>check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over.</td>
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**SKIP TO**

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### PERSON 07

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<th>Action 4</th>
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<td>17 What is nationality?</td>
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<td>Irish Republic</td>
<td>06</td>
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</tr>
<tr>
<td>Other (SPECIFY)</td>
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<tr>
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<td>Other (SPECIFY)</td>
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<tr>
<td>a British Overseas Citizen, a British Dependent Territorial Citizen, or a British Citizen?</td>
<td>1</td>
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<td>22 SHOW CARD A/READ OUT</td>
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<td>To which of these groups do you consider belongs?</td>
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<td>23 Is living in the same accommodation as a year ago?</td>
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<td>Yes</td>
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<td>No</td>
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<tr>
<td>Baby under 1 year</td>
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<tr>
<td>24 Where was the man aged 16-64 living one year ago?</td>
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<td>CODE Same Person 01</td>
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<td>OR ENTER IF IN UK Town County</td>
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<td>OR ENTER IF OUTSIDE UK Country</td>
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<tr>
<td>25 CHECK Man aged 16-64/ Woman aged 16-59</td>
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<td>27 How many times did the man move during the last 12 months for those reasons?</td>
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<td>No of times</td>
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### PERSON 08

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<td>21 Has the woman aged 16-59/born an Irish Citizen?</td>
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<tr>
<td>a British Overseas Citizen, a British Dependent Territorial Citizen, or a British Citizen?</td>
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<td>OR ENTER IF OUTSIDE UK Country</td>
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### PERSON 09

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<tr>
<td>To which of these groups do you consider belongs?</td>
<td></td>
<td>09/10</td>
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<tr>
<td>23 Is living in the same accommodation as a year ago?</td>
<td></td>
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<tr>
<td>Yes</td>
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<td>No</td>
<td>2</td>
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<td></td>
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</tr>
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<td>Baby under 1 year</td>
<td>3</td>
<td></td>
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<tr>
<td>24 Where was the woman aged 16-59 living one year ago?</td>
<td></td>
<td>CODE Same Person 01</td>
<td></td>
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<tr>
<td>OR ENTER IF IN UK Town County</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>OR ENTER IF OUTSIDE UK Country</td>
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<tr>
<td>25 CHECK Man aged 16-64/ Woman aged 16-59</td>
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<tr>
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<tr>
<td>Other (SPECIFY)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Additional Information

- If More Household Members go to next column
- If NO More Household Members check age at A5 and complete a white B questionnaire for each person aged 16 or over
- If More Household Members go to next column
- If NO More Household Members check age at A5 and complete a white B questionnaire for each person aged 16 or over
- Under 16s end here
**COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER IN TURN. FIRST RING PERSON NUMBER.**

### PERSON 04

<table>
<thead>
<tr>
<th>Question</th>
<th>Code</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is nationality?</td>
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<tr>
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<tr>
<td>In what country was born?</td>
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<tr>
<td>In what year did first arrive in the United Kingdom?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If outside UK, enter country.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR ENTER:</td>
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<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
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<tr>
<td>OR OUTSIDE UK</td>
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<tr>
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<td>Show Card A/Read Out</td>
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<tr>
<td>Enter Code (01-10)</td>
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</tr>
<tr>
<td>Is living in the same accommodation as a year ago?</td>
<td></td>
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<tr>
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<td>1</td>
<td></td>
</tr>
<tr>
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<tr>
<td>Baby under 1 year</td>
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<tr>
<td>Where was living one year ago.</td>
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<tr>
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<tr>
<td>IF IN UK: Town</td>
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<tr>
<td>Country</td>
<td></td>
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</tr>
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<td></td>
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</tr>
<tr>
<td>Country</td>
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<td></td>
</tr>
<tr>
<td>Check: Man aged 16-64/ Woman aged 16-59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did move at any time in the last 12 months because of his/her job or to look for work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>How many times did move during the last 12 months for those reasons?</td>
<td></td>
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<tr>
<td>Yes</td>
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<tr>
<td>Check: Employment Transfer Scheme?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR the employer concerned?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES - Ask no of times</td>
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<td>Employment Transfer Scheme?</td>
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### PERSON 05

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<tr>
<td>Irish Republic</td>
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</tr>
<tr>
<td>Other (SPECIFY)</td>
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</tr>
<tr>
<td>In what country was born?</td>
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<td>UK/British</td>
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<td>Other (SPECIFY)</td>
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</tr>
<tr>
<td>In what year did first arrive in the United Kingdom?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If outside UK, enter country.</td>
<td></td>
<td></td>
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<tr>
<td>OR ENTER:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR OUTSIDE UK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
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</tr>
<tr>
<td>Show Card A/Read Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Code (01-10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify codes 08/10</td>
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<td></td>
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<tr>
<td>Is living in the same accommodation as a year ago?</td>
<td></td>
<td></td>
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<tr>
<td>Yes</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>No</td>
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<tr>
<td>Baby under 1 year</td>
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<td></td>
</tr>
<tr>
<td>Where was living one year ago.</td>
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<td></td>
</tr>
<tr>
<td>Code: Same as Person 01</td>
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<td></td>
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<tr>
<td>OR ENTER:</td>
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<td></td>
</tr>
<tr>
<td>IF IN UK: Town</td>
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<tr>
<td>Check: Man aged 16-64/ Woman aged 16-59</td>
<td></td>
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<tr>
<td>Others</td>
<td></td>
<td></td>
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<tr>
<td>Did move at any time in the last 12 months because of his/her job or to look for work?</td>
<td></td>
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<tr>
<td>Yes</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>No</td>
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<td></td>
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<tr>
<td>How many times did move during the last 12 months for those reasons?</td>
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<td>Yes</td>
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<td></td>
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### PERSON 06

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<th>Question</th>
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<tr>
<td>What is nationality?</td>
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<tr>
<td>In what country was born?</td>
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<tr>
<td>In what year did first arrive in the United Kingdom?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If outside UK, enter country.</td>
<td></td>
<td></td>
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<td>Code: Same as Person 01</td>
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<tr>
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<tr>
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<td>Did move at any time in the last 12 months because of his/her job or to look for work?</td>
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</table>
1985 LABOUR FORCE SURVEY (A)
CODE FROM BROWN QUESTIONNAIRE A
Person Number to whom this questionnaire relates →
Person Number of respondent providing information →

1 ENTER REFERENCE WEEK

Week ending Sunday

2 INTERVIEWER CHECK
Person aged 16-19

3 Were you on the Youth Training Scheme (YTS) (last week) that is in the seven days ending Sunday (DATE AT B1)?
Yes → 4
No → 5

4 (Last week) on your YTS scheme were you
CODE FIRST
THAT APPLIES
with an employer providing work temporarily away from an employer? temporarily away from a college or training centre?

5 Did you do any paid work (last week) that is in the seven days ending Sunday (DATE AT B1) either as an employee or as self-employed?
Yes → 9
No → 6

6 Even though you were not working did you have a job or business that you were away from (last week)?
Yes → 7
No → 63
Waiting to take up a new job/business already obtained

7 What was the main reason that you were away from work (last week)?
Maternity leave
Other leave/holiday
Sick or injured
Attending a training course away from own workplace
Laid off/short time/work interrupted by bad weather
labour dispute at own workplace
economic and other causes
Other personal/family reasons
Other reasons

8 INTERVIEWER CHECK

In a job but away from paid work last week (B6 CODED 1)
On YTS and temporarily away from an employer (B4 CODED 3)

9 Was the job/business that you were in/away from (last week)

10 Did you get the work that you were doing (last week)

11 Were you being paid for that work

12 SHOW CARD B
Would you please look at the card and tell me which of these statements describes why you took a temporary rather than a permanent job?

13 Other reasons

Office of Population Censuses and Surveys Kingsway London WC2B 6JL
13. What was your (main) occupation (last week)?
   (a) ENTER JOB TITLE

   (b) DESCRIBE FULLY WORK DONE

14. 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.

15. Were you working as an employee or were you self-employed?
   Employee........................................1 → 16
   Self-employed.......................................2 → 17

16. ASK OR RECORD
   Did you have any managerial duties, or were you supervising any other employees?
   Manager...........................................1 → 18
   Foreman/supervisor.................................2
   Not manager or supervisor..........................3

17. ASK OR RECORD
   Were you working on your own or did you have employees?
   On own...........................................1 → 19
   With employees.....................................2 → 18

18. In the place where you worked were there:
   READ 25 or more employees ................................1 → 19
   or fewer than 25 employees?............................2

19. How long have you been continuously employed by this employer/self-employed?
   Less than 3 months..................................1 → 20
   3 months but less than 6 months..............................2
   6 months but less than 1 year.................................3
   1 year but less than 2 years..................................4
   2 years but less than 5 years..................................5
   5 years but less than 10 years...............................6
   10 years but less than 20 years............................7
   20 years or more......................................8

20. In that job were you working:
   READ full-time......................................1 → 22
   OUT or part-time?....................................2 → 21

21. SHOW CARD C
   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?
   Would you please tell me which of the following statements describes why you took a part-time rather than a full-time job?
   CODE YOU were a student you were at school........1
   FIRST You were ill or disabled...........................2
   THAT APPLIES You could not find a full-time job......3 → 22
   You did not want a full-time job..........................4
   Or was there some other reason?...........................5

121
22 How many hours a week do you usually work in your (main) job/business that is excluding mealbreaks and any paid or unpaid overtime? 
IF VARIES, TAKE ENTER HOURS AVERAGE OVER LAST 4 WEEKS OR CODE 99 or more hours

23 ASK (OR RECORD IF ALREADY TOLD NEVER DO PAID OVERTIME) 
In addition to this do you work paid overtime 
READ regularly OUT occasionally or never?

24 How many hours paid overtime do you usually work in a week? 
IF VARIES TAKE ENTER HOURS AVERAGE OVER LAST 4 WEEKS

25 ASK (OR RECORD IF AWAY FROM WORK LAST WEEK) 
Did you do any paid overtime (last week)? 
Yes 1 26 No 2 27

26 How many hours paid overtime did you work (last week)? 
ENTER HOURS

27 ASK (OR RECORD IF ALREADY TOLD NEVER DO UNPAID OVERTIME) 
Do you work unpaid overtime 
READ regularly OUT occasionally or never?

28 How many hours unpaid overtime do you usually work in a week? 
IF VARIES TAKE ENTER HOURS AVERAGE OVER LAST 4 WEEKS

29 May I just check did you do any unpaid overtime (last week)? 
Yes 1 30 No 2 31

30 How many hours unpaid overtime did you work (last week)? 
ENTER HOURS

31 INTERVIEWER TOTAL A + B + C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT 
ENTER TOTAL NO OF USUAL HOURS OR CODE 99 or more hours

32 INTERVIEWER CHECK 
Did paid work (last week) (B5 CODED 1) 
or was on YTS with an employer (B4 CODED 1) 
Did no paid work (last week) (B5 CODED 2) 
or was on YTS and temporarily away from an employer (B4 CODED 3)

33 How many hours did you actually work (last week) in your (main) job in total that is excluding mealbreaks (but including the paid/unpaid overtime you have told me about)? 
ENTER TOTAL NO OF ACTUAL HOURS OR CODE 99 or more hours

34 ASK OR RECORD 
(Last week) did you work 
READ more hours than usual OUT fewer hours than usual or the same number of hours as usual?

35 What was the main reason that (last week) you did fewer hours than usual? 
Number of hours worked varies 
Bank holiday 
Maternity leave 
Other leave/holiday 
Sick or injured 
Attending a training course away from own workplace 
Started new job/changed jobs 
Ended job and did not start new one that week 
Laid off/short time/work interrupted by bad weather 
Labour dispute at own workplace 
Economic and other causes 
Other personal/family reasons 
Other reasons

36 Does the total number of hours you work tend to vary from week to week? 
Yes 1 37 No 2

37 Do you do shiftwork at all? 
Yes 1 38 No 2 39
38. **SHOW CARD D**
Which of the categories on this card describes the shiftwork that you do?
Which of the following categories describes the shiftwork that you do?

<table>
<thead>
<tr>
<th>CODE</th>
<th>Descriptions</th>
<th>SKIP TO</th>
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<tbody>
<tr>
<td>FIRST</td>
<td>Three-shift working</td>
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<tr>
<td>THAT</td>
<td>Continental shifts</td>
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<tr>
<td>APPLIES</td>
<td>Two-shift system with 'earlies' and 'lates'/double day shifts</td>
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<tr>
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<td>Sometimes night and sometimes day shifts</td>
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<tr>
<td></td>
<td>Split shifts</td>
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<tr>
<td></td>
<td>Morning shifts</td>
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<tr>
<td></td>
<td>Afternoon shifts</td>
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<td></td>
<td>Evening or twilight shifts</td>
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<td></td>
<td>Night shifts</td>
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<td></td>
<td>Weekend shifts</td>
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<tr>
<td></td>
<td>Other type of shiftwork</td>
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39. **SHOW CARD E**
Which of the categories on this card best describes the times of day you usually work?
Which of the following categories best describes the times of day you usually work?

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
<th>SKIP TO</th>
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</thead>
<tbody>
<tr>
<td>ONE</td>
<td>Mornings only</td>
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<tr>
<td>ONLY</td>
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<td>2</td>
</tr>
<tr>
<td></td>
<td>During the day</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Evenings only</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>At night</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Both lunchtime and evenings</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Other times of day</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>It varies/no usual pattern</td>
<td>8</td>
</tr>
</tbody>
</table>

40. **SHOW CARD F**
In the four weeks ending Sunday (DATE AT B1), did you work on any weekend?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>41</td>
</tr>
</tbody>
</table>

41. Did you work:

<table>
<thead>
<tr>
<th>READ OUT</th>
<th>AND CODE</th>
<th>ONE ONLY</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>on Saturday(s)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on Sunday(s)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on both Saturday(s) and Sunday(s)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

42. (May I just check) in the last four weeks did you work weekends only, or did you work on any of the days Monday-Friday as well?

<table>
<thead>
<tr>
<th>Weekend only</th>
<th>Monday-Friday at all</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>43</td>
</tr>
</tbody>
</table>

43. **ASK OR RECORD**
Did you have any days off work (last week) because you were sick or injured?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>44</td>
</tr>
</tbody>
</table>

44. How many days (last week) from Monday to Saturday inclusive were you unable to work because you were sick or injured? (Please include even the days when you would not normally work)

<table>
<thead>
<tr>
<th>ENTER NO. OF DAYS</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45</td>
</tr>
</tbody>
</table>

45. How long in all were you/have you been unable to work in this (latest) spell of sickness or injury up to (DATE AT B1)? (Please include even the days when you would not normally work)

| 1-3 days (not including Sunday) | 01  |
| 4-6 days (not including Sunday) | 02  |
| More than 1 week - 2 weeks      | 03  |
| More than 2 weeks - 3 weeks      | 04  |
| More than 3 weeks - 4 weeks      | 05  |
| More than 4 weeks - 5 weeks      | 06  |
| More than 5 weeks - 6 weeks      | 07  |
| More than 6 weeks - 7 weeks      | 08  |
| More than 7 weeks - 8 weeks      | 09  |
| More than 8 weeks                | 10  |

46. **SHOW CARD G**
Did this spell of sickness or injury end last week?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>47</td>
</tr>
</tbody>
</table>
SECOND JOB LAST WEEK

47 (Last week) did you do any other paid work or have any other paid job or business in addition to the one you have just told me about?

Yes 1 → 48
No 2 → 57

48 Was that because you changed jobs (last week)?

Yes changed jobs during the week 1 → 57
No 2 → 50

49 (Last week) did you do any paid work or have any other paid job or business in addition to the YTS you have just told me about?

Yes 1 → 50
No 2 → 63

50 What was your occupation in your second job or business (last week)?

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY WORK DONE

51 What does the firm/organisation you worked for in that second job actually make or do (at the place where you work)?

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

52 In your second job were you working as an employee or were you self-employed?

Employee 1 → 53
Self-employed 2 → 54

53 ASK OR RECORD

Did you have any managerial duties or were you supervising any other employees?

Manager 1 → 55
Foreman/supervisor 2 → 55
Not manager or supervisor 3

54 ASK OR RECORD

Were you working on your own or did you have employees?

On own 1 → 56
With employees 2 → 55

55 In the place where you worked were there 25 or more employees or fewer than 25 employees?

READ OUT

25 or more employees 1 → 56
or fewer than 25 employees 2

56 How many hours did you actually work (last week) in your second job in total, that is excluding mealbreaks but including any paid or unpaid overtime?

ENTER TOTAL NO OF HOURS ACTUALLY WORKED (LAST WEEK) IN SECOND JOB → 57
### LOOKING FOR ANOTHER JOB

57. Were you looking for a different or additional paid job or business (last week)?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Skip to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>58</td>
<td>93</td>
</tr>
<tr>
<td>No</td>
<td>78A</td>
<td>61</td>
</tr>
</tbody>
</table>

58. Were you looking:

- **READ OUT AND CODE**
  - **FIRST THAT APPLIES**
    - for a new job to replace your present (main) job
    - or for an additional job?

59. Why were you looking for another job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present job may come to an end</td>
</tr>
<tr>
<td>2</td>
<td>Present job is to fill in time before finding another job</td>
</tr>
<tr>
<td>3</td>
<td>Pay unsatisfactory in present job</td>
</tr>
<tr>
<td>4</td>
<td>Journey to work unsatisfactory in present job</td>
</tr>
<tr>
<td>5</td>
<td>Respondent wants to work longer hours than in present job</td>
</tr>
<tr>
<td>6</td>
<td>Respondent wants to work shorter hours than in present job</td>
</tr>
<tr>
<td>7</td>
<td>Other aspects of present job unsatisfactory</td>
</tr>
<tr>
<td>8</td>
<td>Other reasons</td>
</tr>
</tbody>
</table>

### ASK ALL WHO DID NOT HAVE A JOB (LAST WEEK) OR WHO WERE WAITING TO TAKE UP A JOB

63. Have you ever had a paid job, apart from casual or holiday work (for the job that you were waiting to take up)?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>64</td>
</tr>
<tr>
<td>No</td>
<td>73</td>
</tr>
</tbody>
</table>

64. When did you leave your last job?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>65</td>
</tr>
</tbody>
</table>

65. What was your occupation in your last job?

- **a. ENTER JOB TITLE**
- **b. DESCRIBE FULLY WORK DONE**

### INTERVIEWER CHECK

60. Interviewer check:

- Code 5 ringed at previous question (559) [X]
- Code 6 ringed at previous question (559) [Y]
- Others [Z]

### IN THE JOB THAT YOU WERE LOOKING FOR, WOULD YOU RATHER WORK LONGER HOURS THAN IN YOUR PRESENT JOB, OR WOULD YOU RATHER WORK SHORTER HOURS?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Longer</td>
</tr>
<tr>
<td>2</td>
<td>Shorter</td>
</tr>
<tr>
<td>3</td>
<td>The same</td>
</tr>
<tr>
<td>4</td>
<td>Don't know/No preference</td>
</tr>
</tbody>
</table>

### WOULD YOU RATHER WORK SHORTER HOURS THAN AT PRESENT, EVEN IF IT MEANT LESS PAY?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, would still prefer shorter hours</td>
</tr>
<tr>
<td>2</td>
<td>No, would not prefer shorter hours</td>
</tr>
<tr>
<td>3</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

66. 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.
67 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>1</td>
<td>2</td>
</tr>
</tbody>
</table>

68 ASK OR RECORD
Did you have any managerial duties or were you supervising any other employees?

<table>
<thead>
<tr>
<th>Manager</th>
<th>Foreman/supervisor</th>
<th>Not manager or supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

69 ASK OR RECORD
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>1</td>
<td>2</td>
</tr>
</tbody>
</table>

70 In the place where you worked were there

<table>
<thead>
<tr>
<th>READ</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

71 Were you working?

<table>
<thead>
<tr>
<th>READ</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

72 SHOW CARD F
Would you please look at this card and tell me which of the statements on it best describes why you left that job?

<table>
<thead>
<tr>
<th>CODE</th>
<th>ONE</th>
<th>ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

73 Were you looking for any kind of paid work (last week)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

74 (Last week)
CODE FIRST THAT APPLIES

<table>
<thead>
<tr>
<th>Were you wanting to take up a job that you had already obtained?</th>
<th>Were you wanting for the results of an application for a job?</th>
<th>Was the reason you were not looking for work because you were temporarily sick or injured?</th>
<th>Or was the reason you were not looking for work because you were on holiday?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

75 INTERVIEWER CHECK

<table>
<thead>
<tr>
<th>Man aged 16-69/Woman aged 16-64</th>
<th>Man aged 70 or over/Woman aged 65 or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Y</td>
</tr>
</tbody>
</table>

76 May I just check, what was the main reason you were not looking for work (last week)?

<table>
<thead>
<tr>
<th>On YTS</th>
<th>Student</th>
<th>Long-term sick or disabled</th>
<th>Looking after family/home</th>
<th>Retired from paid work</th>
<th>Doesn't want/need employment</th>
<th>Believes no jobs available</th>
<th>Not yet started looking</th>
<th>Any other reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

77 Even though you were not looking for work (last week) would you like to have a regular paid job at the moment, either full or part time?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

78A Were you/Will you be looking for work

<table>
<thead>
<tr>
<th>Will you be working/Would you like work as an employee</th>
<th>Will you be working/Would you like work as self-employed</th>
<th>No preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

78B Will you be working/Would you like

<table>
<thead>
<tr>
<th>full-time</th>
<th>or part-time (work)?</th>
<th>No preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

79 Were you/Will you be looking for

<table>
<thead>
<tr>
<th>Will you be working/Would you like full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

80 If you could not find/had not found a full-time job would you (have) accepted a part-time job?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

81 If you could not find/had not found a part-time job would you (have) accepted a full-time job?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
82. INTERVIEWER CHECK

Looking for work (last week)  
(B57 OR B73 CODED 1)  
(W)  

Waiting to start a new job (last week)  
or waiting for results of a job application  
or not looking for work (last week) because  
temporarily sick or on holiday  
(B74 CODED 1, 2, 3 OR 4)  
(X)  

Not yet started looking for work  
(B76 CODED 8)  
(Y)  

Not looking for work (last week)  
but would like a job  
(B77 CODED 1)  
(Z)  

83. How long have you been/ were you looking  
for paid work / an additional or replacement job?  

PROMPT AS NECESSARY  
Less than 1 month  1  
1 month but less than 3 months  2  
3 months but less than 6 months  3  
6 months but less than 12 months  4  
12 months but less than 18 months  5  
18 months but less than 2 years  6  
2 years but less than 3 years  7  
3 years but less than 4 years  8  
4 years or more  9  

84. INTERVIEWER CHECK

No paid job (last week) or on YTS at college  
(B6 CODED 2 OR 3 OR B4 CODED 2 OR 4)  
(X)  

Paid job (last week) or on YTS with employer  
(B5 OR B6 CODED 1 OR B4 CODED 1 OR 3)  
(Y)  

85. Immediately before you started to look for paid work,  
were you:  

READ OUT  
AND CODE  
ONE ONLY  
(MAIN  
ACTIVITY)  
working  1  
in full-time education or training  2  
looking after the family or home  3  
were you doing something else?  4  

86. May I just check, were you:  

READ OUT  
AND CODE  
ONE ONLY  
at school  1  
on YTS  2  
or were you in some other full-time  
education or training?  3  

87. If a job had been available (last week), would you  
have been able to start it within two weeks?  
Yes  1  
No  2  

88. Why would you not have been able to start within  
two weeks?  
CODE ONE ONLY  
(MAIN REASON)  
Must complete education  1  
Cannot leave present job within  2  
two weeks  
Personal or family responsibilities  3  
Own illness or injury  4  
Other reason  5 

89. INTERVIEWER CHECK

Looking for work (last week)  
(B57 OR B73 CODED 1)  
(W)  

Not yet started looking for paid work  
(B76 CODED 8)  
(X)  

Waiting to start a new job (last week)  
or waiting for results of a job application  
or not looking for work (last week) because  
temporarily sick or on holiday  
(B74 CODED 1, 2, 3 OR 4)  
(Y)  

Not looking for work (last week)  
but would like a job  
(B77 CODED 1)  
(Z)  

90. Thinking of the 4 weeks ending Sunday  
(DATE AT B1), were you looking for any kind of  
paid work at any time in those 4 weeks?  
Yes  1  
No  2  

91. In the 4 weeks ending Sunday (DATE AT B1),  
did you do any of these things:  

CODE YES OR NO FOR EACH METHOD  
Visit a Jobcentre, a government  
Employment Office or Careers Office,  
or Professional and Executive Recruitment?  
Yes  1  
No  2  

Have your name on the books of a private  
employment agency?  2  

Advertise for jobs in newspapers or journals?  
3  

Answer advertisements in newspapers or  
journals?  4  

(If CODE 4 RINGED, RING CODE 5 ALSO)  
Study situations vacant columns in  
newspapers or journals?  5  

Apply directly to employers?  
6  

Ask friends, relatives, colleagues or trade unions  
about jobs?  7  

Wait for the results of an application  
for a job?  8  

Do anything else to find work?  9  

92. FROM B91 CODE MAIN OR ONLY METHOD  
MAIN OR ONLY METHOD  

127
**INTERVIEWER CHECK**

<table>
<thead>
<tr>
<th>Man aged 16-69/Woman aged 16-64</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- paid job (last week) (B5 OR B6 CODED 1)</td>
<td>W</td>
</tr>
<tr>
<td>- no paid job (last week) (B6 CODED 2 OR 3)</td>
<td>X</td>
</tr>
<tr>
<td>- on the Youth Training Scheme (YTS) (B3 CODED 1)</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Man aged 70 or over/Woman aged 65 or over</th>
<th></th>
</tr>
</thead>
</table>

**SHOW CARD G**

Which of the categories on this card best describes your circumstances one year ago that is in (MONTH OF INTERVIEW) 1984?

- Working in a paid job or business? 1
- Laid off or on short time at firm? 2
- Unemployed actively seeking work? 3
- On a special government scheme? 4
- A full-time student or pupil? 5
- Retired from paid work? 6
- Looking after the family or home? 7
- Long-term sick or disabled? 8
- None of these? 9

**SITUATION ONE YEAR AGO**

Which of the following categories best describes your circumstances one year ago, that is in (MONTH OF INTERVIEW) 1984?

Were you

<table>
<thead>
<tr>
<th>CODE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST</td>
<td></td>
</tr>
<tr>
<td>THAT</td>
<td></td>
</tr>
<tr>
<td>APPLIES</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Working in a paid job or business?</td>
</tr>
<tr>
<td>2</td>
<td>Laid off or on short time at firm?</td>
</tr>
<tr>
<td>3</td>
<td>Unemployed actively seeking work?</td>
</tr>
<tr>
<td>4</td>
<td>On a special government scheme?</td>
</tr>
<tr>
<td>5</td>
<td>A full-time student or pupil?</td>
</tr>
<tr>
<td>6</td>
<td>Retired from paid work?</td>
</tr>
<tr>
<td>7</td>
<td>Looking after the family or home?</td>
</tr>
<tr>
<td>8</td>
<td>Long-term sick or disabled?</td>
</tr>
<tr>
<td>9</td>
<td>None of these?</td>
</tr>
</tbody>
</table>

**100 IF DIFFERENT JOB**

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY WORK DONE

**101** Were you working for the same firm/organisation as (last week) as in your last job?

<table>
<thead>
<tr>
<th>CODE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes the same</td>
</tr>
<tr>
<td>2</td>
<td>No different</td>
</tr>
</tbody>
</table>

**102** What did the firm/organisation you worked for one year ago actually make or do (at the place you worked)?

PROBE WHETHER MANUFACTURING/PROCESSING AND GIVE END PRODUCT OF FIRM DESCRIBE FULLY
### 103. INTERVIEWER CHECK

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Same job with same firm/organisation (S99 CODED 1 AND B101 CODED 1)</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Change of job or firm/organisation (S99 CODED 2 OR B101 CODED 2)</td>
<td></td>
</tr>
</tbody>
</table>

### 104. INTERVIEWER: REFER BACK TO OCCUPATION AND INDUSTRY (LAST WEEK)/IN LAST JOB AND CHECK B105-B109 WITH RESPONDENT

### 105. (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>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Self-employed</td>
<td></td>
</tr>
</tbody>
</table>

### 106. ASK OR RECORD

Did you have any managerial duties, or were you supervising any other employees?

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Foreman/supervisor</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Not manager or supervisor</td>
<td></td>
</tr>
</tbody>
</table>

### 107. ASK OR RECORD

Were you working on your own or did you have employees?

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On own</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>With employees</td>
<td></td>
</tr>
</tbody>
</table>

### 108. In the place where you worked one year ago were there

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Read 25 or more employees</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out fewer than 25 employees</td>
<td></td>
</tr>
</tbody>
</table>

### 109. In that job were you working:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Read full-time</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out part-time?</td>
<td></td>
</tr>
</tbody>
</table>

### 110. INTERVIEWER CHECK

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Man aged 16-64</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Woman aged 16-59</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Man aged 65 or over/Woman aged 60 or over</td>
<td></td>
</tr>
</tbody>
</table>

### 111. INTERVIEWER CHECK

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Interview is being conducted on the telephone</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Interview is being conducted face-to-face</td>
<td></td>
</tr>
</tbody>
</table>

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>

### 112. EDUCATION AND TRAINING

I would now like to talk about education and training. I'm going to read out a list of qualifications. Please listen to the list all the way through and then tell me if you have any of the qualifications mentioned.

**READ COMPLETE LIST:**
- CSE, 'O' level, 'A' level, or any other educational, business or technical qualifications
- City and Guilds
- A teaching or nursing qualification
- A degree or degree-level qualification such as membership of a professional institute
- Any qualification connected with work

**ASK:**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Don't know</td>
<td></td>
</tr>
</tbody>
</table>

### 113. I would now like to talk about education and training.

**SHOW CARD H**

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

Which of the following qualifications do you think you have?

**PROMPT CODES 01-12 IN ORDER LISTED ON CARD, THEN PROMPT CODE 13**

**CODE ALL THAT APPLY OF CODES 01-13**

**SPECIFY MEANS:**
- **GIVE TITLE OF COURSE OR QUALIFICATION**
- **IN FULL AND LIST SUBJECTS STUDIED**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Higher degree (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>First degree (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Other degree level qualification such as graduate membership of professional institute (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>BTEC or SCOTBTEC/BEC or SCOTBEC (Higher)/ TEC or SCOTEC (Higher)/HNC, HND</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Teaching qualification: secondary</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>primary</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Nursing qualification (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>BTEC or SCOTBTEC/BEC or SCOTBEC (National or General)/TEC or SCOTEC (National or General)/ O &amp; SC (Higher)/TEC or SCOTEC (Ordinary)/ ONC, OND</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>City and Guilds</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>'A' level or equivalent/SLC (Higher), SCE (Higher), SUPE (Higher)/Certificate of Sixth Year Studies</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>'O' level or equivalent (including CSE grade 1)/ SLC (Lower), SCE (Ordinary), SUPE (Lower or Ordinary)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>CSE (other than grade 1)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Any other professional/vocational qualification (SPECIFY)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>None of these qualifications</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Don't know</td>
<td></td>
</tr>
</tbody>
</table>
128. SHOW CARD L
Where was the main place that you did this training (in the last 4 weeks)? Please choose your answer from this card.

Where was the main place that you did this training (in the last 4 weeks)? Please choose your answer from the following list. READ OUT COMPLETE LIST

- On premises belonging to your employer
- On premises belonging to another employer
- Private training centre
- Skill Centre
- Employment Rehabilitation Centre
- Community Project
- Government or local authority training workshop
- ITeC (Information Technology Centre)
- Open University/Open Tech
- Other correspondence course
- Other educational institution
- None of these (Don't know)

129. Who paid the fees for this training?

- CODE
  - Employer/potential employer
  - YTS/TOPS
  - All other government or local authority organisations
  - Other
  - Self/family relative
  - No fees
  - Don't know

130. INTERVIEWER CHECK

- Employee (B15 CODE 1)
- Self-employed (B15 CODE 2)
- Others

131. While you were receiving this training, did your employer pay your basic wages?

- READ IN FULL
- READ IN PART
- READ NOT AT ALL

132. Was this training meant for your current job?

- Yes
- No
- Don't know

133. Was this training for a specific occupation?

- No
- Don't know
- Yes (specify)

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY WORK DONE IN THE OCCUPATION

134. Did the training end in the (last 4 weeks)?

- Yes, ended in (last 4 weeks)
- No, still continuing

135. What was/is the total length of the training course?

- LESS THAN 1 WEEK
- 1 WEEK BUT LESS THAN 2 WEEKS
- 2 WEEKS BUT LESS THAN 3 WEEKS
- 3 WEEKS BUT LESS THAN A MONTH
- 1 MONTH BUT LESS THAN 2 MONTHS
- 2 MONTHS BUT LESS THAN 3 MONTHS
- 3 MONTHS BUT LESS THAN 6 MONTHS
- 6 MONTHS BUT LESS THAN A YEAR
- 1 YEAR BUT LESS THAN 2 YEARS
- 2 YEARS BUT LESS THAN 3 YEARS
- 3 YEARS OR MORE

136. SHOW CARD M
Do you have any of the health problems or disabilities listed on this card?

- CODE
  - Problems or disability connected with all arms, legs, hands, feet, back or neck (including arthritis or rheumatism)
  - Difficulty in seeing
  - Difficulty in hearing
  - Skin conditions, allergies
  - Chest or breathing problems, asthma, bronchitis
  - Heart, blood pressure or blood circulation problems
  - Stomach, liver, kidney or digestive problems
  - Diabetes
  - Depression, bad nerves
  - Epilepsy
  - Other health problems or disabilities
  - No health problems or disabilities

137. FROM B136 PRIORITY CODE UP TO THREE HEALTH PROBLEMS OR DISABILITIES, STARTING WITH THE PROBLEM OR DISABILITY THAT AFFECTS THE PERSON MOST

138. Does this/Do any of these health problems or disabilities limit the kind of paid work that you can do?

- Yes
- No

139. GO TO NEXT PERSON AGED 16 OR OVER.
IF NO MORE IN HOUSEHOLD: End interview and complete the E questionnaire.
**1985 LABOUR FORCE SURVEY (A) CALLS AND OUTCOME QUESTIONNAIRE E**

**ENGLAND AND WALES**

<table>
<thead>
<tr>
<th>Interviewer's name</th>
<th>Interviewer's no</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMPLETE AN 'E' QUESTIONNAIRE FOR EACH HOUSEHOLD/HOUSEHOLD SPACE/INELEGIBLE ADDRESS**

Name(s), if known  
M  |  F

AFFIX ADDRESS LABEL

---

**1 INTERVIEWER CHECK.**

- R box coded 1
- R box coded 2
- R box coded 3

**2 Telephone number supplied**

- Telephone number supplied
- Telephone number not supplied

**3 Calls made on household by telephone**

<table>
<thead>
<tr>
<th>Ring call no</th>
<th>Day</th>
<th>Date</th>
<th>Month</th>
<th>Time 24 hr clock</th>
<th>Any int. done</th>
<th>No reply</th>
<th>Appt made</th>
<th>Int. withdraws</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

4. OUTCOME FOR THIS HOUSEHOLD OR, IF INELIGIBLE, THIS ADDRESS

Full interview achieved:
All 'A' and 'B' questionnaires completed

Part interview achieved:
'A' questionnaire and at least one 'B' completed,
but one or more 'B' questionnaires not completed

No 'B' questionnaires completed:
WRITE IN REASON WHY NO INTERVIEW ACHIEVED
AND REFER TO SUPERVISOR

5. NUMBER OF HOUSEHOLDS AT THIS ADDRESS (SEE A10)

One household only

More than one household
ENTER NUMBER

SUPERVISOR

Outright refusal
Circumstantial refusal
Reissued to Field

END

COMPLETE E12-E16
AND REFER TO SUPERVISOR
6 Calls made in person on this household/ ineligible address

<table>
<thead>
<tr>
<th>Ring call no</th>
<th>Day</th>
<th>Date</th>
<th>Month</th>
<th>Time 24 hr clock</th>
<th>Any int done</th>
<th>No reply</th>
<th>Appt made</th>
<th>Int. withdraws</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td></td>
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<tr>
<td>02</td>
<td></td>
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<td></td>
<td></td>
<td>90</td>
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<td>K</td>
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<td>K</td>
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<td>04</td>
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<td></td>
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<td>K</td>
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</tr>
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<td>90</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>

7 NUMBER OF HOUSEHOLD SPACES AT THIS ADDRESS
(at time of first call)

8 OUTCOME FOR THIS HOUSEHOLD OR IF INELIGIBLE THIS ADDRESS

- Full interview achieved
  - All A and B questionnaires completed
- Part interview achieved
  - 'A questionnaire and at least one 'B completed
  - but one or more 'B questionnaires not completed
- No 'B questionnaires completed
  - Outright refusal
  - Circumstantial refusal
  - Non-contact
  - Ineligible
    - vacant
    - under construction
    - holiday accommodation
    - second residence
    - derelict/demolished
    - non-residential institution
    - No trace of address

9 DOES RESPONDENT HAVE THE USE OF A TELEPHONE?
- Yes
- No

10 ENTER TELEPHONE NUMBER
(GIVE FULL STD CODE)

11 ENTER NAME OF MAIN RESPONDENT
12. ENTER NO. OF 'A' QUESTIONNAIRES ATTACHED

13. ENTER NO. OF 'B' QUESTIONNAIRES ATTACHED

14. INTERVIEWER CHECK: Does E13 = A97?
   Yes ............. 1 16
   No ............. 2 15

15. EXPLAIN REASON FOR PARTIAL RESPONSE

16. TOTAL LENGTH OF INTERVIEW(S)
    AT THIS HOUSEHOLD (in minutes)

17. REFUSALS, NON-CONTACTS, INELIGIBLES:
   Describe below what happened at each stage of contact -
   both what you said and what the respondents/ neighbours etc said.
   Also give a description of the address, and the make-up of the household, if known.