## CONTENTS

1 **INTRODUCTION, BACKGROUND AND MAIN FEATURES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Background to the survey</td>
<td>1</td>
</tr>
<tr>
<td>1.2 The organisation of the survey</td>
<td>2</td>
</tr>
<tr>
<td>1.3 Sample and confidentiality</td>
<td>2</td>
</tr>
<tr>
<td>1.4 Ineligible addresses</td>
<td>3</td>
</tr>
<tr>
<td>1.5 Face-to-face and telephone interviewing</td>
<td>4</td>
</tr>
<tr>
<td>1.6 Coding of occupation and industry</td>
<td>5</td>
</tr>
</tbody>
</table>

2 **ORGANISING YOUR WORK AND PREPARING FOR INTERVIEW**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1F The interviewer's task</td>
<td>6</td>
</tr>
<tr>
<td>2.2F Survey materials</td>
<td>7</td>
</tr>
<tr>
<td>2.3F Survey exercises</td>
<td>7</td>
</tr>
<tr>
<td>2.4F Field dates</td>
<td>7</td>
</tr>
<tr>
<td>2.5F The address list and address labels</td>
<td>8</td>
</tr>
<tr>
<td>2.6F The sampled address</td>
<td>11</td>
</tr>
<tr>
<td>2.7F Planning your work</td>
<td>12</td>
</tr>
<tr>
<td>2.8F Introducing the survey</td>
<td>13</td>
</tr>
<tr>
<td>2.9F Whom to interview</td>
<td>15</td>
</tr>
</tbody>
</table>

**TELEPHONE INTERVIEWERS ONLY**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1T The interviewer's task</td>
<td>16</td>
</tr>
<tr>
<td>2.2T Survey materials</td>
<td>16</td>
</tr>
<tr>
<td>2.3T Survey exercises</td>
<td>16</td>
</tr>
<tr>
<td>2.4T Field dates</td>
<td>16</td>
</tr>
<tr>
<td>2.5T The address list and the address label</td>
<td>17</td>
</tr>
<tr>
<td>2.6T The sampled address</td>
<td>19</td>
</tr>
<tr>
<td>2.7T Planning your work</td>
<td>19</td>
</tr>
<tr>
<td>2.8T Introducing the survey and introductory letters</td>
<td>20</td>
</tr>
<tr>
<td>2.9T Whom to interview</td>
<td>23</td>
</tr>
</tbody>
</table>

3 **THE PINK E QUESTIONNAIRE: CALLS AND OUTCOME**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 The purpose of the questionnaire</td>
<td>25</td>
</tr>
<tr>
<td>3.2 Completing the serial number</td>
<td>26</td>
</tr>
<tr>
<td>3.3F Procedure for face-to-face interviewers only</td>
<td>27</td>
</tr>
<tr>
<td>3.3T Procedure for telephone interviewers only</td>
<td>33</td>
</tr>
<tr>
<td>3.4 Dealing with households in multi-household addresses</td>
<td>36</td>
</tr>
</tbody>
</table>
4 DEFINITIONS OF A HOUSEHOLD AND ITS HEAD

4.1 Household definition ........................................... 39
4.2 Head of household definition ................................. 41

5 THE BROWN A QUESTIONNAIRE ................................. 43

6 THE WHITE B QUESTIONNAIRE ................................. 53

7 ADMINISTRATION

FACE-TO-FACE INTERVIEWERS ONLY

7.1F Return of work ............................................... 87
7.2F Work Return Form ........................................... 88
7.3F Study time ................................................... 88
7.4F Checking time ................................................ 89
7.5F Claims ....................................................... 89
7.6F Queries or problems ...................................... 89

TELEPHONE INTERVIEWERS ONLY

7.1T Allocation of work .......................................... 90
7.2T First time calls ............................................. 90
7.3T Completion of call ......................................... 90
7.4T Work Return Form ........................................... 92
7.5T Return of work ............................................. 92
7.6T Study time ................................................... 93
7.7T Claims ....................................................... 93

SHIFTWORK REFERENCE CARD

CALENDAR

PURPOSE LEAFLET

ALLOCATION OF EUROPEAN SOCIAL FUND
1. INTRODUCTION: BACKGROUND AND MAIN FEATURES

1.1 BACKGROUND TO THE SURVEY

The Labour Force Survey (LFS) is commissioned by the Department of Employment (DE), 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 dispose 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.

On 29 June 1983 Mr Norman Tebbit, then Secretary of State for Employment, announced in the House of Commons the setting up of the new Labour Force Survey. It is rare for a survey to be announced in Parliament, and that the LFS was singled out in this way reflects its great economic, social and political importance.

Our task in carrying out the LFS is to provide independent, accurate, and reliable information which can be used by government, industry, trade unions, and academics. The results are used in updating a range of official statistics which help to keep everyone aware of developing trends, and are also used to carry out deeper analysis of a wide variety of economic and social issues, from geographical mobility to the problems of one-parent families.
This is one of our most important surveys. The results are very public, and the reputation of the Office depends to a large extent on the speed and accuracy of everyone working on the LFS.

The present LFS has been designed to fulfill all of the purposes mentioned above. 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).

1.2 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.

1.3 The Sample and Confidentiality

The 1986 Labour Force Survey comprises both the LFS(A) and the LFS(C) for the period 3 March - 31 May. 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 7 April - 17 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 (PAF), 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. Recently, there has been considerable
public discussion concerning the use to which data collected by government
departments is put, and extra reassurance may have to be given to
respondents about the purposes of the survey and the confidentiality
of the information given.

In England, Wales and Scotland some of the addresses that you will call
on in the 1986 LFS were also selected for the 1985 survey. At none of
these addresses was any question asked in 1985 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 1985 survey
has been included in the 1986 sample because this makes statistical
comparisons between the years (e.g., unemployment rates) more accurate.
Note that we intend to include some 1986 addresses in the 1987 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.

1.4 INELIGIBLE ADDRESSES

Most of the addresses in the sample will be normal residential accommodation,
and eligible for interview. However, as PAF (the source of the sample)
also contains addresses that are not eligible for the survey (e.g., premises
that are used solely for business purposes), there will be some ineligible
addresses in the sample. Ideally, some of the ineligible addresses, such
as demolished and derelict houses, should 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 4). 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 4) living at exactly the same address as an institution, and having no address there 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 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 2276/2357, or ask the supervisor if you are a telephone interviewer.

A hotel or guest house, 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.

### 1.5 FACE-TO-FACE AND TELEPHONE INTERVIEWING

Unlike the 1985 LFS(A), where all telephone interviewing was done at addresses which had been included in the previous year’s LFS(A), in 1986 there will be an extra group of approximately 1,000 addresses which are being interviewed on the LFS(A) for the first time. All addresses to be interviewed by telephone will be sent a letter giving information about the survey and how the address came to be chosen. Examples of the two letters to be used are included in these instructions. The letters will not be sent to named individuals.

All telephone interviews will be handled from our telephone interviewing section in Titchfield, Hampshire.

Any address where no contact can be made by telephone, or where a face-to-face interview is requested, will be reissued to the Field. It is also likely that an address will be reissued to the Field if the respondent refused to be interviewed on the telephone.

This year we have produced two versions of the B questionnaire, one to be used only in face-to-face interviews (marked with a big F in the top right-hand corner) and one to be used only in telephone interviews (marked with a big T in the top right-hand corner). The questions asked on each questionnaire are exactly the same - the only difference is that the telephone interviewer must read out questions for which the face-to-face interviewer can use Show Cards.

It was not considered necessary to have two separate versions of any questionnaire other than the B.
1.6 CODING OF OCCUPATION AND INDUSTRY

In 1986 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 the face-to-face interviewers to code occupation and industry wherever they apply, although not at the same time as they carry out the interviews. Please remember that on the B questionnaire there are up to ten questions at which you might have to code occupation and industry.

Telephone interviewers will not be required to code occupations and industry.

One final point: any interviewer who worked on the 1985 LFS(A) will realise that in 1986 we are not supplying you with Rapid Results Sheets to be completed for interviewed households. This was a means of providing DE with preliminary results on matters of very urgent interest just eight weeks after the end of the fieldwork. In 1986, we will 'capture' the relevant data from the main data once the main data has been keyed, and so we can dispense with the Rapid Results Sheet. However, for this to be accomplished, it is imperative that we receive work back from the field earlier than in previous years (see Chapter 7).
The procedures involved in organizing the work and preparing for interview are different for face-to-face and telephone interviewers, and so separate instructions have been written. Telephone interviewers should skip to section 2.1T.

Face-to-face interviewers only

2.1F THE INTERVIEWER'S TASK

Before going through the instructions in detail, it may be helpful to give a short summary of what you will be doing:

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 sampled household space at every address, including every vacant or ineligible, and every part of an address which could contain an eligible household if it were not currently vacant (ie household space).

AFTER THE INTERVIEW


10. Despatch work, at least once a week, to HQ, using the Work Return forms (this is dealt with in detail in Chapter 7 on Administration).
2.2F SURVEY MATERIALS

For each stint on which you are working, you will receive a pack of materials in which there should be:

- a supply of: Purpose leaflets
  - 'A' questionnaires (brown)
  - 'B' questionnaires (white) - face-to-face version only
  - 'E' questionnaires (pink)

- a pad of Work Returns
- a notebook
- a pen

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. Please check before commencing work that you have the correct documents. If you do not have the correct documents, then contact your regional office in the first instance.

2.3F 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 the Field Officer, Steve Wennell, room 441, at least two weeks before the start of your field period. You should not complete the exercise unless you have confirmed your acceptance of a stint on the survey.

2.4F FIELD DATES

Note that the following dates apply:

- Stint - Month 3: 3 March – 5 April
- Month 4: 7 April – 3 May
- Month 5: 5 May – 31 May

As the timetable for this year's survey is much tighter than in previous years, it must not be assumed that extension weeks will be granted for completing work and so, if for any reason you think you will be unable to complete your stint of work within the appropriate field dates, contact your regional manager immediately to warn him of the problem.
The address list is in the form of a computer printout, and across the top of each sheet are the items set out below:

S766 LABOUR FORCE SURVEY ANNUAL 1986 INTERVIEWER: MONTH OFFICE USE:

AREA NO: POSTTOWN: SECTOR:

Working from left to right across each line:

INTERVIEWER indicates the space in which your name is inserted.

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 = 3 March - 5 April
MONTH: 4 = 7 April - 3 May
MONTH: 5 = 5 May - 31 May

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 (in the Area No. and Stint No. boxes).

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

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 B12 3,
the postcode as B12 3AB, 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 seven columns. Again, working from left to right:

**Column 1** ADD. SERIAL: 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 (see Section 2.6F).

**Column 4** MO

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 4).

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 only. Do not transcribe the W code.

Column 6: GRID REF
This is the grid reference of the first address that appears within the postcode on the Postcode Address File.

Column 7: R
This column denotes the rotation code.

Approximately 20,000 of the addresses in the 1986 LFS(A) sample were also included in the sample for the 1985 LFS, and a similar number will be carried forward to 1987.

The number 1, 2 or 3 will appear in this column:
- 3 indicates that the address was also included in the 1985 sample
- 2 indicates that the address is included for the first and only time in the 1986 sample
- 1 indicates that the address is included for the first time in the 1986 sample and will be included again in 1987.

NB: UNLESS ASKED, DO NOT MENTION THE POSSIBILITY THAT THE ADDRESS WAS CALLED ON IN 1985. Carry out the introduction and interview IN EXACTLY THE SAME WAY AT ALL ADDRESSES, regardless of the code in Column R. See also Section 1.3.

As well as having addresses on your address list, you will receive the same addresses printed 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 Chapter 3.
2.6F 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.

You should then 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.

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. 2276/2357) 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.

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.

Finally, you must not assume that an address does not exist without checking with SIU first.
2.7F PLANNING YOUR WORK

Stint sizes on the survey will average around 60 addresses in urban areas while rural stints should vary between 20 and 45 (depending on the number of addresses extracted for telephone contact).

In planning your work you should aim to deal with an average of 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, eg 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 10-15 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.

You will be required to return work at least once a week - see Chapter 7 on Administration for details.
2.8F 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 into 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.

In general this is a very easy survey to put across to respondents. However, in previous years, some interviewers have found difficulty with certain groups in the population. The following notes are intended to offer guidance in varying your approach.

The elderly. You should bear in mind that most respondents, but particularly the elderly, are uncertain about you and need reassurance that you are genuine before they can even begin to hear what the survey is all about. So, reassure them in the following ways:
1. Talk slowly - don't gabble.

2. After you have introduced yourself and SSD it may be worth explaining, very briefly, what OPCS does. For example: 'Our department conducts the Census every 10 years. It is also responsible for carrying out surveys and such things as the registration of births, deaths and marriages.'

3. Show your card and give them time to read it.

4. Explain the survey briefly: try to avoid calling it the Labour Force Survey as many elderly respondents may instantly exclude themselves on the ground that they are retired. Explain it in terms such as: 'The Department of Employment have asked us to carry out some work on their behalf. They are interested in obtaining accurate figures about the number of people who are retired, looking after families, working, and looking for work etc. We cannot talk to everyone in the country, so we have selected a sample of 53,000 addresses, and yours just happens to have come up.'

5. Length of interview: Explain that although the survey is important it will not take long. If you sense that they are reluctant to let you into the house, be prepared to conduct the interview on the doorstep. Involve them, eg suggest that they hold your cards while you grapple with folder and schedule.

6. Relevance: If they argue that the survey is really not relevant to them you can point out that although they may not wish to work they probably know of other retired people who do - eg people who have been made to retire at 60 or 65 who would like to have continued at work. We cannot assume that just because somebody is officially retired they wouldn't like to work. It is therefore important to include retired people in the survey, both those who would like to work, and those who prefer not to.

The self-employed: Interviewers have reported problems in getting interviews with self-employed people, who often say that they are too busy working. Try to use the fact that they are self-employed to your advantage: explain that there are no official records of the number of self-employed, and that it is becoming increasingly important to know whether there has been an increase in the number of self-employed. For example, as more people become redundant, are more turning to self-employment? What sort of work are the self-employed undertaking? Are they working on their own or employing others?

We need a balanced picture - we are interested in the number of people unemployed but also in what those who are working are actually doing.

NB: Do not forget to leave a Purpose Leaflet (an example is included at the back of these instructions).
2.9F WHO 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 (ie a respondent can supply the information about someone, even though they are unrelated, if he/she is living with that person).

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.

You should now skip to Chapter 3.
Telephone interviewers only

2.1 THE INTERVIEWER'S TASK

Before going through the instructions in detail, it may be helpful to provide a short summary of what you will be doing:

1. Read the instructions carefully and complete the exercises.
2. Contact each address on the address lists you are given.
3. Conduct an interview with either the Head of Household or spouse, using the 'A' (household) questionnaire.
4. 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.
5. Complete an 'E' questionnaire for each address. If there is more than one household at the address, refer the address to your supervisor.
6. Complete a Work Return form at the end of each day, giving details of the addresses you have interviewed (this is dealt with in Chapter 7 on Administration).

2.2 SURVEY MATERIALS

Questionnaires, work returns etc will be supplied by the supervisor.

2.3 SURVEY EXERCISES

Enclosed with the briefing set are exercises which should be completed after you have thoroughly studied these instructions. The exercise should be returned to your supervisor as soon as possible, and in any event before you commence interviewing.

2.4 FIELD DATES

Note that the following dates apply:

Stint - Month 3 : 3 March - 5 April
- Month 4 : 7 April - 3 May
- Month 5 : 5 May - 31 May
2.5 THE ADDRESS LIST AND ADDRESS LABELS

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

S766 LABOUR FORCE SURVEY ANNUAL 1986 INTERVIEWER: MONTH OFFICE USE

AREA NO: POSTTOWN SECTOR:

Working from left to right across each line

INTERVIEWER indicates the space in which your name is inserted

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 = 3 March - 5 April
MONTH: 4 = 7 April - 3 May
MONTH: 5 = 5 May - 31 May

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 (in the Area No and Stint No boxes)

POSTTOWN This shows the name of the general area in which all the addresses are located

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 B12 3,
the postcode as B12 3AB, 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: ADD. SERIAL. 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 (eg 25 Barnet Lane) or, where the sampled address is, say, a flat in a house, this will be specified (eg Upper Flat, 8 Milton Avenue) or, again, where the sampled address forms part of a larger block this will be recorded (eg 15 Sunbury Court, Manor Road).

Below the address the telephone number (including STD code) will be shown.

(Very occasionally, the house number or name is omitted and replaced by an asterisk. These cases should be referred to the supervisor.)

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

Column 4: MO
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. This column should be blank, indicating that we expect there to be just one household at the address. If it is not blank, refer it to the supervisor.

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

NB: The LA code is to be transcribed to the 'E' questionnaire only. Do not transcribe the W code.

Column 6: GRID REF
This is the grid reference of the address.
By each address will be a line saying either ROTATED DP or COLD CALL DP - this indicates whether or not the address has been contacted before. The majority of the addresses to be interviewed by telephone were included in the sample for the 1985 Annual Labour Force Survey (although they were not necessarily all interviewed - some may have been refusals or non-contacts etc), and have been 'rotated' into the 1986 sample, hence ROTATED DP (DP means delivery point). Approximately 1,000 addresses to be interviewed by telephone are being included in the Labour Force Survey for the first time, hence COLD CALL DP. It is important to know whether the address is a ROTATED DP or a COLD CALL DP before you make contact, as you may have to alter your introduction slightly.

Most of the addresses on your list will be normal residential accommodation, containing one household at each address. Not all of the addresses will be eligible, however; we may have included some business telephone numbers, for example.

If you are in any doubt as to whether you are dealing with a private address you should end the interview and refer the address to your supervisor. The majority of these addresses will be handed over to a field interviewer.

Institutions should similarly be referred to your supervisor. The definition of an institution is given in section 1.4.

As well as having addresses on your address list, you will receive the same addresses printed on adhesive labels. These are to be used in conjunction with the E questionnaire - see Chapter 3.

2.6 THE SAMPLED ADDRESS

Before you start any interviewing you should check the address with the respondent. It is possible that the telephone number you have dialled may not relate to the address at which you are trying to interview. If the address is incorrect you must not take an interview - but check that you have dialled the right number before you end the call.

2.7 PLANNING YOUR WORK

You will be working set periods: Mondays-Thursdays 4.15pm-9.15pm, Saturdays 12 30pm-4 30pm. Respondents who ask you to call back should therefore be asked to suggest a convenient time after 4.15pm on Monday to Thursday, or on Saturday afternoon. (Appointments can be made for days on which you are not working as other interviewers can do them instead.) At the end of each day's work you must complete a Work Return - for details see Chapter 7 on Administration.
2.8T INTRODUCING THE SURVEY

Every address on your address list will have been sent an introductory letter and a purpose leaflet, and we suggest that you should start off by referring to these.

As mentioned in section 2.5T, there are two types of address to be contacted by telephone:

(a) addresses that were included in the 1985 sample (rotated addresses)
(b) addresses that are included for the first and only time in the 1986 sample (‘cold calls’).

The introductory letter is slightly different for the two types of address, so make sure you know precisely what was said in the letter before you start the interview.

Examples of the two letters are included in this section.

The importance of the introduction cannot be over-stressed - remember that it is easier for the respondent to end an interview on the telephone than in a face-to-face situation. It is therefore best to keep the introduction quite short. Do not ask for anyone by name: go straight into your introduction. In making your introduction you will find it helpful to refer to the letter (and, if necessary, the purpose leaflet) which will have been sent to the address. The purpose of the survey may have to be explained a bit more fully to respondents in 'cold call' addresses. If a respondent in a 'rotated' address asks why they are being contacted again, you may explain that a random sample of addresses from the 1985 survey has been included in the 1986 sample because this makes statistical comparisons between the years (e.g. unemployment rates) more accurate. 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 into 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.

In general this is a very easy survey to put across to respondents. However, in previous years, some interviewers have found difficulty with certain groups in the population. The following notes are intended to offer guidance in varying your approach.

The elderly: You should bear in mind that most respondents, but particularly the elderly, are uncertain about you and need reassurance that you are genuine before they can even begin to hear what the survey is all about. So, reassure them in the following ways:

1. Talk slowly - don't gabble.

2. After you have introduced yourself and SSD it may be worth explaining very briefly, what OPCS does. For example 'Our department conducts the Census every 10 years. It is also responsible for carrying out surveys and such things as the registration of births, deaths and marriages.'

3. Explain the survey briefly try to avoid calling it the Labour Force Survey as many elderly respondents may instantly exclude themselves on the ground that they are retired. Explain it in terms such as 'The Department of Employment have asked us to carry out some work on their behalf. They are interested in obtaining accurate figures about the number of people who are retired, looking after families, working, and looking for work etc. We cannot talk to everyone in the country, so we have selected a sample of 53,000 addresses, and yours just happens to have come up.'

4. Length of interview. Explain that although the survey is important it will not take long - it should take slightly less time than the face-to-face interview (10 minutes-15 minutes per person, on average).

5. Relevance. If they argue that the survey is really not relevant to them you can point out that although they may not wish to work they probably know of other retired people who do - eg people who have been made to retire at 60 or 65 who would like to have continued at work. We cannot assume that just because somebody is officially retired they wouldn't like to work. It is therefore important to include retired people in the survey, both those who would like to work, and those who prefer not to...
The self-employed: Interviewers have reported problems in getting interviews with self-employed people, who often say that they are too busy working. Try to use the fact that they are self-employed to your advantage: explain that there are no official records of the number of self-employed, and that it is becoming increasingly important to know whether there has been an increase in the number of self-employed. For example, as more people become redundant, are more turning to self-employment? What sort of work are the self-employed undertaking? Are they working on their own or employing others?

We need a balanced picture – we are interested in the number of people unemployed but also in what those who are working are actually doing.

If the respondent asks why the interview has to be carried out on the telephone, stress the fact that it is cheaper to interview this way than in person. Even if the respondent has no recollection of a letter or of any previous survey, provided that you are speaking to someone at the sampled address, you should begin the interview.
2.9T WHO 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 cannot take a 'B' questionnaire with someone about another household member to whom they are not related. Unrelated people, e.g. flat sharers, must be interviewed individually. An exception to this rule is allowed in the case of cohabitees (i.e., a respondent can supply the information about someone, even though they are unrelated, if he/she is living with that person).

In addition to the above general rules, note the following:

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

- Where a person living alone is too old, too sick, or too deaf to be interviewed and there is someone you could take an interview with on their behalf (e.g., a relative, friend, or health visitor), refer the address to your supervisor, who will reissue it to the field.

- 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.
3 THE PINK E QUESTIONNAIRE: CALLS AND OUTCOME

3.1 THE PURPOSE OF THE E QUESTIONNAIRE

This questionnaire gives details of the calls made on a household, and the outcome of these calls. It is important to realise that this document is designed for use before the interview has started, as well as during the interview and after it has finished. It involves only a few direct questions of the respondent and is better thought of as a record of calls made and outcome achieved, than as a questionnaire. It is therefore essential to have at least one Questionnaire E with you when you call at an address.

The first two pages deal with the calls made on the household in person or by telephone, and the outcome, if calls were made by telephone. The third page appears to be out of sequence, since the question numbering skips from E6 to E17 and E18 and then back to E7 on the fourth page. This is NOT a mistake! The reason for this is so that the outcome of calls made in person on a household is on the back of the questionnaire this should make it easier for face-to-face interviewers to handle the questionnaire.

The important thing to remember about the E questionnaire is that it is a record of the calls made on, and the outcome achieved for, one household. The great majority of the sampled addresses will contain only one household, and therefore one E questionnaire will be needed, but a few addresses will contain more than one household. The procedure for dealing with such addresses is dealt with in Section 3.4.

This questionnaire also enables interviewers to cope with addresses on which calls were initially made by telephone, but which have subsequently been reissued to the Field. This might occur for one of a number of reasons, the main reasons being:

(a) the outcome of the call made by telephone was a non-contact or a refusal,

(b) the respondent does not wish to be interviewed by phone and will only be interviewed in person,

(c) the household in the telephone sample is suspected of being in a multi-household address.
3.2 COMPLETING THE SERIAL NUMBER

The questionnaire should be completed in biro.

Before you make any calls on the household you should carry out the following procedure. 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.

Telephone interviewers will not have Column R on the address list. If the address is a ROTATED DP enter 3 in the R box. If the address is a COLD CALL DP enter 2 in the R box.

LA Dist No - This always consists of two numbers and one letter. It is marked on the address list as LA.

Selected month - This will always be 3, 4 or 5 - it is marked on the address list at MONTH. Do not confuse it with the MO (Multiple Occupancy) code - see Section 2.5.

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 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. 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 3</td>
<td>0 1 4</td>
</tr>
</tbody>
</table>

Address No - Always two digits. It is marked on the address list as ADD. SERIAL. NO.

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. (The Household No. is the only number which is not printed on the address list.)

Serial number

The completed serial number for each household or household space comprises 9 characters: Area No (2 characters), Stint No (3 characters), Address No (2 characters), Household No (2 characters).

The same 9-digit serial number must be entered into the appropriate boxes on every questionnaire for the same household.
The procedure for completing the questionnaire is different for face-to-face and telephone interviewers. Telephone interviewers should skip to section 3 3T.

### 3.3F PROCEDURE FOR FACE-TO-FACE INTERVIEWERS ONLY

**E1: Telephone reissue**

It is possible that this address was reissued to the Field (see section 3 1). In the vast majority of cases, the address will not be a reissue, and so code 2 ('No') should be ringed.

However, in the event of a reissue, you should code 1 ('Yes'). If any interviewing has been done at the address already (for example, if household 01 had been interviewed by telephone, and it then transpired that the address was multi-occupied, and so the remaining households could not be interviewed on the telephone) you will receive the completed questionnaires to enable you to identify which household(s) has been interviewed.

**E3: Calls made in person on this household/ineligible address**

This grid enables you to record the date and time of each call made at the address, and its outcome.

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 16 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>16</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, e.g., 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). AT LEAST TWO OF THESE MUST HAVE BEEN MADE IN THE EVENING (6pm-9pm).

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

NB: This is on the back page.

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 (boxes at A10 B) if any of the spaces is unoccupied, but it can never be less.

At this point you will go on to ask the questions on the A and B questionnaires. The following questions can only be completed after the interview has taken place.

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 in section 1.4.

Code 16: No trace of address

You must check with the SIU (ext 2275/2357) before using this code.

Make sure that this question, as well as E9-E11, is completed while you are still with the household, so do not leave these items until you get home, or back to your car.

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. 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.

Please remember to include the full STD code at the start of the number.

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: Total length of interview(s)

Record, in the boxes provided, the total length in minutes of all interviews carried out 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.

E13/E14: Number of questionnaires

Record the number of A questionnaires for the household at E13 and the number of B questionnaires at E14.
E15: Interviewer check

This is another way of checking whether there is a partial response. You will have to explain the reason for the partial response as fully as possible at E17. If this question is coded 2 ('Yes'), ie the outcome is partial response, then E8 should have been coded 02 (and vice versa).

E17: Details of partial response, refusals, non-contacts, ineligibles

E17 is designed to enable both telephone and face-to-face interviewers to record details about the address when a full interview is not obtained. You should use the space on the right-hand side of the page for recording your comments.

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 haasn'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 E3.

You should now skip to section 3.4.
3.3T Procedure for Telephone Interviewers Only

If at any stage you find that the address contains more than one household, refer it to your supervisor, as multi-household addresses are best dealt with in the field.

E2: Telephone interviews only

This is the first question you will code - it merely skips you over the page to E4.

E4: Calls made on household by telephone

This grid enables you to record the date and time of each call made, and its outcome.

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 16 April at 5 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></td>
<td>Wed</td>
<td>16</td>
<td>4</td>
<td>17:00</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 (includes refusals, wrong numbers)

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 spoke to on the phone, or any instructions you may receive about calling again. If no interview was achieved, enter details here - see also E5 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. Your supervisor will advise you about when to give up telephoning numbers at which there is no reply, so that the address can be reissued to the field.

At this point you will go on to ask the questions on the A and B questionnaires. The following questions can only be completed after the interview has taken place.
**E5: 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 no B questionnaires have been completed, ring 'X' and skip to E17 - this situation would arise with a refusal or non-contact or an ineligible address.

The box marked SUPERVISOR USE ONLY is not to be coded by you.

**E6: Number of households at this address**

Nearly all the addresses will contain one household only. However, if you find here that there is more than one household, stop the interview (if it has not already finished), and refer the address and any completed questionnaires to your supervisor.

**E12: Total length of interview(s)**

NB: This is on the back page.

Record, in the boxes provided, the total length in minutes of all interviews carried out with the household.

Count the whole time from the moment the phone is answered to the end of the call. If interviewing spreads over two or more calls, record the aggregate time taken for all the calls.

**E13/E14: Number of questionnaires**

Record the number of A questionnaires for the household at E13 and the number of B questionnaires at E14.
E15: Interview check

This is another way of checking whether there is partial response. You will have to explain the reason for the partial response as fully as possible at E17. If this question is coded 2 ('No'), i.e., the outcome is partial response, then E5 should have been coded 02 (and vice versa).

E17: Details of partial response, refusals, non-contacts, ineligibles

E17 is designed to enable both telephone and face-to-face interviewers to record details about the address when a full interview is not obtained. Do not use the space on the right-hand side of the page marked 'Face-to-face interviewers' — if the address is reissued to the field and a full interview is not achieved, then this space will be needed.

In this section you should, wherever possible, indicate the sex of the respondent/whether they received the letter/address confirmed/phone number checked, together with anything else that may have been said.

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 e.g., 'Old lady (80+) said she hadn't got time, but she sounded nervous and I think was afraid of me, and I was unable to reassure her.'

Be particularly careful to make detailed notes if you have talked to someone but have not managed to get an interview. These notes will be of great value to interviewers in the field. We also want to know if refusals are of the type 'I don't want to take part in your survey' (outright refusal) or of the type 'I'm too busy at the moment because we have illness in the family' (circumstantial refusal). The latter we may try again later.

Non-contacts/ineligibles: Explain the circumstances as fully as you can, amplifying the information at E4.

E18

Any address at which a full interview was not achieved should be referred to your supervisor.

The next section on dealing with households in multi-household addresses is not relevant to telephone interviewers, who should therefore skip to Chapter 4. If, at any stage, you find an address at which you think there might be more than one household, refer the address to your supervisor, who will reissue it to the field.
3.4 DEALING WITH HOUSEHOLDS IN MULTI-HOUSEHOLD ADDRESSES

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

As mentioned earlier, only a few of the sampled addresses will be multi-household addresses, but you must be able to deal with such a case should you have one in your quota. The first indication you will have of multi-occupancy is if the column headed MO on your address list is 1 or greater (see section 2.5F). However, it is possible that you will not find out whether an address is multi-occupied until you have actually started to interview.

You may get an indication of whether or not the address is a multi-household address on first gaining admittance to the building. If you find that the address is multi-occupied, check the entry on the address list carefully. If the entry relates to a specific flat, or part of the building only, eg 'Flat 4C, 14 Manor Road' or 'Fourth Floor Flat, Manor Road', then you are to visit that particular flat or part only, and not concern yourself with the remainder.

If the address on your address list (eg 17 High Street) no longer exists because it has been divided up (eg into 17A High Street and 17B High Street), you must telephone the SIU to establish which part(s) of the address you want.

However, if you find that the address on your address list contains more than one household space, you must allocate a two-digit number to each household space, starting with 01. This enables us, and you, to distinguish between the households. (If you have a multi-household address, you may find it useful to organise yourself so that you start at the household on the bottom floor (on the left, if several households) and work your way up through the building, although of course this will be dictated by the layout of the building, and whether you make contact at your first call.)

You must then complete a separate Questionnaire E for each household space (you should, of course, already have started one for household 01), including both resident households and empty household spaces (eg an empty room waiting for a lodger to arrive) so that all accommodation is accounted for, whether it is empty or not. The area number, stint number and address number should be exactly the same for all households at the same address.

For these additional 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 questionnaire.

Record the location of this household space within the address in the long, narrow box below the address label box on the front of Questionnaire E. The sort of information we need to be able to identify each household would be, for example, flat numbers, surnames, or floors.

REMEMBER - you must complete a Questionnaire E for each household space even if it is vacant or ineligible.
A maximum of ten households may be interviewed. If, at the address, you identify 11 or more households, which are neither vacant nor ineligible, refer the address to the SIU, who will tell you how to select a sample of the households to interview (see instructions for A11 in Chapter 5).

You should then contact each household separately and interview each in the normal way - you may have to make several calls before you succeed in making contact with all the residents. The two-digit number you allocate to the household is the number you will be entering in the household box on each questionnaire you use, when you fill in the serial number.

If you discover, during the course of interviewing, any additional households, make out more E questionnaires, allocating two-digit household numbers accordingly, and attempt an interview, even though this may take your total figure to more than ten. You should also alter the 'total number of households' figure which will have been recorded at A10B on all A questionnaires completed so far at this address.

Take particular care to maintain confidentiality between households, so keep the completed questionnaires relating to households previously interviewed out of sight.
4 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.

4.1 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.
4.2 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:

(i) the husband of the person or
(ii) the person

who owns the household accommodation

or is legally responsible for the rent of the accommodation

or is responsible for the occupation of the accommodation.

The way to identify the HOH is as follows

(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
5 THE BROWN A QUESTIONNAIRE

This questionnaire should normally be asked of HOH or spouse. However, if this is not possible, it should be asked of another responsible adult who normally lives in the household.

A1-A11 establish the household composition and the number of households who have their only or main residence at the address.

A12-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 (C/D), and therefore A12-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 these errors are 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-A7: 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 survey definitions of these terms (see Chapter 4).

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 4.
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 living 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 4). 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?'

If two or more people seem to have equal claim to be HOH, apply the rules given in the definitions (Chapter 4).

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. Make sure that the second A questionnaire is attached to the first A questionnaire.

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 of HOH/wife' (code 8).
- 'Cohabitee', 'girlfriend' etc should be coded 'other' (code 9), but do not probe 'wife' or 'husband' to establish cohabitation.
- 'Common-law wife' should be coded as 'wife' (code 2).

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 [2, 2, 0, 4, 3, 9]. '86' is used to mean 1986 and can be used only for babies born this year. If a respondent was born in 1887 or earlier, enter 87 in the year column.

A5: Age

Calculate respondent's age from the date of birth and confirm it with him/her, eg 'I make your age 57, is that correct?'

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

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.

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 are a face-to-face interviewer and 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.
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 (single).

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</td>
<td>3</td>
</tr>
<tr>
<td>06</td>
<td>Sister-in-law each other</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

NB TELEPHONE INTERVIEWERS ONLY

When you complete the household box you will need to ask in every case one more extremely important question:

'Is any part of this address (READ OUT THE ADDRESS) separately occupied by anyone you have not told me about?'

If there is more than one household at the address, enter at A10B your estimate of the number of households, stop the interview, and refer the address to your supervisor. The address will then be handed over to the field, together with your partly completed Questionnaire A.
A10A/B: Number of households at this address

If you have worked through properly in transferring the serial number from address list to Questionnaire B to Questionnaire A, you should have already entered the household number in the box at the top right-hand corner of Questionnaire A. The instruction at A10A is therefore provided as a check that the correct household number has been entered in the box. Please ensure that any B questionnaires relating to this household have the same household number.

At A10B 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 question).

A11: Number of households selected in sample

If you have identified more than ten eligible households at the address, refer the address to the Sampling Implementation Unit (ext 2276/2357) 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 boxes the number of households selected in the sample.

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. Ring the person number at the top of each column.

Interviewers may find it useful to adopt the following procedure for these questions: deal with person 01 in the normal way but then ask (about) other household members 'across the page'. This can save unnecessary repetition of questions - but be careful when signposts differ.

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

A17/A18: Nationality and country of birth

Do not enter anything in the two-digit boxes at these questions.

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. As with A4 (date of birth), '86' is used to mean 1986. Code '87' if the respondent arrived in the UK in 1887 or earlier.

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 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.

Face-to-face interviewers should use Show Card A. Telephone interviewers should read the question out.

We are interested in the ethnic group in which the respondent considers himself/herself to be, not in your observation. However, where people have UK both as nationality (A17) and as their own country of birth (A18) and you have seen that they are white, you may code without asking the question, 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. Telephone interviewers should not assume that anyone is 'white' just because they were born in the UK and are British.

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 1985. Code 1 applies if the person was temporarily away from this accommodation during that month in 1985, or if the permanent move to the present accommodation was made during that month.

A24: Place of residence one year ago

Do not enter anything in the three-digit box at this question.

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 you 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 Section 2.9F (or 2.9T) 'Whom to interview' are met.

As mentioned earlier, there are two versions of the B questionnaire - one for face-to-face interviewing and one for telephone interviewing. Because the differences between the two are so small, the following instructions apply to both versions, unless specifically stated otherwise (the content of the B questionnaire is almost exactly the same as in 1985).

The questionnaire should be completed in biro.

**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 (eg where you are interviewing someone about an old or sick person), make a note here.

**Serial number**
Copy the serial number from Questionnaire A

**NOTE.** Should the information be refused entirely, there is no need to make out a B questionnaire, but you should explain the reason for the refusal at E17.

**B1-B7: WHETHER WORKING OR ON ITS 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 07.4
- Wednesday 09.4
- Friday 11.4
- Saturday 12.4

all have reference week ending Sunday 06.4
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 not by the MSC but by managing agents coordinating contributions from employers and colleges etc. As from 1 September 1985 young persons on these schemes earn a weekly allowance of £27.30. Things get a little more complex from 1 April 1986, however. People on the scheme will be on either a one-year course or a two-year course. Young people with a two-year training entitlement will receive the lower rate of allowance, ie £27.30, for their first 52 weeks of YTS training. The higher rate of allowance, ie £35 per week, will be payable at the commencement of the 53rd week. Young people with a one-year training entitlement will receive the lower rate of allowance for the first thirteen weeks, and the higher rate of allowance from the 14th week onwards.

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

**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 in the instructions for 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 (eg 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 (ie economic reasons) or because production at their workplace was impeded by a shortage of material supplies (eg caused by a labour dispute outside the respondent's workplace or at another firm, halting supplies). In the latter example the respondent would not be personally involved in the labour dispute.

**NOTE:** The non-sequential order of codes, which also occurs at other questions (eg at B118 where there is no code 3, at B128 where there is no code 10, and at B136 where there is no code 11, 12 or 13) has been adopted for processing reasons.
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.

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, eg 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

Face-to-face interviewers should use the Show Card B. Telephone interviewers should read the question out.

The precodes 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. For details on the probing and coding of B13 and B14 (and the various other questions concerning occupation and industry), see the Occupation and Industry Coding instructions and the Occupation and Industry Coding Booklet, copies of which you should have already.

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.

Face-to-face interviewers have a note at the foot of this question to remind them, when coding occupation and industry after the interview, to check certain other questions at which occupation and industry coding may be required. Telephone interviewers are not required to code occupation and industry.

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.

B18A/B: Employees at workplace

This question has two alternative wordings according to whether the respondent is an employee (B18A) or self-employed (B18B).

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 the respondent works from a depot or office (e.g., a service engineer), base the answer on the number of people who work from that depot.

B19: Length of time with present employer/self-employed

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, e.g., '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

Let the respondent decide 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

Face-to-face interviewers should use Show Card C. Telephone interviewers should read the question out.

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 36½ = 37; round ½ hours to the nearest even number, eg 37½ = 38, 36½ = 36; ½ 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 or 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.

Self-employed people may find it difficult to give precise figures, but it is important that we have information about their hours worked to compare with the hours worked by employees. If necessary, encourage them to work things through on a daily basis and get as accurate figures as possible.
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 is 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. Be careful not to include any days taken off sick last week in the total.

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).

See instructions at B36 for a note on code 01.

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. It may also be due to the respondent working varying amounts of paid or unpaid overtime.
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, eg mornings one week and afternoons the next. Leave the decision as to whether shiftwork is worked to your respondent.

B38: Categories of shiftwork

Face-to-face interviewers should use Show Card D. Telephone interviewers should read the questions out.

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 precodes. 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. The card is inserted at the end of these instructions.

Information about the shiftwork categories included in the precodes is given below.

Three-shift working (code 01)
The 24-hour day is divided into three working periods, eg 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.

Continental shifts (code 02)
This is a continuous three-shift system that rotates rapidly - eg three mornings, then two afternoons, then two nights. Usually there is a break between shift changes. Sometimes called metropolitan shifts.

Two-shift system with early and late or double day shifts (code 03)Normally two shifts of eight hours each, eg 0600-1400 and 1400-2200. The worker usually alternates between shifts, often weekly, but it can be at longer intervals.
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<thead>
<tr>
<th>Code</th>
<th>Shift Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Sometimes night and sometimes day shifts</td>
<td>It is recognised that other alternating systems of days and nights exist, apart from those referred to above. Use this code for any other pattern of working which involves working shifts both during the hours of daylight and at night. See also the definition of night shifts, below.</td>
</tr>
<tr>
<td>05</td>
<td>Split shifts</td>
<td>These are full shifts divided into two distinct parts with a gap of several hours in between. Used in passenger transport, catering, and service industries, where there is a need to meet peak demands at different times of the day.</td>
</tr>
<tr>
<td>06</td>
<td>Morning shifts</td>
<td>If full time, most commonly 0600-1400. Use this code only if the morning shift is the only shift worked. Use also for part time during the morning.</td>
</tr>
<tr>
<td>07</td>
<td>Afternoon shifts</td>
<td>Most commonly 1400-2200 if full time. Can also be used for a part-time shift between 1200 and 1800.</td>
</tr>
<tr>
<td>08</td>
<td>Evening or twilight shifts</td>
<td>Most commonly between 1500 and 2400 if full time. Also use for a part-time shift from 1700 to 2100 or from 1800 to 2200. 'Twilight shift' is a term for part-time evening shifts.</td>
</tr>
<tr>
<td>09</td>
<td>Night shifts</td>
<td>These are full-time shifts, usually between 1800 and 0600, and usually continuing after midnight. Use this code only for permanent night work, as any rotating system should be covered by codes 01-04.</td>
</tr>
<tr>
<td>10</td>
<td>Weekend shifts</td>
<td>This code should be used for work during the day on Fridays, Saturdays and Sundays (0600-1800), when there is no other work.</td>
</tr>
<tr>
<td>11</td>
<td>Other type of shift work</td>
<td>Use this if none of the other codes apply. Do not leave the question blank.</td>
</tr>
</tbody>
</table>
B39: Times of day usually worked

Face-to-face interviewers should use Show Card E. Telephone interviewers should read out the question and the complete list of categories.

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.
We need the total length of the latest spell of sickness absence, i.e. 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 even if the respondent normally works then. In practice this will be an important consideration only for periods of absence up to and including one week (i.e. six days). Longer periods should be counted in terms of six-day weeks.

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.

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. Face-to-face interviewers will have to code occupation and industry.

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, pools 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: 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'.

Self-employed people may interpret 'looking for additional business' as trying to increase their present business. They should be coded 1 at this question only if they were looking for a different business last week, and not just for additional clients.

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. Read the question all the way through to the question mark.

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 up to 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 4 years or more ago, does that sound right?' Code 9 would then be ringed.

B65 and B66: Occupation and industry in last job

See instructions for B13 and B14. Face-to-face interviewers will have to code occupation and industry.

B67-B71: Features of last job

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

Face-to-face interviewers should use Show Card F. Telephone interviewers should read out the question and the complete list of statements.

The main reason only should be coded. If more than one reason is given, ask the respondent which he/she considers to be the main job.

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.

B75: 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). Accept the respondent's judgement as to whether the sickness is temporary or not.
- 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 16-65 who are not working and not looking for work, and who do not fit into any of the categories 1-4 at B75, are to be asked this question.

There is no definition of any of the categories at this question; you should accept your respondent's answer. 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/B: 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 B75) 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'). Do not read out '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.

It is possible that the respondent has not yet started looking for work, in which case ring code 01.

B85 and B86: Main activity before looking for work

Only one activity should be coded. If the respondent mentions more than one activity, take the activity which the respondent regards as 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.

B89: Interviewer check: MB Priority coding

In certain circumstances it is possible for two of these check codes to apply, and so it has been made priority coded, and you should code the first that applies.

The same check codes used at B89 also appear, in a different order, at B82, but the same code need not necessarily apply at both questions.
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. Do not forget to ring the 'X' if the respondent did not use a particular method of looking for work.

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.

If you ring code 4, automatically ring code 5.

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 'Yes', you should recap on the methods used and check with the respondent which was the main method.

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 all men aged 16-69 and all women aged 16-64, except those on YTS.

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+ and anyone on YTS) 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)

Note that B95 is asking about claims made only through an Unemployment Benefit Office.

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

Face-to-face interviewers should use Show Card G. Telephone interviewers should read the question out.

Read out the date one year ago (i.e. the month of interview in 1985). 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. Face-to-face interviewers will have to code the occupation here, and the industry at B102.

B101 and B102: 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.
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.

B111: Note that this question is not asked in England and Wales.

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, B112 starts off with a short preamble.

Make sure that you read out the complete list of all the qualifications at B112 before coding the reply. The purpose of B112 is to skip past B113 for anyone who has none of the listed qualifications. If a respondent is not sure whether he/she has any of the qualifications mentioned at B112, ring code 3 at B112 and ask at B113 'which qualifications do you think you have ...?' If the respondent is still unsure, ring code 15 at B113. This will possibly happen when the respondent is giving proxy information about someone else in the household.

If the respondent has one or more of the qualifications at B112, then ask B113 and code all that apply. Make sure that the respondent is clear that you want to record all qualifications, whether they are being made use of or not.

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 list, ring code 13 (for other qualifications) and write in as much detail as possible.

We have given you some details of the qualifications below.

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 the questionnaire. With effect from 1985, SCOTBEC and SCOTEC have been merged to form SCOTVEC (Vocational Educational Certificate). This qualification can be a Higher Certificate, a National Certificate or a National Certificate Module.

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.

However, nursing training, and similar types of vocational training undertaken while receiving a wage, are not part of the continuous education process, for the purpose of this question.

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 scheme

Face-to-face interviewers should use Show Card H. Telephone interviewers should read out the question and the complete list of schemes.

Only one scheme should be coded.

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

Persons with an employer's certificate of completion.

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

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.

Face-to-face interviewers will have to code the occupation. 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

Face-to-face interviewers should use Show Card J. Telephone interviewers should read out the question.

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, ie training organised or run by their employer, eg 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 Nellie'.

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. If the respondent spent no time on education or training, do not enter 00 in the boxes, but ring the 00 code beneath ('No training').

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

B128: Main place where training received

Face-to-face interviewers should use Show Card K. Telephone interviewers should read out the question and the complete list.

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 whether or not he regards 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.

Face-to-face interviewers will have to code the occupation.

B134: Whether training has ended

Use code 2 ('No, 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.

If a respondent has 'dropped out' of a course you should enter the actual time he/she has spent on the course, not the length of the course if he/she had completed it.
B136-B138: HEALTH PROBLEMS

B136/B137: Whether have any health problems or disabilities

Face-to-face interviewers should use Show Card L and give the respondent time to read through the problems and disabilities listed on the card. Telephone interviewers should read out the question and the complete list of disabilities.

Let the respondent decide 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 B139.

If there are any health problems at B136, transfer the codes that you have ringed to the boxes at B137. If there are 2 or more kinds of health problem (2 or more codes ringed at B136) you must ask the respondent 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 so on, and enter the appropriate codes in the second and third boxes at this question. Code up to three health problems or disabilities in the boxes.

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

We are interested in whether or not the respondent considers that the health problems or disabilities limit the kind of paid work that he/she can do. Note that the question refers to paid work.
FACE-TO-FACE INTERVIEWERS ONLY

7.1F RETURN OF WORK

As it is important that we receive your first week's work quickly you should return that work using the Post Office's Datapost system. The Datapost arrangements are on a separate sheet.

It is important that we get work in quickly as 'Rapid Results' are being produced directly from data on the schedules rather than the method used in the past 2 years. Arrangements for posting work for all other weeks of the field period are the same as usual (ie using recorded delivery, first class post) – any exceptions to this will be notified on an individual basis.

You should generally return work on a weekly basis. Remember that we must get work through quickly and consistently, and so it is imperative that you return work as soon as you can. However, a return of work should not contain less than 5 addresses unless it is a final return for a stint. We do not require nil returns this year.

Please return your documents as follows:

Households interviewed

When you have completed an E questionnaire for a household, put the A and B questionnaires inside it; A questionnaires on top followed by B questionnaires in person number order (starting at 01).

No interview achieved

You will return only a completed E questionnaire.

Multi-occupied addresses

Do not return any documents for an address until you have dealt with all the households there. Then arrange the documents for each household as described above, with the households in household number order.
**7.2F WORK RETURN FORM**

A separate work return form should be completed for each stint and returned with each despatch. Telephone re-issues should be on a separate form but you can include addresses from more than one stint if necessary. The returns are printed on carbon paper so you should remove a set (white, yellow, pink) before filling it in. The pink copy is for you to keep - please do not destroy it until the end of June in case there are any queries on it. The top two copies (white and yellow) should both be returned to HQ.

In completing the work return please note the following points:

(i) Enter serial numbers in address number order.

(ii) Authority number - permanent interviewers should put a zero in the single box with the number in the group of 3 boxes. Any letter should be put in the right hand box - temporary interviewers will have been given a four digit number, starting with a 6, this 4-digit number should be entered in the 4 left hand boxes, leaving the 'letter' box empty.

(iii) Month - you should circle only one of the 3 months indicated and in accordance with the month shown on the sticky address labels.

(iv) Area/Stint No - this can be copied from the E questionnaires.

(v) Address/Household No - again copy from the E questionnaire; households should be listed in address number order and documents should be in the same order.

(vi) R code - this can be copied from the E questionnaire.

(vii) Outcome - this is the 2 digit outcome you have circled at question E8.

(viii) Phone No - circle 1 or 2 according to the answer coded at question E10.

(ix) Do not forget to fill in the two boxes at the bottom about the number of addresses in this return and the number of outstanding addresses.

An example of a completed work return is shown at the end of this section.

Details required about telephone re-issues are the same except that the R code and Phone No do not need to be entered.

Return your work to your Regional Office at St Catherines House.

**7.3F STUDY TIME**

The study time allowance on the survey is 3½ hours. We suggest that you take 3 hours to study the instructions and half an hour to complete the exercise.
7.4F CHECKING TIME

Checking time per completed interview (outcomes 01 or 02) is 15 minutes. These 15 minutes are to cover such things as:

1. Making up of notebook and completion of E questionnaire.
2. Coding of OCC and IND at all relevant questions.
3. A 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 despatch
   d) work return has been completed accurately.

7.5F CLAIMS

Survey number = 766
Stage number = 99
Fieldwork activity code = 4

7.6F QUERIES OR PROBLEMS

Queries/problems concerning - work progress, claims - Regional Office
  allocations etc
  - survey content ext 2113
  - research ext 2310
  - sampling ext 2276/2357

If you are in doubt about whom to contact with a query (or are having difficulty getting through) you should contact your Regional Office.
TELEPHONE INTERVIEWERS ONLY

7.1T ALLOCATION OF WORK

At the start of each day's work you will have address lists either issued to you by the supervisor or in your booth from the previous day's work.

Before attempting any new serial numbers, check to see if there are any early appointments in your booth. You should then try to arrange your work to ensure that you phone them at the correct time.

7.2T FIRST TIME CALLS

Before phoning a new serial number you must do the following:

(i) Put the address label for that serial number on an E questionnaire - if there is no label, refer to your supervisor.

(ii) Complete the serial number boxes at the top of the E questionnaire.

(iii) At question E4 write down the date and time.

You are now ready to dial the number.

7.3T COMPLETION OF CALL

At the completion of a call (this includes no replies etc) you should (at E4) circle the appropriate code and, if appropriate, make a comment in the notes column.

Number unobtainable - try redialling in case you were connected to the wrong number. If it is still unobtainable refer it to your supervisor for extra information to check with directory enquiries. If that fails, and time permits, you should attempt it once more after 3 days and then if still unsuccessful send it for reissue to field.

No reply (non-contact) - put these to one side for attempting later on in the evening or on a different night. Before 'giving up' on a number you must try it at different times (eg before 1800 and after 2000) and on different days (including a Saturday).

Each attempt should be shown at E4 unless the gap is less than half an hour.

If, after at least 5 attempts there is no reply it should be re-issued to the field.
Refusals

- at E17 give as much detail as possible of what both you and the respondent said but as a minimum you should indicate the following:

(i) sex and age (your best guess) of the respondent
(ii) whether the address was correct?
(iii) had the letter been received?
(iv) were you able to give a full explanation of the reason for phoning?

If you were not able to check some (or all) of these then please say 'not checked'.

Remember that we will be re-issuing refusals to face-to-face interviewers to try and convert them. In 1985, 50% of so called refusals were interviewed, so we need as much detail as possible so that the face-to-face interviewer can go prepared.

If you experience a refusal where the respondent sounds as though a public relations problem will be caused if we try again (eg they threaten to write to their MP) then, after completing E17 refer the serial number straight away to your supervisor.

Circumstantial refusal - this is where a respondent is willing to do an interview but there are other reasons for preventing it (eg they are just going out). If you meet what seems to be a circumstantial refusal then it should be possible to convert it by making an appointment unless it is near to the end of the field period or there is a longer-term reason.

If a 'respondent' puts the phone down before you have a chance to explain yourself - do not accept this as a refusal - make a note at E4 and try again on another day (you may have caught them at a difficult time).

Ineligibles

- you are unlikely to come across many on the phone but, if you do, make full notes at E17 (eg in 1985 we identified some businesses).

Partial Interviewers

- these will occur when you are unable to obtain an interview (in person or by proxy) with one (or more) members of the household. NB If you only manage to complete an A questionnaire then it should be regarded as a refusal or circumstantial refusal as appropriate.

Full interview

- you should ensure that you have completed the A questionnaire and a B for each person aged 16 or over (in the reference week).
7.4T WORK RETURN FORM

At the end of a nights work you should ensure that all the serial numbers you have dealt with are entered on a work return. (In this context 'dealt with' means they will not be phoned again.)

The work return should be completed with full/partial interviewers first, and then other outcomes, as follows:

Month - you should circle only one of the 3 months indicated and in accordance with that shown on the sticky address label.

Area/Stint No - this can be copied from the E questionnaire (and sticky label).

Address No - as above.

Household No - should always be 01 - if you have anything else refer to supervisor.

Outcome - 01 or 02; if you have anything else (eg refusal etc) code as 17 in this column and complete the next column as well.

Reason for non-interview - if outcome is 01 or 02 leave this blank or else code according to one of the following reasons:

1 - wrong phone no supplied
2 - number unobtainable
3 - prefers field visit
6 - refusal
7 - circumstantial refusal
8 - no reply (non-contact)
9 - other reason.

7.5T RETURN OF WORK

You should sort each night's work into separate batches as follows:

(i) appointments - in chronological order

(ii) non-contacts - in chronological order with the earliest first call date on top

(iii) not attempted - keep their address lists with them

(iv) full/part interviews - place A and Bs (in person order) inside the E questionnaire. They should be in the same order as shown on the work return with the work return on top.

(v) re-issues to field - place any A and Bs inside the E questionnaire. These should also be in the same order as on the work return.

An example of a completed work return is shown at the end of this chapter.
7.6 STUDY TIME

The study time allowances on the survey is 3½ hours. We suggest that you take 3 hours to study the instructions and half an hour to complete the exercise.

7.7 CLAIMS

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Stage number = 99
Fieldwork activity code = 6
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Number of addresses in this Return: 15

Note: Please return both copies of the form to Supervisor.
Type 1 This form should not be used for telephone replies.

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Notes:
1. You must complete a separate return for any telephone replies.
2. Please return top 2 copies, the 3rd is for you to keep in case of query.
3. If you have any difficulties in completing this form, consult chapter 7 of the 1986 LFS(A) instructions.

Number of addresses in this return: 14
Number of addresses still to be returned in this stint: 27
Three-shift working (code 01)
The 24-hour day is divided into three working periods, eg 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.

Continental shifts (code 02)
A continuous three-shift system that rotates rapidly - eg three mornings, then two afternoons, then two nights. Usually there is a break between shift changes. Sometimes called metropolitan shifts.

Two-shift system with earlies and lates or double day shifts (code 03)
Normally two shifts of eight hours each, eg 0600-1400 and 1400-2200. The worker usually alternates between shifts, often weekly, but it can be at longer intervals.

Sometimes night and sometimes day shifts (code 04)
Use this code for any other pattern of working which involves working shifts both during the hours of daylight and at night. See also the definition of night shifts, below.

Split shifts (code 05)
Full shifts divided into two distinct parts with a gap of several hours in between. Used in passenger transport, catering, and service industries, where there is a need to meet peak demands at different times of the day.

Morning shifts (code 06)
Usually 0600-1400. Use if the morning shift is the only shift worked. It can be part time.

Afternoon shifts (code 07)
Usually 1400-2200 if full time. Can be part time between 1200 and 1800.

Evening or twilight shifts (code 08)
Usually 1500-2400 if full time. Can be part time between 1700 and 2200. Twilight shift is a term for part-time evening shifts.

Night shifts (code 09)
Full time, usually 1800-0600. Use only for permanent night work, as any rotating system should be coded 01-04.

Weekend shifts (code 10)
Work during the day on Friday-Sunday (0600-1800).
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<td>4 11 18 25</td>
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<td>OCTOBER</td>
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<td>Mon</td>
<td>7 14 21 28</td>
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<td>3 10 17 24</td>
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### Bank Holidays are boxed

<table>
<thead>
<tr>
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**January**

**February**

**March**

<table>
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<tr>
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**April**

**May**

**June**

<table>
<thead>
<tr>
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<tr>
<td>Sun</td>
<td>6/13/20/27</td>
<td>3/10/17/24/31</td>
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</table>

**July**

**August**

**September**

<table>
<thead>
<tr>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tr>
<td>Sun</td>
<td>5/12/19/26</td>
<td>2/9/16/23/30</td>
</tr>
</tbody>
</table>

**October**

**November**

**December**
LABOUR FORCE SURVEY 1986

Carried out by the Social Survey Division of the Office of Population Censuses and Surveys for the Department of Employment

What Is the Labour Force Survey?

The Labour Force Survey is a major source of statistics, like the Census, about the people of the United Kingdom. The results are used by central and local government, by universities and other independent bodies. Another important user is the European Community, who use information from the survey in determining the distribution of the Social Fund, which allocated more than £300 million for job creation and training schemes in the UK in 1984.

The survey provides useful statistics on, for example:

- **EMPLOYMENT** - the survey is a vital source of up-to-date statistics about employed and unemployed people and their families.

- **PENSIONERS** - there are more than 700,000 men and women in employment who are over the state pension age. The survey shows how employment among the elderly is changing.

- **WORKING MOTHERS** - the survey covers the working hours of working mothers.

- **CHANGING JOBS** - how and why people move into different jobs and industries.

- **FINDING WORK** - the methods used to look for work, and how long the search continues.
**Is the survey voluntary?**

Yes. We rely on people's voluntary co-operation, which is vital if the survey is to be successful.

By taking part in this survey you are making a contribution which benefits everyone - surveys are essential means of finding out in detail about developments in our society, and about the effects of government policies.

**And if you have any queries......**

The survey is organised by the Labour Force Survey Unit at OPCS. If you have a specific query you can contact the Unit by telephoning 01-242 0262 and asking for extension 2310.

**What is the Office of Population Censuses and Surveys (OPCS)?**

OPCS, the office of the Registrar General for England and Wales, has a wide range of tasks including

- birth, marriage and death registration
- compiling population statistics and medical statistics
- maintaining the National Health Service Central Register
- carrying out the ten-yearly Census of Population
- carrying out surveys for government departments, providing basic information on the cost of living, health, housing and many other matters of public concern.

If you wish for any further information about OPCS you may write to OPCS, St Catherines House, 10 Kingsway, London WC2B 6JP.
PEOPLE ON TRAINING SCHEMES - the survey covers the education and training people receive, and how this relates to the work that they do.

Why this address?

To call at every address in the country would take too long and cost too much, so we select a sample of addresses.

We select addresses from the Post Office's list of addresses, in a way that gives every address the same chance of being chosen.

That is how we selected your address. We did not know anything in advance about you or your household.

But while it is a matter of chance which addresses are selected, once they have been chosen, we must contact those addresses and no others. This ensures that all types of people are properly represented in the sample.

That is why it is so important that everyone we approach agrees to take part. Everyone has details to give which are of interest to us.

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- **EMPLOYMENT** - the survey is a vital source of up-to-date statistics about employed and unemployed people and their families.

- **PENSIONERS** - there are more than 700,000 men and women in employment who are over the state pension age. The survey shows how employment among the elderly is changing.

- **WORKING MOTHERS** - the survey covers the working hours of working mothers.

- **CHANGING JOBS** - how and why people move into different jobs and industries.

- **FINDING WORK** - the methods used to look for work, and how long the search continues.
Dear Resident

The Social Survey Division is the official government research unit which conducts surveys on behalf of government departments. It carries out the Labour Force Survey (the purpose of which is explained in the attached leaflet) in more than 75,000 households throughout the United Kingdom. Addresses selected at random from the Postcode Address File, the Post Office's list of addresses, form the sample for the survey.

Approximately 1 in 3 of the addresses included in the 1985 survey have been selected at random to be approached again in 1986. As your address is one of these, you may have been interviewed by us a year ago. We would like to carry out the interview by telephone this year, as this keeps down the cost to both the government and the public.

One of our interviewers will try to contact you by telephone before 19 April 1986. He or she will explain the survey to you in more detail and, if you agree, carry out a short interview concerning each adult member of the household. Please do not worry if you are busy when the interviewer first telephones, he or she will be happy to phone again if necessary.

As in all our surveys we rely very much on people's voluntary co-operation and we are very grateful for your help. If you have any queries about the survey, do not hesitate to ask the interviewer when he or she calls or, if you would prefer, you can ring me using the number at the top of this letter.

Yours sincerely

Julian Foxon (Social Survey Officer)
Dear Resident

The 1986 Labour Force Survey is about to be carried out by the Social Survey Division, the official government research unit which conducts surveys on behalf of government departments. The Labour Force Survey, as explained in more detail in the attached leaflet, provides up to date information about employment and related topics. To do this in a cost-effective manner, a sample of 75,000 households throughout the United Kingdom is selected at random from the Postcode Address File, the Post Office's list of addresses, and a short interview is carried out with each household. Your address is one of those selected.

Wherever possible, we are carrying out the survey by telephone, as this keeps down the cost to both the government and the public. One of our interviewers will try to contact you by telephone before 19 April 1986. He or she will explain the survey to you in more detail and, if you agree, carry out a short interview concerning each adult member of the household. Please do not worry if you are busy when the interviewer first telephones, he or she will be happy to phone again if necessary.

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Yours sincerely

Julian Foxon (Social Survey Officer)
LABOUR FORCE SURVEY

EUROPEAN SOCIAL FUND

The following list gives examples of local allocations from the European Social Fund. In 1984 the Social Fund allocated more than £300 million for job creation and training schemes in the UK. For example:

LONDON AND THE SOUTH EAST

Essex County Council Education Department received over £50,000 for foundation courses in Surveying and Building Management, Micro-Processing and Computing and Business Studies.

Lewisham Women's Training Centre received over £50,000 for vocational training for women.

SOUTH WEST

Central Electricity Generating Board (CEGB) received over £300,000 for redeployment and retraining of staff leaving closing power stations.

Dartington North Devon Trust received over £6,000 for full-time vocational training in construction skills and information technology.

WALES

DDT Maintenance Ltd in Newport received over £3,000 for electronics training for Field Service and Workshop computer engineers.

MIDLANDS

Austin Rover Group Ltd (Coventry) received over £250,000 for training as a result of restructuring.

YORKSHIRE AND HUMBERSIDE

Bansley College of Technology received over £8,000 for vocational training for moderately intellectually retarded school leavers.

NORTH WEST

Employment Resource Group Ltd (Liverpool) received over £30,000 for a series of business courses.

NORTH EAST

Cleveland County Council received over £13,000 for training in clerical work.

Borough of Sunderland received over £1,000 for a basic education and training scheme for disabled people.
SCOTLAND

Stratclyde Regional Council received nearly £500,000 for a Recruitment Premium Scheme for Young People.

Tayside Regional Council received over £17,000 for an employment recruitment scheme.

December 1985
1 ESTABLISH WHO IS HEAD OF HOUSEHOLD AND LIST ALL OTHERS IN TERMS OF THEIR RELATIONSHIP TO HOH

2. Relationship to HOH WRITE IN AND ENTER CODE

<table>
<thead>
<tr>
<th>Code</th>
<th>Relationship to HOH</th>
<th>Code</th>
<th>Relationship to HOH</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Head of household</td>
<td>07</td>
<td>Brother/sister of HOH/Wife</td>
</tr>
<tr>
<td>02</td>
<td>Wife of HOH</td>
<td>08</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>03</td>
<td>Child of HOH/Wife</td>
<td>09</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>04</td>
<td>Parent/Guardian of HOH/Wife</td>
<td>10</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>05</td>
<td>Other relation of HOH/Wife</td>
<td>11</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>06</td>
<td>Parent/Guardian of HOH/Wife</td>
<td>12</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>07</td>
<td>Brother/sister of HOH/Wife</td>
<td>13</td>
<td>Other relation of HOH/Wife</td>
</tr>
<tr>
<td>08</td>
<td>Other relation of HOH/Wife</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Other relation of HOH/Wife</td>
<td></td>
<td></td>
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</table>

3. Sex

<table>
<thead>
<tr>
<th>Sex</th>
<th>Code</th>
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<tbody>
<tr>
<td>M</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>2</td>
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</tbody>
</table>

4. Date of Birth

5. Age

<table>
<thead>
<tr>
<th>Age</th>
<th>Code</th>
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<td>0-9</td>
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<td>10-19</td>
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<td>20-29</td>
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<td>30-39</td>
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<td>50-59</td>
<td>6</td>
</tr>
<tr>
<td>60-69</td>
<td>7</td>
</tr>
<tr>
<td>70+</td>
<td>8</td>
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</table>

6. Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married, single</td>
<td>1</td>
</tr>
<tr>
<td>Widowed, divorced, separated</td>
<td>2</td>
</tr>
</tbody>
</table>

7. Family Unit

8. INTERVIEWER CHECK

8-10 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 at top of page the HOUSEHOLD NO to which this questionnaire refers, then go to 10B.

10A. ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS (DO NOT INCLUDE VACANT HOUSEHOLD SPACES)

10B. ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS (DO NOT INCLUDE VACANT HOUSEHOLD SPACES)

11. Refer to Sampling Implementation Unit and enter the total no of households selected in the sample

12. Does your household own or rent this accommodation?

<table>
<thead>
<tr>
<th>Owns/Is buying</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>Rent/Free</td>
<td>2</td>
</tr>
</tbody>
</table>

13. Is this accommodation owned outright or being bought with a mortgage or loan?

<table>
<thead>
<tr>
<th>Owned outright</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

14. Who is this accommodation rented from?

<table>
<thead>
<tr>
<th>ORGANISATIONS</th>
<th>Code</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>
<tr>
<td>INDIVIDUALS</td>
<td>Code</td>
</tr>
<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

<table>
<thead>
<tr>
<th>Furnished</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>Partially furnished</td>
<td>2</td>
</tr>
<tr>
<td>Unfurnished</td>
<td>3</td>
</tr>
</tbody>
</table>

16. Ask A17-29 for each household member in turn, first ring person number at top of each column

17. Does your landlord provide this accommodation

READ OUT
### Table: Completing One Column for Each Household Member in Turn

- **Person number 01**
  - What is nationality?
    - [UK/British](#) 01
    - [Irish Republic](#) 06
    - Other (Specify) 19
- **Person number 02**
  - What is nationality?
    - [UK/British](#) 01
    - [Irish Republic](#) 06
    - Other (Specify) 19
- **Person number 03**
  - What is nationality?
    - [UK/British](#) 01
    - [Irish Republic](#) 06
    - Other (Specify) 19

#### Questions:

1. **In what country was born?**
   - [UK/British](#) 01
   - [Irish Republic](#) 06
   - Other (Specify) 19

2. **Check nationality (17)**
   - [UK/British](#) 01
   - [Irish Republic](#) 06
   - Other (Specify) 19

3. **In what year did first arrive in the United Kingdom?**
   - Enter last 2 digits of year

4. **Check nationality (17)**
   - [UK/British](#) 01
   - [Irish Republic](#) 06
   - Other (Specify) 19

5. **Show Card A/Read Out**
   - To which of these groups do you consider belongs?
   - Enter code (01-10)

6. **Is living in the same accommodation as a year ago?**
   - Yes 1
   - No 2
   - Baby under 1 year 3

7. **Where was living one year ago?**
   - If in UK Town:
     - County
   - If outside UK:
     - Country

8. **Show Card A/Read Out**
   - To which of these groups do you consider belongs?
   - Enter code (01-10)

9. **Is living in the same accommodation as a year ago?**
   - Yes 1
   - No 2
   - Baby under 1 year 3

10. **Where was living one year ago?**
    - Code: Same as person 01
    - OR Enter:
      - If in UK Town:
        - County
      - If outside UK:
        - Country

21. **Show Card A/Read Out**
    - To which of these groups do you consider belongs?
    - Enter code (01-10)

22. **Is living in the same accommodation as a year ago?**
    - Yes 1
    - No 2
    - Baby under 1 year 3

23. **Where was living one year ago?**
    - Code: Same as person 01
    - OR Enter:
      - If in UK Town:
        - County
      - If outside UK:
        - Country

24. **Check: Man aged 16-64/Woman aged 16-59**

25. **Check: Man aged 16-64/Woman aged 16-59**

26. **Did move at any time in the last 12 months because of...**

27. **How many times did move during the last 12 months for those reasons?**

28. **Did get any money help towards moving from:***

29. **If more household members:**
    - Go to next column.
    - Check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over.
<table>
<thead>
<tr>
<th>Person number</th>
<th>Person number</th>
<th>Person number</th>
<th>Person number</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>08</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>17. What is nationality?</td>
<td>17. What is nationality?</td>
<td>17. What is nationality?</td>
<td>SKIP TO</td>
</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
<td>01</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>06</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>18</td>
</tr>
<tr>
<td>18. In what country was born?</td>
<td>18. In what country was born?</td>
<td>18. In what country was born?</td>
<td>20</td>
</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
<td>01</td>
</tr>
<tr>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>Irish Republic</td>
<td>06</td>
</tr>
<tr>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>Other (SPECIFY)</td>
<td>19</td>
</tr>
<tr>
<td>ENTER LAST 2 DIGITS</td>
<td>ENTER LAST 2 DIGITS</td>
<td>ENTER LAST 2 DIGITS</td>
<td>18</td>
</tr>
<tr>
<td>20. CHECK NATIONALITY (A17)</td>
<td>20. CHECK NATIONALITY (A17)</td>
<td>20. CHECK NATIONALITY (A17)</td>
<td>21</td>
</tr>
<tr>
<td>UK/British</td>
<td>UK/British</td>
<td>UK/British</td>
<td>X</td>
</tr>
<tr>
<td>Other (incl. Irish Republic)</td>
<td>Other (incl. Irish Republic)</td>
<td>Other (incl. Irish Republic)</td>
<td>Y</td>
</tr>
<tr>
<td>21. Is READ a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen?</td>
<td>READ a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen?</td>
<td>READ a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen?</td>
<td>22</td>
</tr>
<tr>
<td>a British Overseas Citizen, 1</td>
<td>a British Overseas Citizen, 1</td>
<td>a British Overseas Citizen, 1</td>
<td></td>
</tr>
<tr>
<td>a British Dependent Territories Citizen, 2</td>
<td>a British Dependent Territories Citizen, 2</td>
<td>a British Dependent Territories Citizen, 2</td>
<td></td>
</tr>
<tr>
<td>or a British Citizen?, 3</td>
<td>or a British Citizen?, 3</td>
<td>or a British Citizen?, 3</td>
<td></td>
</tr>
<tr>
<td>DK 4</td>
<td>DK 4</td>
<td>DK 4</td>
<td></td>
</tr>
<tr>
<td>22. SHOW CARD A/READ OUT To which of these groups do you consider belongs?</td>
<td>ENTER CODE (01-10) Specify codes 08/10</td>
<td>ENTER CODE (01-10) Specify codes 08/10</td>
<td></td>
</tr>
<tr>
<td>23. Is living in the same accommodation as a year ago?</td>
<td>ENTER CODE (01-10) Specify codes 08/10</td>
<td>ENTER CODE (01-10) Specify codes 08/10</td>
<td>23</td>
</tr>
<tr>
<td>Yes 1</td>
<td>25</td>
<td>Yes 1</td>
<td>25</td>
</tr>
<tr>
<td>No 2</td>
<td>24</td>
<td>No 2</td>
<td>24</td>
</tr>
<tr>
<td>Baby under 1 year 3</td>
<td>29</td>
<td>Baby under 1 year 3</td>
<td>29</td>
</tr>
<tr>
<td>24. Where was living one year ago? CODE: Same as Person 01 966</td>
<td>OR ENTER: IF IN UK: Town Country</td>
<td>OR ENTER: IF IN UK: Town Country</td>
<td></td>
</tr>
<tr>
<td>IF OUTSIDE UK: Country</td>
<td>IF OUTSIDE UK: Country</td>
<td>IF OUTSIDE UK: Country</td>
<td></td>
</tr>
<tr>
<td>25. CHECK: Man aged 16-64/ Woman aged 16-59</td>
<td>25. CHECK: Man aged 16-64/ Woman aged 16-59</td>
<td>25. CHECK: Man aged 16-64/ Woman aged 16-59</td>
<td>26</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Others Y</td>
<td>Others Y</td>
<td>Others Y</td>
<td>29</td>
</tr>
<tr>
<td>26. Did move at any time in the last 12 months because of his/her job or to look for work? Yes 1</td>
<td>Yes 1</td>
<td>Yes 1</td>
<td>27</td>
</tr>
<tr>
<td>No 2</td>
<td>29</td>
<td>No 2</td>
<td>29</td>
</tr>
<tr>
<td>27. How many times did move during the last 12 months for those reasons?</td>
<td>27. How many times did move during the last 12 months for those reasons?</td>
<td>27. How many times did move during the last 12 months for those reasons?</td>
<td>28</td>
</tr>
<tr>
<td>or the government's Employment Transfer Scheme? 9</td>
<td>or the government's Employment Transfer Scheme? 9</td>
<td>or the government's Employment Transfer Scheme? 9</td>
<td></td>
</tr>
<tr>
<td>29. 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.</td>
<td>29. 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.</td>
<td>29. 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.</td>
<td></td>
</tr>
</tbody>
</table>

* This is a sample of the text provided. The full document contains a series of questions and options to be filled in. The table format is used to present the options in a structured manner. The questions cover various topics such as nationality, place of birth, year of first arrival in the UK, accommodation, reasons for moving, and financial support. The responses are indicated with codes such as 'YES', 'NO', and specific numbers or codes for certain categories.*
1986 LABOUR FORCE SURVEY (A)
CODE FROM BROWN QUESTIONNAIRE A

1 ENTER
REFERENCE WEEK

1. Week ending Sunday
   Day
   Month
   SKIP TO
   2

2 INTERVIEWER CHECK
   Person aged 16-19
   Yes
   No
   SKIP TO
   3

   All other ages
   Yes
   No
   SKIP TO
   5

3 Were you on the Youth Training Scheme (YTS)
   (last week that is) in the seven days ending
   Sunday (DATE AT B1)?
   Yes
   No
   SKIP TO
   4

4 (Last week) on your YTS scheme were you
   CODE FIRST
   with an employer providing work
   experience?
   THAT
   at a college or training centre?
   APPLIES
   temporarily away from an employer?
   or temporarily away from a college or
   training centre?
   SKIP TO
   13

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
   SKIP TO
   9

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
   SKIP TO
   63

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
   SKIP TO
   8

8 INTERVIEWER CHECK
   In a job but away from paid work last week
   (B6 CODED 1)
   SKIP TO
   9

   On YTS and temporarily away from an employer
   (B4 CODED 3)
   SKIP TO
   13

9 Was the job/business that you were in/away from
   (last week)
   CODE
   a permanent job?
   FIRST
   a seasonal temporary or casual job?
   THAT
   APPLIES
   or a job done under contract or for a fixed
   period of time?
   SKIP TO
   10

10 Did you get the work that you were doing (last week)
   READ
   through a private employment agency
   (or business)
   OUT
   through a Jobcentre
   or in some other way?
   SKIP TO
   12

11 Were you being paid for that work
   READ
   by the people you actually did it for
   OUT
   or by the private employment agency
   (or business)?
   SKIP TO
   12

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?
   CODE
   You had a contract which included
   FIRST
   a period of training
   THAT
   You could not find a permanent job
   APPLIES
   You did not want a permanent job
   or was there some other reason?
   (No reason given)
   SKIP TO
   13

### ASK B13-846 ABOUT MAIN JOB (OR YTS WORK EXPERIENCE)

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.

17. ASK OR RECORD
   Were you working on your own or did you have employees?
   - On own .................................................. 1 → 19
   - With employees ........................................ 2 → 18B

18A. How many employees were there at the place where you worked?

18B. How many people did you employ at the place where you worked?
   - 1-2 .................................................... 1
   - 3-9 ................................................... 2 → 19
   - 10-24 .................................................. 3
   - Don't know but fewer than 25 ....................... 4
   - 25 or more ........................................... 5

19. How long have you been continuously employed by this employer/continuously self-employed?
   - Less than 3 months .................................. 1
   - 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?
   - CODE FIRST THAT APPLIES
   - You were a student/you were at school ............. 1
   - You were ill or disabled ............................. 2
   - 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

### NOTE TO INTERVIEWERS: Qs 50, 65, 100, 119, 133!

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
   - Foreman/supervisor .................................. 2 → 18A
   - Not manager or supervisor .......................... 3
<table>
<thead>
<tr>
<th>Question</th>
<th>Code Options</th>
</tr>
</thead>
</table>
| 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
| Last 4 weeks OR code 99 or more hours                                   | A 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?                               | 1 24                                                                            |
| How many hours paid overtime do you usually work in a week?            | 2 25                                                                            |
| If varies, take average over enter hours                                | B 26                                                                            |
| Ask (or record if away from work last week)                            | Did you do any paid overtime (last week)?
| Yes                                                                    | 1 26                                                                            |
| No                                                                     | 2 27                                                                            |
| How many hours paid overtime did you work (last week)?                 | C 28                                                                            |
| Ask (or record if already told never do unpaid overtime)               | Do you work unpaid overtime
| Read regularly OUT occasionally or never?                               | 1 26                                                                            |
| How many hours unpaid overtime do you usually work in a week?          | 2 27                                                                            |
| If varies, take average over enter hours                                | C 29                                                                            |
| How many hours unpaid overtime did you work (last week)?               | C 29                                                                            |
| May I just check did you do any unpaid overtime (last week)?           | If yes, enter hours                                                           |
| No                                                                     | 2 30                                                                            |
| How many hours unpaid overtime did you work (last week)?               | E 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                                               | 99 32                                                                           |
| Interviewer check                                                      | Did paid work (last week) (B5 coded 1) or was on YTS with an employer
| (B4 coded 1)                                                           | X 33                                                                            |
| Did no paid work (last week) (B5 coded 2) or was on YTS and temporarily away from an employer (B4 coded 3) | Y 36                                                                            |
| 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                                               | 99 34                                                                            |
| Ask or record (last week) did you work                                | Number of hours worked varies
| More hours than usual OUT fewer hours than usual or the same number of hours as usual? | 1 35                                                                            |
| What was the main reason that (last week) you did fewer hours than usual? | 3 36                                                                            |
| Labour dispute at own workplace economic and other causes Other personal/family reasons Other reasons | 4 37                                                                            |
| Does the total number of hours you work tend to vary from week to week? | If yes, enter hours                                                           |
| No                                                                     | 2 38                                                                            |
| Do you do shift work at all?                                           | If yes, enter hours                                                           |
| No                                                                     | 2 39                                                                            |

**Notes:**
- Skip to column 32 if any of the interview questions are not applicable.
- The interview should be conducted with a focus on understanding the respondent's work hours and overtime details.
- The interviewer should ensure accuracy and completeness in recording the respondent's responses.
- The total number of hours worked should be calculated and cross-checked with the respondent to ensure accuracy.
38. SHOW CARD D

Which of the categories on this card describes the shiftwork that you do?

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Three-shift working</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>Continental shifts</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Two-shift system with 'earlies' and 'lates' / double day shifts</td>
<td>04</td>
</tr>
<tr>
<td>04</td>
<td>Sometimes night and sometimes day shifts</td>
<td>05</td>
</tr>
<tr>
<td>05</td>
<td>Split shifts</td>
<td>06</td>
</tr>
<tr>
<td>06</td>
<td>Morning shifts</td>
<td>07</td>
</tr>
<tr>
<td>07</td>
<td>Afternoon shifts</td>
<td>08</td>
</tr>
<tr>
<td>08</td>
<td>Evening or twilight shifts</td>
<td>09</td>
</tr>
<tr>
<td>09</td>
<td>Night shifts</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Weekend shifts</td>
<td>11</td>
</tr>
<tr>
<td>11</td>
<td>Other type of shiftwork</td>
<td>12</td>
</tr>
</tbody>
</table>

39. SHOW CARD E

Which of the categories on this card best describes the times of day you usually work?

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Mornings only</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>Afternoons only</td>
<td>03</td>
</tr>
<tr>
<td>03</td>
<td>During the day</td>
<td>04</td>
</tr>
<tr>
<td>04</td>
<td>Evenings only</td>
<td>05</td>
</tr>
<tr>
<td>05</td>
<td>At night</td>
<td>06</td>
</tr>
<tr>
<td>06</td>
<td>Both lunchtime and evenings</td>
<td>07</td>
</tr>
<tr>
<td>07</td>
<td>Other times of day</td>
<td>08</td>
</tr>
<tr>
<td>08</td>
<td>Varies / no usual pattern</td>
<td>10</td>
</tr>
</tbody>
</table>

40. In the four weeks ending Sunday (DATE AT B1) did you work on any weekend?

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Yes</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>No</td>
<td>03</td>
</tr>
</tbody>
</table>

41. Did/do you work:

READ OUT on Saturday(s) | 1 | 42
AND CODE ONE ONLY or on Sunday(s) | 2 |
or on both Saturday(s) and Sunday(s) | 3 |

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>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Weekends only</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>Monday-Friday as well</td>
<td>03</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>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Yes</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>No</td>
<td>03</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>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1-3 days (not including Sunday)</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>4-6 days (not including Sunday)</td>
<td>03</td>
</tr>
<tr>
<td>03</td>
<td>More than 1 week - 2 weeks</td>
<td>04</td>
</tr>
<tr>
<td>04</td>
<td>More than 2 weeks - 3 weeks</td>
<td>05</td>
</tr>
<tr>
<td>05</td>
<td>More than 3 weeks - 4 weeks</td>
<td>06</td>
</tr>
<tr>
<td>06</td>
<td>More than 4 weeks - 5 weeks</td>
<td>07</td>
</tr>
<tr>
<td>07</td>
<td>More than 5 weeks - 6 weeks</td>
<td>08</td>
</tr>
<tr>
<td>08</td>
<td>More than 6 weeks - 7 weeks</td>
<td>09</td>
</tr>
<tr>
<td>09</td>
<td>More than 7 weeks - 8 weeks</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>More than 8 weeks - 3 months</td>
<td>11</td>
</tr>
<tr>
<td>11</td>
<td>More than 3 months - 6 months</td>
<td>12</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.)

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1-3 days (not including Sunday)</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>4-6 days (not including Sunday)</td>
<td>03</td>
</tr>
<tr>
<td>03</td>
<td>More than 1 week - 2 weeks</td>
<td>04</td>
</tr>
<tr>
<td>04</td>
<td>More than 2 weeks - 3 weeks</td>
<td>05</td>
</tr>
<tr>
<td>05</td>
<td>More than 3 weeks - 4 weeks</td>
<td>06</td>
</tr>
<tr>
<td>06</td>
<td>More than 4 weeks - 5 weeks</td>
<td>07</td>
</tr>
<tr>
<td>07</td>
<td>More than 5 weeks - 6 weeks</td>
<td>08</td>
</tr>
<tr>
<td>08</td>
<td>More than 6 weeks - 7 weeks</td>
<td>09</td>
</tr>
<tr>
<td>09</td>
<td>More than 7 weeks - 8 weeks</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>More than 8 weeks - 3 months</td>
<td>11</td>
</tr>
<tr>
<td>11</td>
<td>More than 3 months - 6 months</td>
<td>12</td>
</tr>
</tbody>
</table>

46. Did this spell of sickness or injury end (last week)?

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Yes</td>
<td>02</td>
</tr>
<tr>
<td>02</td>
<td>No</td>
<td>03</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 55A
Foreman/supervisor 2 → 55A
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 → 55B

55A How many employees were there at the place where you worked?

1 2
2 3
3 4
4 5

55B How many people did you employ at the place where you worked?

1-2 1
3-9 2
10-24 3
Don't know but fewer than 25 4
25 or more 5

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)?

- Yes ........................................ 1 → 58
- No .......................................... 2 → 93

58. Were you looking:

- READ OUT for a new job to replace your present (main) job .............................. 1 → 59
- FIRST THAT APPLIES or for an additional job? .................................................. 2 → 78A

59. Why were you looking for another job?

- Present job may come to an end ................................................................. 1 → 60
- Present job is to fill in time before finding another job .................................. 2
- Pay unsatisfactory in present job ................................................................. 3
- Journey to work unsatisfactory in present job ............................................. 4
- Respondent wants to work longer hours than in present job ...................... 5
- Respondent wants to work shorter hours than in present job ...................... 6
- Other aspects of present job unsatisfactory ................................................. 7
- Other reasons ................................................................................................. 8

#### INTERVIEWER CHECK

- Code 5 ringed at previous question (B59) ......................................................... X → 78A
- Code 6 ringed at previous question (B59) .......................................................... Y → 62
- Others ............................................................................................................... Z → 61

61. 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?

- Longer ........................................ 1 → 78A
- Shorter ....................................... 2 → 62
- The same ................................... 3 → 78A
- Don't know/No preference ................. 4

62. Would you rather work shorter hours than at present, even if it meant less pay?

- Yes, would still prefer shorter hours ................................................................. 1 → 78A
- No, would not prefer shorter hours ................................................................. 2
- Don't know ...................................................................................................... 3

### 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 (or the job that you were waiting to take up)?

- Yes ........................................ 1 → 64
- No .......................................... 2 → 73

64. When did you leave your last job?

- Less than 1 month ago ................................................................. 1 → 65
- 1 month but less than 3 months ago ........................................................... 2
- 3 months but less than 6 months ago ........................................................... 3
- 6 months but less than 12 months ago ......................................................... 4
- 12 months but less than 18 months ago ....................................................... 5
- 18 months but less than 2 years ago ............................................................ 6
- 2 years but less than 3 years ago ................................................................. 7
- 3 years but less than 4 years ago ................................................................. 8
- 4 years or more ago ....................................................................................... 9

65. What was your occupation in your last job?

#### (a) ENTER JOB TITLE

#### (b) DESCRIBE FULLY WORK DONE
### 65. Ask or Record

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Foreman/supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Not manager or supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 66. Ask or Record

**Were you working as an employee or were you self-employed?**

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Self-employed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 70. How Many Employees Were There at the Place Where You Worked?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10-24 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Don't know but fewer than 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>25 or more</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 71. Were You Working?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Part-time</td>
<td></td>
<td></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>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You were made redundant/you were dismissed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>It was a temporary job which came to an end</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>You resigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>You took early retirement offered when your employer was cutting back on staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>You took early retirement under the Job Release Scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>You gave up work for health reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>You retired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>You gave up work for family or personal reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>You left work for some other reason</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 73. Were You Looking for Any Kind of Paid Work (Last Week)?

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 74. Interviewer Check

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Man aged 16-69/Woman aged 16-64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Man aged 70 or over/Woman aged 65 or over</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 75. (Last Week)

**CODE**

- 1: Were you waiting to take up a job that you had already obtained?
- 2: Were you waiting for the results of an application for a job?
- 3: Were you not looking for work because you were temporarily sick or injured?
- 4: Were you not looking for work because you were on holiday?
- 5: None of these

**THAT APPLIES**

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

### 76. May I Just Check What Was the Main Reason You Were Not Looking for Work (Last Week)?

**LOOKING FOR WORK**

- 1: 199A Were you/Will you be looking for work
- 2: 199B Will you be working/Would you like work as an employee?
- 3: 199C No preference

### 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?

- 1: Yes
- 2: No

### 78. If You Could Not Find/Had Not Found a Full-time Job Would You Have Accepted a Part-time Job?

- 1: Yes, would accept a part-time job
- 2: No, would not accept a part-time job
### Tabled Sections

#### 82. INTERVIEWER CHECK

- **Looking for work (last week)**
  - (B57 OR B73 CODED 1)

- **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
  - (B75 CODED 1, 2, 3 OR 4)

- **Not yet started looking for work (B76 CODED 8)**

- **Not looking for work (last week) but would like a job**
  - (B77 CODED 1)

#### 83. How long have you been/ were you looking for paid work/ an additional or replacement job? AS NECESSARY

- Not yet started looking
  - 01
- Less than 1 month
  - 02
- 1 month but less than 3 months
  - 03
- 3 months but less than 6 months
  - 04
- 6 months but less than 12 months
  - 05
- 12 months but less than 18 months
  - 06
- 18 months but less than 2 years
  - 07
- 2 years but less than 3 years
  - 08
- 3 years but less than 4 years
  - 09
- 4 years or more
  - 10

#### 84. INTERVIEWER CHECK

- No paid job (last week) or on YTS at college
  - (B6 CODED 2 OR 3 OR B4 CODED 2 OR 4)

- Paid job (last week) or on YTS with employer
  - (B5 OR B6 CODED 1 OR B4 CODED 1 OR 3)

#### 85. Immediately before you started to look for paid work, were you:

- **READ OUT** working
  - 1
- **AND CODE** in full-time education or training
  - (MAIN ACTIVITY)
  - looking after the family or home
  - or were you doing something else?
  - 4

#### 86. May I just check, were you:

- **READ OUT** at school
  - 1
- **AND CODE** 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** Must complete education
  - 1
- **ONE ONLY** Cannot leave present job within two weeks
  - 2
- **MAIN REASON** Personal or family responsibilities
  - 3
- Own illness or injury
  - 4
- Other reason
  - 5

### Diagrammatic Sections

#### 89. INTERVIEWER CHECK: NB PRIORITY CODING

- **Looking for work (last week)**
  - (B57 OR B73 CODED 1)

- **Not yet started looking for paid work**
  - (B76 CODED 8 OR B83 CODED 01)

- **CODE FIRST**
  - 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
  - (B75 CODED 1, 2, 3 OR 4)

- **Not looking for work (last week) but would like a job**
  - (B77 CODED 1)

#### 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**
  - **MAIN OR ONLY METHOD**

  - **Visit a Jobcentre, a government Employment Office or Careers Office, or Professional and Executive Recruitment?**
    - Yes No
  - **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**

- 93
53. INTERVIEWER CHECK

Man aged 16-69/Woman aged 16-84
- paid job (last week)
  (B5 OR B6 CODED 1)  [W]
- no paid job (last week)
  (B6 CODED 2 OR 3)  [X]
- on the Youth Training Scheme (YTS)
  (B3 CODED 1)  [Y]

Man aged 70 or over/Woman aged 65 or over  [Z]

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

98 INTERVIEWER CHECK

Person aged 60 or over  [X]
Person aged 16-59  [Y]

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

Yes 1 98
No 2

98 SHOW CARD G

Which of the categories on this card best describes your circumstances one year ago, that is in (MONTH OF INTERVIEW) 1985?

CODE

WORKING IN A PAID JOB OR BUSINESS 1
LAIRED OFF, OR ON SHORT TIME AT WORK 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

99 Was your (main) occupation one year ago exactly the same as it was (last week)/in your last job?

Yes, exactly the same 1 101
No, different 2 100

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)/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
103. INTERVIEWER CHECK

| Same job with same firm/organisation (B99 CODED 1 AND B101 CODED 1) | X | 104 |
| Change of job or firm/organisation (B99 CODED 2 OR B101 CODED 2) | Y | 105 |

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?

| Employee | 1 | 106 |
| Self-employed | 2 | 107 |

105. INTERVIEWER: REFER BACK TO OCCUPATION AND INDUSTRY (LAST WEEK)/IN LAST JOB AND CHECK B105-B109 WITH RESPONDENT

106. ASK OR RECORD

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

| Manager | 1 | 106A |
| Foreman/supervisor | 2 | 106A |
| Not manager or supervisor | 3 | 106A |

107. ASK OR RECORD

Were you working on your own or did you have employees?

| On own | 1 | 109 |
| With employees | 2 | 108B |

108A. How many employees were there at the place where you worked one year ago?

| 1-2 | 1 | 109 |
| 3-9 | 2 | 109 |
| 10-24 | 3 | 109 |
| Don't know but fewer than 25 | 4 | 109 |
| 25 or more | 5 | 109 |

109. In that job were you working:

READ OUT full-time 1 | 110 |
| or part-time? | 2 | 110 |

110. INTERVIEWER CHECK

| Man aged 16-64 | X | 112 |
| Woman aged 16-59 | Y | 112 |
| Man aged 65 or over/Woman aged 60 or over | Z | 139 |

111. Not asked in face-to-face interview

112. I would now like to talk about education and training. I am 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, whether you are making use of them or not.

Do you have:

READ OUT COMPLETE LIST:

CSE, 'O' level or 'A' level
City and Guilds
A teaching or nursing qualification
A degree or degree-level qualification such as membership of a professional institute
Any other educational, business or technical qualification
Or any qualification connected with work?

| Yes | 1 | 113 |
| No | 2 | 114 |
| Don't know | 3 | 113 |

113. Which qualifications do you think you have: can you tell me about all the qualifications you possess (including the one(s) you have just told me about)?

CHECK Any other qualifications/Any others at all?

'SPECIFY' MEANS:

GIVE TITLE OF COURSE OR QUALIFICATION IN FULL AND LIST SUBJECTS STUDIED

| Higher degree (SPECIFY) | 01 |
| First degree (SPECIFY) | 02 |
| Other degree level qualification such as graduate membership of professional institute (SPECIFY) | 03 |
| BTec or SCOTBTEC/BE C or SCOTBEC | Higher |
| TEC or SCOTEC/SCOTVEC | Higher or HNC, HND |
| Teaching qualification secondary | 05 |
| primary | 06 |
| Nursing qualification (SPECIFY) | 07 |
| STec or SCOTBTEC/BE C or SCOTBEC | National or |
| or SCOTVEC | General |
| or SCOTVEC National Certificate modules of or ONC, OND | 08 |
| City and Guilds | 09 |
| 'A' level or equivalent/SLC (Higher), SCE (Higher), SUPE (Higher)/Certificate of Sixth Year Studies | 10 |
| 'O' level or equivalent (including CSE grade 1)/SLC (Lower), SCE (Ordinary), SUPE (Lower or Ordinary) | 11 |
| CSE (other than grade 1) | 12 |
| Any other professional/vocational qualification (SPECIFY) | 13 |
| None of these qualifications | 14 |
| Don't know | 15 |

OFFICE USE ONLY

[^]
### 114. How old were you when you finished your continuous full-time education?

<table>
<thead>
<tr>
<th>ENTER AGE FINISHED CONTINUOUS FULL-TIME EDUCATION</th>
<th>SKIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Still in continuous full-time education</td>
<td>115</td>
</tr>
<tr>
<td>[ ] Never had any full-time education</td>
<td>116</td>
</tr>
</tbody>
</table>

#### 115. ASK (OR RECORD 'OTHER IF PERSON AGED 20 OR OVER')

Are you still at school or are you in some other kind of full-time education?
- [ ] School
- [ ] Other full-time education

#### 116 INTERVIEWER CHECK

- Person on the Youth Training Scheme (YTS) (B5 CODED 1)
- [X] Yes
- [Y] No

#### 117 SHOW CARD H

Are you on any of the government schemes listed on the card?
- [ ] Community Industry
- [ ] Community Programme
- [ ] Training Opportunities Scheme (TOPS)
- [ ] Voluntary Projects Programme
- [ ] None of these

#### 118. HAVE YOU COMPLETED OR ARE YOU DOING A RECOGNISED TRADE APPRENTICESHIP?

- [ ] Yes (completed)
- [ ] Yes (still doing)
- [ ] No (including apprenticeship begun but discontinued)

#### 119. IN WHAT TRADE WAS/IS THE APPRENTICESHIP?

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY WORK DONE IN THE TRADE OR OCCUPATION

#### 120. SHOW CARD J

Apart from leisure classes and ignoring holidays, are you at present receiving any full-time or part-time education of the kinds shown on the card?

<table>
<thead>
<tr>
<th>CODE</th>
<th>FIRST THAT APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On a sandwich course</td>
</tr>
<tr>
<td>2</td>
<td>Studying at university polytechnic or college full-time</td>
</tr>
<tr>
<td>3</td>
<td>Training for a qualification in nursing, physiotherapy or a similar medical subject</td>
</tr>
<tr>
<td>4</td>
<td>On a part-time course at university, polytechnic or college, including day release and block release</td>
</tr>
<tr>
<td>5</td>
<td>Studying through the Open Tech</td>
</tr>
<tr>
<td>6</td>
<td>Studying through the Open University</td>
</tr>
<tr>
<td>7</td>
<td>Studying on any other correspondence course</td>
</tr>
<tr>
<td>8</td>
<td>Doing none of these</td>
</tr>
</tbody>
</table>

#### 121. IS THAT COURSE

- [ ] block release
- [ ] day release
- [ ] both block and day release
- [ ] or some other kind of part-time course

#### 122. DO YOU ATTEND THAT COURSE?

- [ ] just in the daytime
- [ ] just in the evenings
- [ ] or both

#### 123 INTERVIEWER CHECK

Paid job (last week) or on YTS with employer (B5 OR B6 CODED 1 OR B4 CODED 1 OR 3)

- [ ] Yes

No paid job (last week) or on YTS at college (B6 CODED 2 OR 3 OR B4 CODED 2 OR 4)

- [ ] Yes

#### 124. OVER THE LAST 4 WEEKS, HAVE YOU TAKEN PART IN ANY EDUCATION OR TRAINING CONNECTED WITH YOUR JOB, OR A JOB THAT YOU MIGHT BE ABLE TO DO IN THE FUTURE (INCLUDING COURSES THAT YOU MAY HAVE TOLD ME ABOUT ALREADY)?

- [ ] Yes
- [ ] No

#### 125. WAS/IS THAT TRAINING

- [ ] on the job training only
- [ ] or training away from your job or both

#### 126. OVER THE LAST 4 WEEKS, HAVE YOU TAKEN PART IN ANY EDUCATION OR TRAINING CONNECTED WITH A JOB THAT YOU MIGHT BE ABLE TO DO IN THE FUTURE (INCLUDING COURSES THAT YOU MAY HAVE TOLD ME ABOUT ALREADY)?

- [ ] Yes
- [ ] No

#### 127. AND NOW THINKING JUST ABOUT THE LAST WEEK HOW MANY HOURS DID YOU SPEND ON EDUCATION OR TRAINING OF THIS SORT (AWAY FROM YOUR JOB) INCLUDING ANY PRIVATE STUDY TIME?

- [ ] ENTER HOURS

#### 128. No training (last week)

- [ ] 00
128. SHOW CARD K

Where was the main place that you did this education or training (in the last 4 weeks)? Please choose your answer from this card.

- On premises belonging to: your employer ........................................ 01
- another employer .................................................. 02
- Private training centre .......................................... 03
- Skill Centre .......................................................... 04
- Employment Rehabilitation Centre ........................................ 05
- Community Project .................................................. 06
- Government or local authority training workshop ......................... 07
- ITeC (Information Technology Centre) ...................................... 08
- At home (Open University/Open Tech or other correspondence course) ..... 09
- Other educational institution ............................................ 11
- None of these/(Don’t know) ........................................... 12

129. Who paid the fees for this training?

- Employer/potential employer ........................................... 1
- YTWTOPS ALL THAT APPLY .......................................... 2
- Other government or local authority organisation ....................... 3
- Self/family/relative .................................................... 4
- Other ........................................................................... 5
- No fees ........................................................................... 6
- Don’t know ...................................................................... 7

130. INTERVIEWER CHECK

- Employee (B15 CODED 1) .................................................. X
- Self-employed (B15 CODED 2) ............................................. Y
- Others ............................................................................ 2

131. While you were receiving this training, did your employer pay your basic wages:

- Read in full ................................................................. 1
- Read in part ................................................................. 2
- Read or not at all? ......................................................... 3

132. Was this training meant for your current job?

- Yes ............................................................................ 1
- No ............................................................................. 2
- Don’t know ...................................................................... 3

133. Was this training for a specific occupation?

- No ............................................................................. 997
- Don’t know ...................................................................... 998
- Yes (specify) ............................................................... X

(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) ........................................... 1
- No, still continuing ........................................................... 2

135. What was/is the total length of the training course?

- Less than 1 week .......................................................... 01
- 1 week but less than 2 weeks ........................................... 02
- 2 weeks but less than 3 weeks ......................................... 03
- 3 weeks but less than a month ......................................... 04
- 1 month but less than 2 months ....................................... 05
- 2 months but less than 3 months ..................................... 06
- 3 months but less than 6 months ..................................... 07
- 6 months but less than a year ......................................... 08
- 1 year but less than 2 years ............................................. 09
- 2 years but less than 3 years ............................................. 10
- 3 years or more ................................................................ 11

136. SHOW CARD L

Do you have any of the health problems or disabilities listed on this card?

- Code Problems or disability connected with:
  - Arms, legs, hands, feet, back or neck (including arthritis or rheumatism) ........ 01
  - Difficulty in seeing ..................................................... 02
  - Difficulty in hearing ................................................... 03
  - Skin conditions, allergies ............................................ 04
  - Chest or breathing problems, asthma, bronchitis ......................... 05
  - Heart, blood pressure or blood circulation problems ....................... 06
  - Stomach, liver, kidney or digestive problems .................................. 07
  - Diabetes ........................................................................ 08
  - Depression, bad nerves .................................................. 09
  - Epilepsy ...................................................................... 10
  - Other health problems or disabilities ........................................... 14
- No health problems or disabilities .............................................. 15

137. If only one code is ringed at B136 enter it in the top boxes at B137. If two or more codes are ringed at B136, ask:

Which of these health problems or disabilities affects you the most?

Priority code up to three problems or disabilities

138. Does this/Do any of these health problems or disabilities limit the kind of paid work that you can do?

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

139. Go to next person aged 16 or over. If no more in household: End interview and complete the E questionnaire.
1986 LABOUR FORCE SURVEY (A) CALLS AND OUTCOME QUESTIONNAIRE
ENGLAND AND WALES

Interviewer's name

<table>
<thead>
<tr>
<th>R</th>
<th>LA Dist. No</th>
<th>Mon</th>
<th>Off Use</th>
<th>Area No</th>
<th>Stnt No</th>
<th>Address No</th>
<th>H'hold No</th>
</tr>
</thead>
</table>

COMPLETE AN 'E' QUESTIONNAIRE FOR EACH HOUSEHOLD/HOUSEHOLD SPACE/INELIGIBLE ADDRESS

AFFIX ADDRESS LABEL

In multi household addresses give LOCATION OF HOUSEHOLD SPACE IN ADDRESS

1 FACE-TO-FACE INTERVIEWERS ONLY
   Is this a telephone number? Yes  No

2 TELEPHONE INTERVIEWERS ONLY RING

3 Calls made in person on this household/ineligible address

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17. PARTIAL RESPONSE, REFUSALS, NON-CONTACTS, INELIGIBLES:

Explain in full the reasons why a full interview was not achieved. If appropriate, record what was said, at each stage of contact, by you/the respondent/neighbors etc. Use the left-hand column or the right-hand column as appropriate.

**TELEPHONE INTERVIEWERS**

**FACE-TO-FACE INTERVIEWERS**

18. Completed by face-to-face interviewer → END

Completed by telephone interviewer → REFER TO SUPERVISOR
PARTIAL RESPONSE, REFUSALS, NON-CONTACTS, INELIGIBLES

Explain in full the reasons why a full interview was not achieved. If appropriate, record what was said, at each stage of contact, by you/the respondent/neighbours etc. Use the left-hand column or the right-hand column as appropriate.

TELEPHONE INTERVIEWERS

FACE-TO-FACE INTERVIEWERS

18 Completed by face-to-face interviewer → END

Completed by telephone interviewer → REFER TO SUPERVISOR
7. **NUMBER OF HOUSEHOLD SPACES AT THIS ADDRESS (INCLUDING VACANT SPACES)**
   (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 (check with SIU before using this code)

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. **TOTAL LENGTH OF INTERVIEW(S)**
    AT THIS HOUSEHOLD (in minutes)

13. **ENTER NO. OF 'A' QUESTIONNAIRES ATTACHED**

14. **ENTER NO. OF 'B' QUESTIONNAIRES ATTACHED**

15. **INTERVIEWER CHECK**: Is the number of B questionnaires attached (E14)
    the same as the number of persons
    aged 16 and over in the household (A9)?
    - Yes
    - No

16. **EXPLAIN FULLY ON INSIDE PAGE THE REASON FOR PARTIAL RESPONSE,**
    OUTRIGHT OR CIRCUMSTANTIAL REFUSAL, NON-CONTACT,
    INELIGIBLE OUTCOME

   (inside page)