

1988 LABOUR FORCE SURVEY (A)

INTERVIEWERS' INSTRUCTIONS (FACE-TO-FACE)

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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 disposes of many millions of pounds a year, are thus aided by statistics from the survey. The data are also used by the EC in deciding on grants for re-training programmes which are designed to combat unemployment in particular regions.

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 fulfil 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).

As the LFS(A) is such a large survey it provides a cost effective opportunity to collect other vital information for which a very large sample of the general population is required. The amount of other information that can be collected in a survey about labour force matters is, of course, limited: In 1988 information about housing is being collected in England for the Department of the Environment (DOE) and in Scotland for the Scottish Development Department (SDD). No such additional information is being collected in Wales or Northern Ireland.

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 carries out sampling and fieldwork in Great Britain while 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 1988 Labour Force Survey comprises both the LFS(A) and the LFS(C) for the period 29 February - 28 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 5 April - 30 April. 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 (Great Britain)
- 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 1988 LFS were also selected for the 1987 survey. At none of these addresses was any question asked in 1987 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 1987 survey has been included in the 1988 sample because this makes statistical comparisons between the years (eg unemployment rates) more accurate. Note that we intend to include some 1988 addresses in the 1989 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.

An address included in the 1988 sample will have been sent a letter in advance of the fieldwork. Copies of these letters are included at the end of these instructions. The letters are different depending on whether the interview is to be by phone or face to face and on whether the address has been included in the sample before (see section 2.5). Make sure you know what was said in the letter before you start the interview.

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 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 (eg 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.

The procedure that you should use to identify residents, the households that they belong to and whether or not the households are eligible is described on pages 57-61 of the Handbook for Interviewers (except that para. 2 on p.60 of the Handbook is superseded by the definition of an institution given below). If no-one is resident at an address (e.g. the address is a factory or a hospital where there is no-one who lives there as their only or main address) you should use whichever of codes 09-15 is appropriate (see below).

If there are people who have the address as their only or main residence, you have next to work out which individuals should be counted as members of the same household. Occasionally you may encounter a household which is an institution under the following definition:

'a household managed by the owner or by a person or persons employed for this purpose, and having 4 or more residents (at least 4 of whom are unrelated to the owner/manager(s))'.

Such a household is ineligible and should be coded 15 on the E questionnaire.

A multi-household address may contain both an institution and an eligible household (or, in theory, any number of either type of household), e.g. a warden's household which, though separate, shares the same address as an old people's home which happens to fit the definition of an institution.

If you are unsure if households share the same address, phone the SIU to check what entries there are in the Postcode Address File.

Some examples of ineligible addresses and institutions:

(1) A cottage hospital with 10 patients, none of whom have it as their only or main residence; there are no other residents at the address. This address is ineligible and should be coded 'non-residential'.

(2) A small hotel where 10 people are living, 4 of whom have it as their only or main residence; there are no other residents at the address. The 4 residents happen to form a household according to the standard definition and none of them is related to the hotel's managers. You should, of course, ignore the 6 non-residents. The household comprising the residents is an institution (see definition above) and so ineligible for the survey.

(If the 4 residents each formed a separate household they would each be eligible for the survey.)

(3) As (2) except that there are only 3 residents. The household they form is not an institution and they are eligible for interview.

(4) As (3) except that each of the three residents forms his/her own household. Each is an ineligible household.

(5) As (2) except that there is also accommodation for the manager and his family at the address, who have it as their only or main residence and form a single household. As at (2) the household comprising the 4 resident guests is an institution and ineligible. The manager's household is eligible.

N.B. Remember to assign a household number to each household/household space at the address, including any household which is an institution, and to return an outcome questionnaire for each.

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.

Some of the larger institutions and other ineligible addresses (eg 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

Approximately 40% of the addresses in the sample will be interviewed by telephone. Some of these addresses will have been included in the previous year's sample, but most of them are addresses which will be contacted for the first time

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

Last year approx 20% of the telephone sample (that is just over 4.5 thousand addresses) was reissued to field interviewers. On average 4 addresses were reissued to field interviewers for each quota although, of course, there was a wide variation in the actual number.

Most quotas will therefore consist of the original allocation of addresses - approximately 25 or 41 per quota - plus a number of telephone reissues which will be sent to you towards the end of the interviewing month (you will be allowed adequate time to complete these)

2 ORGANISING YOUR WORK AND PREPARING FOR INTERVIEW

2.1 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) questionnaires (see section 2.11).
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 (see section 2.11).
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).
9. SCOTLAND ONLY - Complete a C/D (housing) questionnaire for each household.
10. ENGLAND ONLY - Complete an H (housing) questionnaire for each household.

AFTER THE INTERVIEW

11. Code Occupation and Industry wherever they apply.
12. Despatch work, **at least one a week**, to HQ, using the Work Return forms (these are dealt with in detail in Chapter 9 on Administration).

2.2 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)

'C/D' questionnaires (green) - SCOTLAND ONLY

'E' questionnaires (pink) pre-printed with the addresses in the sample

'E' questionnaire (pink) not pre-printed for use in multi-households

'H' questionnaires (blue) - ENGLAND ONLY

a pad of: Work Returns - (NB a separate work return form will be sent with any re-issues).

a notebook

a pen

There are differences in the materials for Great Britain and Northern Ireland. The country to which all Questionnaires relate 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.

2.3 BRIEFING 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, Paul Hyatt, room 431, before commencing work. You should not complete the exercise unless you have confirmed your acceptance of a stint on the survey.

2.4 FIELD DATES

Note that the following dates apply:

Stint - Month 3 : 29 February - 2 April

- Month 4 : 5 April - 30 April

- Month 5 : 3 May - 28 May

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/her of the problem.

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:

S768 ANNUAL LABOUR FORCE SURVEY 1988 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 = 29 February - 2 April
MONTH: 4 = 5 April - 30 April
MONTH: 5 = 3 May - 28 May

AREA NO: This will always consist of five numbers and a check letter (eg 01010F).

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 (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). Occasionally, the address will be ringed with asterisks - this is a warning that the address is a divided address - see section 2 8

(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 7).

Column 4: MO

This code is for office use only in England and Wales while in Scotland it is used as an indication of how many households there are at each address (see 3 4S).

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.

Column 6: GRID REF
This is the grid referene 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 1988 LFS(A) sample were also included in the sample for the 1987 LFS, and a similar number will be carried forward to 1989.

The number 1, 2 or 3 will appear in this column:

- 3 indicates that the address was also included in the 1987 sample
- 2 indicates that the address is included for the first and only time in the 1988 sample
- 1 indicates that the address is included for the first time in the 1988 sample and will be included again in 1989.

As well as having addresses on your address list, you will receive the same addresses printed on adhesive labels. This is for use in your notebook so that you do not have to write out the addresses.

2.6 THE E QUESTIONNAIRE

In addition to the information on the address list, the address and serial number is also pre-printed on the E questionnaire to save time and increase accuracy. You will see that each E questionnaire has been pre-printed with household number 01. Where there is more than one household to be interviewed, you will need to enter the information on the blank E questionnaires provided.

2.7 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 '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.

2.9 PLANNING YOUR WORK

Stint sizes on the Survey will vary slightly but will normally consist of, 25 or 41 addresses.

In planning your work you should aim to deal with an average of 6.0 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 6.0. This will give you the total number of days you have in which to complete the quota

For example, a quota of 41 addresses $\div 6.0 = 6.8$ 'days' = 7 working days. If you end up with a decimal place, eg 6.8 days, you should round to the nearest whole number, in this example, 7. Thus for the majority of quotas the number of days worked will be 7.

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 6.0 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 9 on Administration for details

Quotas in the GLC area

Interviewers will be given special instructions to help improve response on GLC quotas. These will be issued on a separate note to the relevant interviewers.

2.10 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.

Each household should have received a letter prior to your visit. Examples of these letters are included at the end of these instructions.

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 marriage.'
- 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.

2.11 WHOM TO INTERVIEW

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

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

'C/D' questionnaire (SCOTLAND ONLY) - The C part of the C/D questionnaire may be asked immediately after the B for person 01, since it relates to that person.

The D part must wait until all the B questionnaires have been completed. It should be asked of the person answering the A questionnaire.

'H' questionnaire (ENGLAND ONLY) - The H questionnaire should be asked when all the 'B' questionnaires have been completed. It should be asked of the person answering the A questionnaire. In exceptional circumstances, in particular if you need to make multiple visits to a household, you may ask the 'H' at the first visit, if you do not think that you will be able to contact the required individual at the second visit.

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

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. Each sampled address has a pre-printed E questionnaire which contains details of that address. It is essential that you have the relevant E questionnaire with you when you make contact at the address. Face-to-face interviewers should also carry spare E questionnaires in case there is more than one household to interview.

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 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.
- (d) the phone number supplied is incorrect or unobtainable.

3.2 THE SERIAL NUMBER

Printed on the E questionnaire, in addition to the address and telephone number (where applicable), are the area, stint and address number, the household number for household 01, the rotation code, the month code and a check digit.

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)

In cases where more than one household is at an address, face-to-face interviewers must complete additional E questionnaires, copying over this printed information but writing in different household numbers in the box provided.

3.3 COMPLETING THE QUESTIONNAIRE

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 15 April at 1 o'clock in the afternoon, it would be recorded as:

Ring call no.	Day	Date	Month	Time: 24 hr clock
01	WED	15	4	1300

The time need not be given precisely: it will be satisfactory if you record the time to the nearest 5 minutes.

Then ring as appropriate:

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

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

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

YOU MUST MAKE A MINIMUM OF FOUR CALLS BEFORE YOU CLASSIFY AN ADDRESS AS A 'NON-CONTACT' (see E8 below - code 08). 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.

At the top of the calls grid is a space for you to enter the total number of calls made in person on the household. Once all interviewing is complete (or you have decided you are not going to be able to obtain an interview), add up the number of calls that have been made on the household, and enter a SINGLE DIGIT in the box. If more than 9 calls have been made, enter 9. If the address is a telephone re-issue. DO NOT count the calls made on the phone (which will have been recorded over the page at E4). Include calls made in person by another, earlier, interviewer.

E7: Number of household spaces at this address

VB: 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 E18.

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 Chapter 1.

Code 16: No trace of address

You must check with the SIU (ext 2276/2357) before using this code.

When you have ringed the correct outcome you should write this code in the box on the front of the questionnaire

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 interviewers 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 ring X at this question and explain why, either at this question or in spare space at E18.

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, ie 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.

E13/14: Number of questionnaires

Record the number of A questionnaires for the household at E13 and the number of B questionnaires at E14.

E15: Housing Trailers

In Scotland and England each responding household should have a completed housing questionnaire (C/D in Scotland; H in England). Code here whether this questionnaire was completed. For quotas in Wales, ring the not applicable code.

E16: 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 at E18. If this question is coded 2 ('No'), ie the outcome is partial response, then E8 should have been coded 02 (and vice versa).

E18: Details of partial response, refusals, non-contacts, ineligible

E18 is designed to enable interviewers to code details about the address when a full interview is not obtained.

3.4 DEALING WITH HOUSEHOLDS IN MULTI-HOUSEHOLD ADDRESSES (ENGLAND AND WALES)

There are different procedures for dealing with multi-household addresses in Scotland and interviewers in Scotland should omit this section and go to 3.4S.

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 2.5). However, it is possible that you will not find out whether an address is multi-occupied until you have actually started to interview.

The next indication you will have is if the address on the address list is a divided address (see section 2.8). You may also 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 paying particular attention to any instructions as to which part of the address you should interview at.

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 the information will not be pre-printed and you must therefore copy the information into the boxes at the top of the 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.

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.

You should also alter the 'total number of households' figure which will have been recorded at A11B 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.

3.4S DEALING WITH HOUSEHOLDS IN MULTI HOUSEHOLD ADDRESSES (SCOTLAND ONLY)

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

In Scotland, where it is felt the PAF is reliable in indicating multi-occupied addresses, the procedure for dealing with these addresses can take on of two forms depending on the MULT OCC indicator printed on the address list.

If the number in the MULT OCC column is 3 or greater, the address is treated as a **pre-sampled** multi-household address, and you should follow the procedures described below.

However, not all multi-household addresses can be identified in this way. For example, if the sampled address is that of a house that has been split up into flats but the flats are not listed separately in the PAF, there will be no entry in the MULT OCC column. Multi-household addresses that you come across without advance warning are termed **concealed** - see (ii) below.

(i) PRE-SAMPLED MULTI-HOUSEHOLDS

General procedure for selecting households for interview

In Scotland any address with MULT OCC = 3 or greater is treated as a pre-sampled multihousehold address. This means that, for each of these addresses, you will find a white card, headed PRE-SAMPLED MULTI-HOUSEHOLD SELECTION CARD, with your address list. The serial number for that particular address will be written at the top of the sheet, and it is essential that you use the correct sheet for each pre-sampled multi-household address so that households are given their correct chance of selection.

However, the number in the MULT OCC column of the address list is not a reliable guide to the number of household spaces there may be at the address. You are therefore asked first to determine the exact number by listing them, and then to select the household space(s) to be interviewed, using the table provided.

On the front of the sheet you should list all the households living at the address at the time of your first call, **plus any vacant household spaces**. The listing procedure will vary according to the particular layout of the address, but it must be carried out in the way described below so that you (or another interviewer at a subsequent wave of the survey) can re-identify the household(s) that are selected:

If the address is a block of numbered flats you should simply list them in numerical order, starting with flat 1, 2, 3 etc.

If the address consists of unnumbered flats or bedsitters, whether in a block of purpose-built flats or a converted house, you should list the flats in a systematic way, starting with the lowest floor and working in a clockwise direction on each floor. On each floor, start from the front left-hand side of the property.

INCLUDE in your lists any flats that are known or appear to be empty.

An example of a completed Pre-sampled Multi-household Selection Sheet follows.

PRE-SAMPLED MULTI-HOUSEHOLD
SELECTION SHEET

Stint	1	8	0	1	7
Ser. No.					06

List of Households

H/Hld No:	DESCRIPTION OF HOUSEHOLDS eg. Location and Surnames if available	OUTCOME CODE Transfer from C & C / C & O sheet
1	Ground floor, front, left hand side	
2	Ground floor, back	
③	Ground floor, front, right hand side	
4	First floor, front	
5	First floor back	
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

IF MORE THAN 22 HOUSEHOLDS
CONTINUE ON SEPARATE SHEET

Procedure: Note down the households on the table above. This must be done systematically. Consecutively numbered flats are put down in order. If unnumbered start with the lowest floor and work in a clockwise direction thus:-

1. GROUND FLOOR, FRONT, L.H. SIDE
2. GROUND FLOOR, BACK
3. GROUND FLOOR, FRONT, R.H. SIDE
4. FIRST FLOOR, FRONT, etc.

NB EXCLUDE empty flats

Turn the sheet over for table showing household(s) to be interviewed. On the front of the sheet ring the number(s) of the selected household(s). Finally transfer code from Calls and Contact/Outcome sheet to 'outcome' box.

NUMBER OF H/HLDS FOUND AT THAT ADDRESS	INTERVIEW AT HOUSEHOLD(S) NUMBERED
1	No interview
2	1
3	2
4	3
5	3
6	1,6
7	2,5
8	8,4,7
9	9,6,3
10	7,9,4
11	10,5,8
12	12,5,3
13	1,6,3
14	12,6,11
15	9,10,5
16	8,11,14
17	15,16,14
18	13,17,4
19	13,1,17
20	12,19,14

If the number of households found is more than ²⁰ please telephone Sampling for instructions: Ext 2276/2366

On the back of the sheet (see facing page) there is a selection table for the range of household spaces we expect to find at the address. Against each number in the range is the number of the household space(s) you are to interview.

In the example, five household spaces were found, so, reading from the table provided for address number 06, you see that space number 3 on the list is to be interviewed, ie the household occupying the flat on the ground floor front, right-hand side. Ring the number of the household space selected - in this case number 1 - in the left-hand column on the front of the selection sheet. When you have dealt with this household enter the outcome code (E8) in the box on the right-hand side of the sheet.

Sometimes the pre-sampled multi-household sheet will instruct you to complete no interview at an address. In this case the outcome code at E8 should be 16.

Supposing there were seven household spaces at this address, you would have to interview at two of them, numbers 2 and 5 on your list.

However, it is rare for you to be instructed to complete no interview at an address, or more than one interview. In the vast majority of cases the selection table for a pre-sampled multi-household address will instruct you to interview one household only.

The household(s) that you select should be numbered consecutively from 01 onwards. Normally you will only select one household and you will therefore use the pre-printed E questionnaire with the household number 01 already entered. If you are instructed to interview more than one household complete further questionnaires numbering them 02, 03 etc.

You should return the multi-household sheet to the office with the rest of the materials for that address.

Special cases

- (a) **Selected unit is vacant/ineligible:** As stated above, you should include on your list any accommodation that is known to be, or appears to be, vacant. If you find that the flat you selected for interview by using the table on the Pre-sampled Multi-household Selection Sheet is empty, you should treat it as you would any other ineligible accommodation - ie no interview is conducted. You must, of course, return a Questionnaire E for any ineligible household space that is selected for interview.
- (b) **Selected unit contains more than one household:** Occasionally you may find that your chosen flat contains more than one household - ie it is a concealed multi-household within a pre-sampled multi-household address. In this case you should follow the procedures described at 2 below.

(ii) CONCEALED MULTI-HOUSEHOLDS

You may find some addresses which contain more than one household which have not been previously identified by the MULTI OCC indicator. These are termed 'concealed multi-households'.

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 the information will not be pre-printed and you must therefore copy the information into the boxes at the top of the 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.

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 A11B 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.

Telephone interviewers only - If you identify a multi-household, take full details and try to establish whether each is contactable by phone, then refer to your supervisor. Tell the informant we may want to phone them back.

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.

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

Where it is simply husband and wife and children aged under 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.)

- (ii) If you need to establish the HOH, the question to ask is: 'In whose name is this house/flat owned or rented?' Then the HOH is the husband of that person or, if that person has no husband, the HOH is that person
- (iii) In cases where the accommodation is in the name of two or more people.
 - where they are of different sex, the male is the HOH
 - where they are of the same sex, the older is the HOH.

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. (A8 is only asked by the telephone interviewers).

A12-A16 are asked in 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 in England on the H questionnaire. For households in England and Scotland, interviewer check A12 skips the tenure questions.

A18-A29 collect information about individual household members.

SERIAL NUMBER AND REFERENCE WEEK

The complete serial number does not need to be entered on the A or B questionnaire but you must ensure that you copy over from the E questionnaire the address and household number into the boxes at the top of the questionnaire.

You must also enter the reference week for the household in the relevant boxes at the top of the questionnaire. The reference week will normally be the week ending on the Sunday prior to the interview.

A1-A7: HOUSEHOLD COMPOSITION

A1: The household composition and head of household

After entering the address and household number and reference week, 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.

'88' is used to mean 1988 and can be used only for babies born this year.

If a respondent was born in 1889 or earlier, enter 89 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:

Per No.	Relationship to HOH	Family Unit
01	HOH	1
02	Wife of HOH	1
03	Son (single)	1
04	Sister (widowed)	2
05	Brother	} married to each other
06	Sister-in-law	
07	Niece (single, daughter of 04)	

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: Telephone interviewers only

This checks whether the address is a multi-household. If you find that the address does contain more than one household, refer to the Supervisor.

A9: Total number of persons in household

Enter the number as two digits

A10: Total number of persons aged 16 and over in household

Enter the number as two digits.

A11A/B: Number of households at this address

If you have worked through properly in transferring the serial number from address list to Questionnaire E 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 A11B 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.

NB SCOTLAND ONLY If you have used the pre-sampled multi-household procedure you will have already been directed to a particular household space (or space(s)). You should enter at 11B the number of households that you have been instructed to interview at this address

A12-A16: TENURE AND TENANCY

A12: INTERVIEWER CHECK

This directs English and Scottish households past the tenure questions which are collected on the housing trailers in these countries

A13: 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 A13 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.

A14: 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.

A15: 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 (ie 'the landlord') is the person/organisation that lets the accommodation. In some circumstances this person/organisation 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 organisation 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 **organisation** or an **individual**.

IF IT IS AN ORGANISATION, 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.

A16: 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.

A18-A29: 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 read these questions across the page about every household member. This can save unnecessary repetition of questions - but be careful when signposts differ.

A18-A23: NATIONALITY, COUNTRY OF BIRTH, ETHNIC GROUP

A18/A19: 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.

Make sure that the name of the country is the present name, eg somebody born in India before 1947 may have come from the area that is now referred to as Bangladesh. The answer to write in is not India, but Bangladesh.

A20: 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), '87' is used to mean 1987. Code '88' if the respondent arrived in the UK in 1888 or earlier.

A22: 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').

A23: 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 A23. 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 (A18) and as their own country of birth (A19) 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 A18 or A19 must always be asked the question. Do not assume their answers.

NB Experience suggests that the need to code children as well as adults is more often overlooked at this question than any other. **CHECK THAT YOU HAVE CODED CHILDREN AS WELL AS ADULTS.**

A24-A29: 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.

A24: 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 1987. Code 1 applies if the person was temporarily away from this accommodation during that month in 1987, or if the permanent move to the present accommodation was made during that month.

A25: 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.

A27: 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 (eg 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.

A28: 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.

A29: 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.

6 THE WHITE B QUESTIONNAIRE

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 2.11 '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 very similar to that used in 1987).

The questionnaire should be completed in blue or black 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

Ignore area and stint headings. Copy the address and household 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 E18

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

B1: The reference week

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

Tuesday	05.4	} all have reference week ending Sunday 03.4
Wednesday	06.4	
Friday	08.4	
Saturday	09.4	

NB All persons in the same household should have the same reference week even if interviewed at a later date.

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 to those aged 16-19 (except see note below). 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.

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

NB Although the questionnaire directs you to ask YTS questions only of persons aged 16-19, if you discover the rare occasion where someone older than this is on such a course you should ask them the YTS questions.

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 any of the following schemes, provided they did not do any other PAID work in the reference week: Job Training Scheme, Training for Enterprise, and Wider Opportunities Training Programme (these schemes have replaced the Training Opportunities Scheme (TOPS) but may still be known to some respondents under the old name).

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.

JOB TRAINING SCHEME (JTS), TRAINING FOR ENTERPRISE (TFE) AND WIDER OPPORTUNITIES TRAINING PROGRAMME (WOTP)

These schemes are run by the Manpower Services Commission (MSC). They provide training for people who want to improve their job prospects by learning new or additional skills. There are two types of JTS courses available: 'old' which are open to men and women who are 19 years or older and have been away from full time education for more than two years. The 'new' JTS courses were introduced nationwide in January 1987 and are open to men and women who have been unemployed for at least six months. Priority is given to those people aged between 18 and 25 although older people are not excluded. WOTP courses are open to those aged at least 19 who have been unemployed for a month or more. TFE courses are for people launching or expanding their own small businesses. The cost of training is covered by the MSC and the trainee may receive a training allowance or budget 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 B117 where there is no code 3, at B127 where there is no code 10, and at B135 where there is no code 11, 12 or 13) has been adopted for processing reasons.

B9-B21: MAIN JOB IN REFERENCE WEEK

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 B12 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: Industry and occupation 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 (eg 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, eg 'I make that 6 months but less than 1 year, does that sound right?' Code 3 would then be ringed in the coding column.

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

Self-employed

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

B20: Full time or part time

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 B21 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 $36\frac{1}{2} = 37$, round $\frac{1}{2}$ hours to the nearest even number, eg $37\frac{1}{2} = 38$, $36\frac{1}{4} = 36$, $\frac{1}{4}$ hour rounds to 00

B22: Usual weekly hours

This question identifies the number of paid hours usually worked each week, excluding the main meal break (usually taken at mid-day) and all overtime Meal breaks should be excluded from the total, regardless of whether they are paid

If the work pattern is not based on a week, give an average over the last four weeks.

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

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

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

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

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.

HOURS		SKIP TO
22. How many hours a week do you usually work in your (main) job/business, that is excluding mealbreaks and any paid or unpaid overtime? $37\frac{1}{2}$		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS →	23
	<input type="text" value="3"/> <input type="text" value="8"/>	
	OR CODE 99 or more hours 99	
24. How many hours paid overtime do you usually work in a week?		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS →	25
	<input type="text" value="0"/> <input type="text" value="4"/>	
28. How many hours unpaid overtime do you usually work in a week?		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS →	29
	<input type="text" value="0"/> <input type="text" value="2"/>	
31. INTERVIEWER TOTAL A • B • C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT		
	ENTER TOTAL NO. OF USUAL HOURS →	32
	<input type="text" value="4"/> <input type="text" value="3"/>	
	OR CODE 99 or more hours 99	

B22: Your respondent usually works $37\frac{1}{2}$ hours excluding meal breaks and overtime. As half hours cannot be coded, $37\frac{1}{2}$ 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 $37\frac{1}{2}$ 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 $3\frac{1}{2}$ hours per week. Rounding $3\frac{1}{2}$ to the nearest even number means that 4 is recorded. However, $3\frac{1}{2}$ should be jotted down just outside the coding column.

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

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

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

Therefore, in this example, (B22) $37\frac{1}{2}$, (B24) $3\frac{1}{2}$ and (B28) 02 should be added, and 43 should be entered at B31.

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.

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-B42: SHIFTWORK AND WEEKEND WORKING

B37: Whether shiftwork done

'Shiftwork' can be interpreted as unsocial hours, in the sense of night, evening or weekend work. It can also be interpreted as working at different times on different days, 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 B38 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
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.

<p>Sometimes night and sometimes day shifts (code 04)</p>	<p>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.</p>
<p>Split shifts (code 05)</p>	<p>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.</p>
<p>Morning shifts (code 06)</p>	<p>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.</p>
<p>Afternoon shifts (code 07)</p>	<p>Most commonly 1400-2200 if full time. Can also be used for a part-time shift between 1200 and 1800.</p>
<p>Evening or twilight shifts (code 08)</p>	<p>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.</p>
<p>Night shifts (code 09)</p>	<p>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.</p>
<p>Weekend shifts (code 10)</p>	<p>This code should be used for work during the day on Fridays, Saturdays and Sundays (0600-1800), when there is no other work.</p>
<p>Other type of shiftwork (code 11)</p>	<p>Use this if none of the other codes apply. Do not leave the question blank.</p>

B39: Times of day usually worked

Face-to-face interviewers should use Show Card B39. 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 Saturday or Sunday in the 'last four weeks', ie the four weeks ending on the Sunday in the reference week. There has been weekend work if any of Saturday or Sunday was worked, unless the Saturday working was the tail end of a Friday night shift

B41: Saturday or Sunday working

Read the question right through to the question mark.

B42: Monday-Friday working

This question checks, for those who work weekends, whether they work on Monday-Friday as well.

B43-B46: SICKNESS ABSENCE

B43: Sickness absence (last week)

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

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

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

B44: Number of days of sickness (last week)

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

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

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

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

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

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

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

B45: Total period of sickness

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

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

As with B44, count all days in the sickness period, not just working days. Sundays are not counted 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 (ie six days). Longer periods should be counted in terms of six-day weeks.

B46: End of sickness absence

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

B47-B56: SECOND JOB IN REFERENCE WEEK

B47: Whether had second job in reference week

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

The second job can be either as an employee or self-employed.

If the respondent had more than one 'second' job 'last week', B47-B56 should refer to the one he or she considers to be the 'main' second job. If both are considered equal, ask about the one in which most hours were worked 'last week'. It must be made clear to your respondent which second job you are interested in, before you continue.

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

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

B48: Change of job in reference week

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

The first group are not asked for details of their 'second' job: they are coded 1 here ('Yes, changed jobs during the week') and are directed to B57. Include in code 1 only those respondents who changed their employer during the reference week. (Anyone who simply moved during the week to another position with the same employer - and has no other second job - should have been coded 'No' at B47.)

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

B49: Paid job for college-based YTS participants

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

B50 and B51: Industry and occupation 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-B62: EMPLOYED AND LOOKING FOR OTHER WORK

B57: Whether looking for other work (last week)

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

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 5 years or more ago, does that sound right?' Code 10 would then be ringed.

B65 and B66: Industry and occupation in last job

See instructions for E13 and E14. 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 B72. 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.

B82 and B83: 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 B82, and the main reason would be coded at B83.

B84: Interviewer check: NB 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.

B85: 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.

B87: 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.

B89 and B90: 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, B87 and B89 for consistency where there has been an unbroken period of looking for work following leaving a previous job

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 at B91 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 B98. Telephone interviewers should read the question out.

Read out the date one year ago (ie the month of interview in 1987). 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 and B100: Firm/organisation one year ago

Self-employed people who were also self-employed a year ago should be coded 1, 'the same' (ie 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.

Those informants working in the same industry with a different firm can also be coded the same here.

B101: 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 (eg 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.

B102: Occupation one year ago

See instructions for B14. Face-to-face interviewers will have to code the occupation here, and the industry at B102.

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 (B101). You will have checked their firm/organisation in the same way (B99). If both B99 and B101 are coded 1, you may make use of that information in asking B105-B109.

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

B105-109: Features of main job one year ago

See instructions for B15-B18 and B20.

B110: Interviewer check on age

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

B111-B134: EDUCATION AND TRAINING

This section will provide information on the links between qualifications and training and the kinds of work people do

The purpose of B111 is to skip past B112 for anyone who has none of the listed qualifications. Read out the list until the respondent says he/she has the qualification mentioned, ring the appropriate code '1' and then go straight to B112. If you have read all through the list and the respondent has said 'No' to each qualification mentioned, ring code 2 and skip to B114. If a respondent is not sure whether he/she has any of the qualifications mentioned at B111, ring code 3 at B111 and ask at B112 'which qualifications do you think you have .?' If the respondent is still unsure, ring code 15 at B112. This will possibly happen when the respondent is giving proxy information about someone else in the household.

If the respondent is coded 1 at B111, then ask B112 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 (eg 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.

B113: 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.

B114: Schoolchildren

Anybody aged 20 or over should be coded 2, regardless of the institution attended.

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

B116: Current participation in training scheme

Face-to-face interviewers should use Show Card B117. Telephone interviewers should read out the question from the card provided.

Note that only one scheme should be coded. It is possible for someone to be on both a Community Programme and a Wider Opportunities Training Programme. Code only the Community Programme.

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 six 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 seventh 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.

B117 and B118: 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 B118.

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 (eg a plumber at B13 has served an apprenticeship in plumbing), you may copy the code from B13.

B119: Current further education

Face-to-face interviewers should use Show Card B119. 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 (eg 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

B120: 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

B121: Daytime/evening course

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

B123: 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 B119 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

On the job training (eg shop opening late for staff training) should be included. The length of the course should be calculated as the number of days/weeks since it was started (even if it is only 1/2 an hour per week).

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.

B124: 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

B125: Job-connected education/training in the (last four weeks)

This question is the equivalent of B123 for those who were not working in the reference week. The instructions as at B123 apply.

B126: 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 B123-125, this question relates only to the reference week.

B127: Main place where training received

Face-to-face interviewers should use Show Card B127. 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.

B128: Who paid the fees for the training

Code all that apply.

B130: 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).

B131/B132: 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. A current job can be either the main or (if there is one) a second job.

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

B133: 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.

B134: 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 B123 or B125

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.

B135-B137: HEALTH PROBLEMS

B135/B137: Whether have any health problems or disabilities

Face-to-face interviewers should use Show Card B135 **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 B135.

If there are no health problems, ring code 15 and go to B138.

If there are any health problems at B135, transfer the codes that you have ringed to the boxes at B136. If there are 2 or more kinds of health problem (2 or more codes ringed at B135) 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 B136. 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.

B137: 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.

7 THE GREEN C AND D QUESTIONNAIRES (SCOTLAND ONLY)

The C and D questionnaires apply to Scotland only

Although two separate questionnaires, for ease of handling they have been combined on one folded sheet

The C questionnaire consists of questions about the Head of Household (Person 01). The respondent should be either the HOH or spouse.

The D questionnaire (basically the housing questions) should be asked of the person answering the A questionnaire.

You should try to complete all B questionnaires before asking the D questionnaire. The C questionnaire may be asked before all Bs are completed - for instance, immediately after the B for the HOH

QUESTIONNAIRE C

Serial number

Copy from the A questionnaire

Ask about Person 01 only

All the questions on the C questionnaire refer to the HOH (Person Number 01 on the A questionnaire). If the questions are addressed to the wife of HOH they will have to be adapted slightly; for example, 'you' will be read as 'your husband'. To remind you to do this 'PO1' has been included in brackets at the relevant point in each question.

Do not use the term 'head of household' when talking to respondents

C1: Length of residence

'This accommodation' is the housing unit at this address in which HOH lives. Time spent living in another housing unit at this address does not count. We want to know how long PO1 has been living here continuously (ie ignoring temporary visits elsewhere) up to the time of the interview.

C2: Date of move

The date required is that of the move which began HOH's continuous residence in this accommodation up to the present. Thus, for example, if a couple had had a temporary separation and HOH had moved out taking up residence elsewhere and then returned to this accommodation at a later date, the date required would be of HOH's return to the accommodation.

Enter two digits in the boxes. Round part of a month to the nearest whole month. This means, for example, that if HOH moved in a week ago you would enter

0	0
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C4: Accommodation one year ago

The purpose of the question is to separate houses, flats, etc, that people own or rent, from communal establishments like hostels, boarding houses, hotels or institutions.

You should read out the reference date to the respondent, which will be the month one year prior to the month of interview (thus for interviews carried out in April 1988 you will refer to April 1987 here). If the accommodation was something other than a private residence, please specify the type of establishment clearly.

C5: Who owned/rented the accommodation P01 was living in one year ago

The aim is to find out whether P01 was the Head of Household in his or her accommodation a year ago. Include in code 1 those respondents who may have had joint ownership or tenancy one year ago.

C6: Tenure of accommodation P01 was living in one year ago

Show Card M.

Code one only. The repetition of code 6 in the frame is intentional.

Only the accommodation P01 was living in one year ago is to be coded.

Note the following points for deciding if the accommodation was owner occupied or rented/rent free:

Owner occupiers paying just ground rent are treated as owning or buying (codes 1-2), not as renting (codes 3-9).

If the property was leasehold and the original lease was for 21 years or more, or was extended to 21 years or more, code as owning or buying (codes 1-2). If the lease was for less than 21 years, codes 3-9 apply.

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

If the accommodation was being bought with a very short-term loan (such as a bridging loan obtained until another property could be sold), code as 'owned outright' (code 1) rather than 'being bought' (code 2), unless there would still be a mortgage or loan outstanding after the bridging loan was paid off.

Co-ownership schemes are included in the owner-occupied sector as long as the household owned or would eventually own all or part of their accommodation. See instructions at D4 below.

Note the following points about accommodation that was rented/rent free:

The person/organisation that the accommodation was rented from or held from rent-free (ie 'the landlord') is the person/organisation that let the accommodation. In some circumstances this person/organisation may not have been the owner of the accommodation.

For example, if the accommodation was being sub-let from a Council tenant, C6 should be coded 9, 'Some other person or organisation', not 3, 'Local Authority or Council'

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

Be sure, therefore, that the person or organisation that you code was the landlord and not the landlord's agent or the owner from whom the landlord rented the property

If the answer you are given is 'Local Authority or Council' you will need to check whether this was a New Town Corporation (code 4) or the Scottish Special Housing Association (code 5) or some other Local Authority or Council (code 3)

Council housing that was tied to the job of any member of the household should be coded as 'local authority' etc (ie one of codes 3-5), and not as 'Some other person or organisation' (code 9) This also applies to police houses, school caretakers' houses etc, where the landlord is the local authority

C7: Intention to move

People often think it would be nice to move but have little intention of doing anything about it. The purpose of this question is to identify those Heads of Household who have some serious intention to move. If your respondent is hesitant, repeat the question, stressing **seriously**. Include as 'Yes' (code 1) respondents who are seriously thinking of moving but, because they are awaiting transfer to another address by the Local Authority, don't know when it will happen

C9: Whether whole household moving to same address

Code 2 ('No') includes (1) those households where all the household members will be leaving the current address but will be moving to different addresses, and (2) those households where the HOH and some household members will be leaving the current address but others will be remaining there. Note that the 'moving' group has to include HOH, if HOH intends to stay while other household members move, the answer should be 'No' (code 2) at C7.

C10: Destination of move

Great Britain consists of England, Scotland and Wales.

Northern Ireland (which is part of the UK but not Great Britain) is coded 4 ('Elsewhere').

C11: Private residence or something different

See notes to C4.

C12: Future tenure

Code 1 ('buying') includes those who intend to buy outright and those who will be buying with a mortgage or loan. Code 4 ('making some other arrangement'): please specify fully.

QUESTIONNAIRE D

Person Number of respondent providing information

Enter the Person Number, from Questionnaire A, of your respondent. Even if the respondent is Person 01, these boxes should be completed.

D1-D3: TYPE OF ACCOMMODATION AT THE SAMPLED ADDRESS

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

D1: Type of accommodation

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

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

D2: Number of storeys

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

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

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

D3: Business premises

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

D4-D7: TENURE

D4: Current tenure

Show Card N.

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 (codes 1-4), not as renting (codes 5-6).

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 (codes 1-4). If the lease was for less than 21 years, codes 5-7 apply

Only mortgages or loans used to purchase the accommodation should be included at codes 3-4 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 or 2

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 'own outright' (codes 1-2) rather than 'still buying' (codes 3-4), unless there will still be a mortgage or loan outstanding after the bridging loan has been paid off.

Co-ownership schemes are included in the owner-occupied sector (code 4) as long as the household will eventually own all or part of their accommodation

If the respondent gives code 4 as the answer, check that it is in fact a co-ownership scheme and not a 'fair rent scheme'

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 D4 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 4
fair rent schemes code 5

D6: From whom the accommodation was bought

Read out the full list of answers. Notice that the first three answers are all coded 1: if a respondent is unsure which of these three answers applies, ring the first that applies.

D8-D11: TENANCY

D8: 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.

D9: Accommodation with present job of a household member

This question refers to accommodation tied to the current job of **any** member of the household (not necessarily the HOH). This can cover self-employed people working in business premises which are attached to the accommodation and included in the rent (eg tenant farmers). Where ex-employees are allowed to stay on in their tied accommodation, and no-one else in the household works for the landlord/ex-employer, the answer should be coded 'No'.

D10: Who is the accommodation rented from/provided by?

Code the first answer that applies.

The person/organisation that the accommodation is rented from or held from rent-free (ie 'the landlord') is the person/organisation that lets the accommodation. In some circumstances this person/organisation may not be the owner of the accommodation. For example, if the accommodation is being sub-let from a Council tenant who is not a relative, D10 should be coded 8, 'Other individual private landlord', **not** 1, 'Local Authority or Council'.

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

Be sure, therefore, that the person or organisation 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 **organisation** or an **individual**.

IF IT IS AN ORGANISATION, 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 (code 2) or the Scottish Special Housing Association (code 3) or some other Local Authority or Council (code 1).

Council housing tied to the job of any member of the household (see D9) should be coded as 'local authority' etc (ie one of codes 1-3), and not as 'Other organisation' (code 6) or 'Other individual private landlord' (code 8) 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 of a household member before applying code 7 or 8

D11: Landlord in same building

The question refers to a landlord living in the same building, not necessarily at the same address

A 'building' is defined as

- a house or bungalow (detached, semi-detached or terraced, including a house converted into flats)
- a block of flats or maisonettes
- non-residential premises with living accommodation
- a permanently sited caravan, chalet or shack

If part of the building has been converted into a self-contained housing unit for the landlord, treat him as living in the building (code 1)

If the landlord lives in the building but is away temporarily, treat him as living in the building (code 1)

If the landlord is normally the owner occupier but at present is renting out his accommodation to the respondent's household, treat him as not living in the building (code 2)

D12-D15: PURCHASE OF PROPERTY BY SITTING TENANTS

This section identifies tenants who are or might be interested in buying the property they currently rent Record the respondent's views, but if he/she is not PERSON 01 or PERSON 01's wife and there is disagreement, take the views of ONE OF THE LATTER (and if they disagree, take PERSON 01's view); clearly, you should be discreet in these circumstances - if necessary record all views and code later Treat D12-D15 as questions of opinion, that is, accept the respondent's understanding of the meaning of the questions and the phrases they contain.

D12: Active steps

Leave the definition of 'active steps' to the respondent.

D13: Considered buying

Leave the definition of 'considered' to the respondent.

D14: What steps have been taken

This question checks whether the household has taken two specific steps towards buying the accommodation. Note that there has to be some positive action taken regarding informing the landlord about their interest in buying the property or attempting to obtain a mortgage or loan. Exclude general or vague enquiries such as simply asking the Local Authority for leaflets about council house purchase or general mortgage enquiries - these would be coded 3 ('Neither of these').

D15: Current intention regarding purchase

This question rounds off the sequence of questions by identifying the current intentions of the respondents who had considered buying at some time during the last two years.

D16: Age of building

For definition of 'building' see D11.

You should take the respondent's estimate of the date, if he or she can supply one, before making your own.

D17-D21: ROOMS

Preamble to D17

This preamble is an important part of the questionnaire and must be read out in full. The household consists of the people listed at Question 2 on the brown A questionnaire.

We are interested only in accommodation that the household has the sole or shared use of. Rooms that are let or sublet to people outside the household are therefore not to be included.

ONE-PERSON HOUSEHOLDS: Use the following preamble:

'I would now like to ask about the rooms here that you personally have the use of. We need to know about any rooms that you share the use of with other people as well as rooms used only by yourself.'

D17: Number of bedrooms

Accept whatever the respondent thinks of as a bedroom.

ONE-PERSON HOUSEHOLDS: Ask 'do you ...' for 'does your household...'

D18: Cooking

If the household has only one bedroom, ask 'Is it used for cooking in?' instead of the question as printed.

D19: Kitchen

The bracketed words, 'Apart from that', are to be used only if the household uses a bedroom for cooking in. Since this room will already have been recorded as a bedroom at D17 it must not be counted again as a kitchen at this question.

A kitchen must be a room. An alcove used for cooking on a landing or in a hall does not count as a kitchen. Otherwise any room that is used for cooking counts as a kitchen, though it may be called something else, eg a scullery.

ONE-PERSON HOUSEHOLDS Ask 'Do you . ' for 'Does your household '
--

D20: Width of kitchen

Small kitchens are not counted as 'rooms', 6 ft is an approximation to 2 metres

D21: Other rooms

This is an important question. To get accurate information, you must study these instructions closely. A three-step operation must be carried out here

STEP 1

List, using the respondent's words, all rooms that the household has the use of (whether actually used at present or not) except the bedroom(s) and one kitchen already accounted for

Remember that rooms entirely let to other households are omitted, but rooms shared with other households are included.

Note that it is easy for a respondent to fail to mention all rooms, especially basements and extensions and common rooms

If necessary, write in the margin.

STEP 2

Underline the rooms to be counted, applying Rule A below. Write '2' in brackets after any room that is to be counted as two, applying Rule B below.

Rule A: No room or one?

Exclude from your count:

- bathrooms and toilets
- rooms used solely for business purposes (eg shop, office)
- rooms only usable for storage (eg garage, larder)
- rooms that lack flooring (like some attics)
- rooms that lack a window or skylight
- halls (unless used as living rooms), corridors, landings
- rooms not usable all the year round (eg some summerhouses and conservatories)
- laundry rooms and drying rooms.

Rule B: One room or two?

A room divided by a sliding or folding fixed partition counts as two rooms (so long as each one meets the requirements of Rule A).

A room divided by curtains or a portable screen or an open archway counts only as one room.

Alcoves are not counted as separate rooms.

STEP 3

Now tot up the total of underlined rooms, counting double where you have marked 2 in brackets, and enter the number in the box. If your count produces no rooms, enter nought (0 0).

ONE-PERSON HOUSEHOLDS: Ask 'do you ...' for 'does your household ...'

D22-D25: HEATING

D22: Central heating

'Central heating' includes electric-storage heating and any system whereby **two or more** rooms are heated from a central source, such as a boiler, a back-boiler to an open fire, or the electricity supply. It includes a system where the boiler or back-boiler heats one room and also supplies the power to heat another room. It also includes underfloor heating and hot-air ducts (even if this is used just as background heating).

With electric-storage heating just one storage heater would be coded as central heating (otherwise the two-room rule applies).

'Central heating' does not include appliances plugged into the mains circuit at the wall, such as electric fires or fan heaters.

It is important to stress that we are interested in 'having' central heating in the accommodation rather than using it. Respondents who say they have central heating installed but don't use it because it's too expensive are coded 1 (having central heating).

If the respondent is unsure whether there is central heating, ask to see for yourself.

D23: Fuel used for central heating

The question asks for the type of fuel 'mainly' used. For the majority of households this will be one fuel only (other fuels may be used but these will be subsidiary to the main one). However, where two, or more, fuel types are used equally (say mains gas and electricity) the question can be multi-coded and all the relevant codes ringed.

If the central heating consists of underfloor heating or hot air ducts, probe for the fuel used to generate the heat at source rather than writing in 'hot air' or 'underfloor' here.

Note that paraffin should be coded 5 ('Oil') 'Solid fuel' (code 1) covers coal, wood, peat etc.

D24: Central heating as main form of room heating

Leave the interpretation of 'main' to the respondent. Bathrooms and toilets are excluded at this question.

The alternative wording, 'Will central heating be . . .' is intended for households who have only just had central heating installed or who have not yet spent a winter in the accommodation.

D25: Type of fuel mainly used for room heating

This checks the type of fuel mainly used in winter in households without central heating or where central heating is not the main form of room heating.

If coal is used, check whether this means coke (code 2) or ordinary household coal (code 1). Code 1 also includes the various brands of smokeless coal such as Anthracite or Coalite.

D26-D39: INSULATION AND CONDENSATION

This section will supply the Scottish Development Department with valuable information on housing that has insulation or condensation problems. The printed preamble at D26 helps to introduce the subject matter.

D26: Loft or roof space

This is a lead-in to D27. If there is obviously a loft or attic the question can be coded from observation. If you have not observed a loft or attic, be sure to ask the question. Our aim is to identify any 'space' between ceiling and roof in which it is possible to put insulation.

D27: Insulation in roof space

For households that have insulation you will have to check whether this covers the whole of the loft or roof space (code 1) or only part of it (code 2).

D28 and D29: Insulation of outside walls

The commonest forms of outside wall insulation are:

WALL LINING - boards or panels fixed by means of timber battens to the inside faces of external walls

and

CAVITY FILLING - the filling of the space between the two 'skins' of an external wall with insulating material.

Another common form of insulation of outside walls is to clad the outside face (ie that exposed to the weather) with boards or panels, which are then sprayed with a coat of weather-proof rendering.

D29: Type of wall insulation

If the insulation is 'cavity filling' in combination with something other than 'wall lining', ring code 1. If it is 'wall lining' in combination with something other than 'cavity filling', ring code 2. If it is both 'cavity filling' and 'wall lining' in combination with something else, ring code 3.

D30 and D31: Insulation on hot-water tanks

D30 is a lead-in to the insulation question (D31). Shared hot-water tanks or cylinders should be included. D31 should be coded 'Yes' (code 1) if there is any form of insulation on the tank. The respondent may not understand the term insulation but might volunteer that the tank is 'lagged' or has a 'jacket' - both would be coded 1.

D32: Condensation

The printed preamble introduces the change in topic and emphasises that the subsequent questions refer only to condensation on walls and ceilings. Condensation on windows and window frames (although potentially troublesome) is outside the scope of these questions.

D32 filters out those households whose accommodation is definitely not affected by condensation on walls or ceilings (code 2). We would like you to ask the next set of questions in accommodation where there is a possibility that condensation is a problem but the respondent cannot be certain (eg the problem might be condensation or it might be a hole in the roof). In these cases code 3 should be used.

Code 3 should also be used if there is a possibility that anyone else might consider the accommodation to be troubled by condensation (not necessarily the respondent). For example, the respondent may say that he or she does not think the accommodation is troubled by condensation but the Local Council does. Again, code 3 should be ringed and the dependent questions asked.

D33: Degree of trouble - condensation

This is, of course, an opinion question, but it needs careful handling

The question aims at identifying the degree of trouble before any remedial action is taken. For example, if a respondent says that the trouble is only slight because he or she wipes down the walls every day, you would have to repeat the question with the preamble 'Before any action is taken to remedy it (would you say the trouble is slight, moderate or severe?)'.

Alternatively, you could link the preamble to the action taken and say. 'Before you wipe down the walls, would you say ?'.

D34: Mould

If the respondent is hesitant, repeat the question stressing 'ever'

D35: Degree of trouble - mould

Handle as at D33

D36: Location of mould growth

Each of the categories listed should be prompted as long as it applies to the household (it is obviously pointless to prompt 'living room' if the accommodation is a bedsitter) Refer back to D17 to D21 if you are unsure which rooms the household has Include shared rooms

Mould in cupboards should be coded to the room that contains the cupboards (for example, mould in a bedroom cupboard would be coded 3 - 'bedrooms') The room type should be coded if the mould growth occurs in any of the rooms in that category. eg bedrooms (code 3) should be ringed if the mould affects just one of several bedrooms

Mould growth in a cupboard on a landing would be coded 5, and 'cupboard on landing' specified

D37: Damage caused by condensation or mould

If your respondent is hesitant, repeat the question emphasising 'ever' and 'any' to help elicit an answer.

D38: Degree of damage

Handle as at D33.

D39: Location of damage

Handle as at D36.

8 THE BLUE H QUESTIONNAIRE

The housing trailer for face-to-face interviews should be asked after the completion of the interview and should normally be asked of the person who supplied the information for the A questionnaire. Telephone interviewers should also ask the H questionnaire of the person who supplies the information for the A questionnaire but they may find it easier to ask it at the end of the interview with that person in case there are difficulties speaking to them again after other members of the household have come to the phone.

BOXES AT THE TOP OF THE QUESTIONNAIRE

Enter the person number of the person providing the information.

Enter the address and household number in the boxes provided.

It is important for you to remember the distinction between the address, the accommodation and the property occupied by the household although in many cases they will all be the same

The address is that which appears on your address list and, except in the case of a multi-household, will contain a single household. The address may be a flat, a house or some other type of accommodation. The address may be contained within a property. For example, it may be a flat in a purpose built block or in a converted house (H3). Thus at H6 we are interested in the total number of floors in the property (not the address). The accommodation is the actual living and circulation space used by the household. Some of this space may be shared with other households.

H1-6 Face to face interviewers may code these from observation. These questions are about the whole of the address on the address list, even if more than one household lives there

H5 address with business premises covers places where there is access between private and business areas without going outside the building

H6 a basement for living accommodation should count as a floor as should a loft that has been converted into living accommodation

H8 Include here all bedrooms even if they are currently unoccupied. There must be at least one bedroom in every household. A bedsitting room always counts as a bedroom. Apart from this accept the respondent's definition of what is a bedroom

H9 This covers all rooms that the household can use as living accommodation other than those counted at H8. Rooms should be counted even if they are shared with another household.

Include

Kitchens, however small, provided they are separate rooms
Spare rooms
Sun rooms or extensions that can be used all the year round
Rooms that are temporarily unusable while being renovated

Exclude

Bathrooms and WCs
Attics and store rooms
Halls unless used as sitting rooms
Rooms not usable all the year round
Garages, summer houses
Rooms used solely for business purposes

Where a room is open plan with dividers it should be counted as two rooms if there is a sliding or folding partition. A room divided by curtains or a moveable partition should be counted as one room.

If you are in doubt as to whether or not to include a room, accept the respondents view of whether or not it is a room that the household could ever use (without major building work to convert it).

H10 Sharing includes sharing any rooms including the kitchen, bathroom, WC or access to any of these.

Sharing means sharing with another household not with other members of the same household.

Please ensure that this question is answered. Relatively few households share any of their accommodation so it takes only a handful of 'no answers' to throw doubt on estimates from the survey. A secure figure for sharing is important to the Department of Environment.

H11 Please note the following -

- owner occupiers paying just ground rent are treated as owners not renters.

-Only mortgages and loans used to purchase the accommodation should be included at codes 3-4. People who own their accommodation outright but have a loan or mortgage to carry out further work are coded as owning outright.

-If the accommodation is being bought with a very short term loan (eg bridging loan) code as own outright rather than still buying unless there will still be a loan or mortgage to pay off after the bridging loan has been paid off.

-People on 100% housing benefit are coded as renting not rent free.

H12 Code the first answer that applies.

H14 We have not defined furnished, partly furnished or unfurnished. If asked what they mean you should refer to the terms of the agreement (if one exists) with the landlord. If the issue is still unresolved take the informant's opinion.

H15 This refers to accommodation tied to the job of any member of the household.

H17 This refers to the landlord living in the same building not necessarily the same address.

H18 Leave the definition of active steps to the person answering the questionnaire.

H19 Leave the definition of considered to the person answering the questionnaire.

H21 This refers to either husband or wife owning property even if it was as a co-ownership with a previous partner. If, for example, it was owned jointly with a previous spouse. If, for example, a wife lived with a previous husband in owner occupancy she would be recorded as being an ex-owner occupier even if the house had been solely in her husband's name

H24 If the mortgage/loan came from more than one source, code the source that provided the largest part. This should be the original source of the mortgage

H26 Self built property should be coded 'from someone else'.

H28 Try to get an exact year but accept an estimate if this is all that is available.

H29 This question refers to husband or wife previously owning property even if, for example, it was owned jointly with a previous spouse. If, for example, a woman had lived with a previous husband in owner occupancy she would be coded as being an ex-home owner even if the house had been solely in the name of her previous husband

H30-33 These questions refer to the HoH or spouse, whichever said at H29 that they had previously owned. If both have previously owned then ask about HoH previous owner occupancy

H35 Those people who have arranged to pay reduced mortgage payments because of financial difficulties should be treated as in arrears.

H37 The question asks about anyone in the household. Owner-occupier households may contain someone with their name on a list

H39 The person numbers should be entered as two digit numbers at the top of each column. For each person, ring 0 if less than 1 year or 9 if nine years or more. Otherwise write in the actual number of years in round numbers. If people who lived apart previously had their names down separately on the waiting list and have since reapplied as a couple, you should find out the total time that they have been on the waiting list for each separately

H41 If the persons in the household are going to split into groups when they move (eg HoH and spouse move together and son or daughter move elsewhere) enter the person numbers of the groups who would move together. If all members will move to the same address ring code 99.

H42 Owner occupiers who did not previously rent their present accommodation are not asked length of residence as this can be calculated from their answer to H28.

H44 If the previous accommodation was rent free (eg a tied cottage) ask whether it was rent free in HoH's name.

H45 This refers to the previous tenure of the current HoH.

H47 is asked only of HoHs who have moved in the previous five years. In order to reach this question you are routed through interviewer check 46 which relates either to the answer to H28 (year of purchase of current accommodation) or H43 (length of residence).

H48 If only one reason was given at H47 enter the code for this at H48. If more than one reason was given record the main reason at H48.

H50 is asked only if there are adults (aged 16 and over) other than HoH or spouse in the accommodation. You may find occasions where someone has bought a property but not yet moved into it. These should be coded 'No' at this question which is designed to identify those people who have ceased to own their own accommodation.

Reference Card

SHIFTWORK

1988 LFS(A): B38
LFS(C): Supplement B21

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)

9 ADMINISTRATION

9.1 RETURN OF WORK

It is essential that we receive your first week's work in March quickly. There are two reasons for this. Firstly, some of your schedules will be prechecked and we may need to feedback details quickly to you and 'Rapid Results' are being produced directly from data on the schedules.

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.

Please return your documents as follows.

Households interviewed

When you have completed an E questionnaire for a household, tag this together with the other questionnaires for that household in the following order E, A, C/D or H if applicable, B in person number order (starting at 01). With the very large number of documents returned it is vital that they are returned in the correct order.

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.

— In Scotland, return any multi-household sheets that have been issued with the relevant address.

9.2 WORK RETURN FORM

A separate work return form should be completed for each stint and returned with each despatch.

There are 3 versions of the work return form:

1. Face to Face allocation - to be used for serial numbers issued to you in the normal way and any reallocations.
2. Face to Face reissues - to be used only for serial numbers reissued to you from another field interviewer.
4. Telephone reissues - to be used only for serial numbers reissued to you from a telephone interviewer.

Note: Reissues are serial numbers returned as dealt with, either by a Face to face interviewer (field) or a telephone interviewer. Quite separate from these are the normal reallocations where a face to face interviewer has been unable to take on a quota (or part quota) of work and this is reallocated in the usual way.

Reallocations are returned on the standard face to face allocation work return.

Reissues are returned with the relevant reissue work return (either telephone or face to face) which will be sent to you with the serial numbers.

Please do not mix the work returns.

Completing the Work Returns

Work Return 1 (Face to Face allocation and reallocations)

- i. Authority Number
- ii. Serial number - Area No, Stint No, should be copied from the address list or the 'E' questionnaire.
- iii. Write in your name and the fieldwork months.
- iv. Column 1 and 2 - Address and Household number, copy these from the E questionnaire; households should be listed in address number order and documents should be in the same order.
- v. Column 3 check letter - copy from the address list or the 'E' questionnaire.
- vi. Columns 4 to 8 - Outcome. This should correspond with the code ringed at E8. Outcomes 1, 2, 6, 7 and 8 are ringed; ineligible codes are written in.
- vii. Column 9 - Telephone number - ring code 1 or 2 as appropriate.
- viii. Complete the address details at the bottom of the page and enter the date of despatch.

Retain the pink copy for yourself and return the white and yellow copies with your work.

Work Return 2 (Face to Face reissues)

The basic layout is the same as Work Return 2.

Instructions for Work Return 1 apply.

Return the top copy with your work. Retain the bottom copy for yourself.

Work Return 4 (Telephone Reissues)

This work return is basically the same as 1 and 2 but there is no column for telephone indicator.

Instructions for Work Return 1 apply.

See examples of work returns at the end of the instructions.

Return all schedules to your Regional Office at St Catherines House.

9.3 STUDY TIME

The study time allowance on the survey is 4 hours. We suggest that you take 3.5 hours to study the instructions and half an hour to complete the exercise. One half hour of the study time is for studying the housing questionnaire instructions. You should do this even if you will not be asking this questionnaire in case you are asked to work in an area where this questionnaire is used.

9.4 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.

9.5 CLAIMS

Survey number = 768
Stage number = 99
Fieldwork activity code
- for normal interviewing = 4
- for reissues = 13

9.6 QUERIES OR PROBLEMS

Queries/problems concerning - work progress, claims, extra materials, allocations etc } Regional Office
- survey content ext 2110 (Paul Hyatt)
- research ext 2325 (Tricia Dodd)
- 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.

9.7 EXCESS DOCUMENTS

The same materials will be used for all interviewing in the three Fieldwork months (March, April and May). In previous years, due to interviewers dropping quotas and holding onto materials unnecessarily, there have been temporary shortages of some materials.

If you find that you have a large number of excess documents please return them quickly to your Region. However, as it is likely that all interviewers will have some reissues to carry out please retain some schedules for this purpose. Do not dispose of any documents until mid-June when the main survey and reissues are completed.

Interviewer Name... **I. VIEWER** ...

Interviewer Auth No. → **2 0 4 2**

Fieldwork month: ... **MARCH** ...

Area No. Stint No.

09 041

Add- ress No.	House -hold No.	Check lett- er	OUTCOME (EB)					ENTER CODE INTEL- -GIBLE		Phone No (E10)	
			FULL INT'	PART INT'	OUT' REF'	CIRC' REF'	NON- CONT'	Yes	No	Yes	No
0,1	0,1	A	01	02	06	07	08			1	2
0,2	0,1	B	01	02	06	07	08			1	2
0,3	0,1	C	01	02	06	07	08			1	2
0,4	0,1	D	01	02	06	07	08			1	2

0,5	0,1	E	01	02	06	07	08			1	2
0,5	0,2	E	01	02	06	07	08			1	2
0,9	0,1	J	01	02	06	07	08			1	2
1,0	0,1	B	01	02	06	07	08			1	2

1,1	0,1	C	01	02	06	07	08			1	2
1,1	0,2	C	01	02	06	07	08			1	2
1,1	0,3	C	01	02	06	07	08			1	2
1,2	0,1	D	01	02	06	07	08			1	2

1,3	0,1	E	01	02	06	07	08			1	2
1,8	0,1	K	01	02	06	07	08			1	2
2,2	0,1	F	01	02	06	07	08			1	2
2,5	0,1	J	01	02	06	07	08			1	2

			01	02	06	07	08			1	2
			01	02	06	07	08			1	2
			01	02	06	07	08			1	2
			01	02	06	07	08			1	2

Notes:

1. If you are given reissued addresses, enter the details on either the Face to face reissue work return or the Telephone reissue work return. Do not use this form.
2. Return the top 2 copies of this form. Retain the 3rd copy in case of query.
3. Use a separate work return for addresses in another stint
4. If you have a problem with the completion of this form refer to the instructions.

Number of addresses in this return → **1,3**

Number of addresses still to be returned in this stint → **2,2**

Date of despatch ... **11.3.88** ...

Interviewer
Auth No →

2 0 4 2

Interviewer Name: **I. VIEWER**....

Area No. Stint No.

1, 2 0, 5, 1

Fieldwork Month: **MARCH**.....

Add- ress No.	House -hold No.	Check lett- er	OUTCOME (E8)						Phone No(E10) obtained Yes, No	Ring X if not attem- pted
			← RING CODE →					ENTER CODE: INELI -GIBLE		
			FULL INT'	PART INT'	OUT' REF'	CIRC' REF'	NON- CONT'			
03	01	C	01	02	06	07	08	1 2	X	
09	01	J	01	02	06	07	08	1 2	X	
17	01	R	01	02	06	07	08	1 2	X	
21	01	W	01	02	06	07	08	1 2	X	

27	01	A	01	02	06	07	08	1 2	X
35	01	H	01	02	06	07	08	1 2	X
35	02	H	01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X

			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X

			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X
			01	02	06	07	08	1 2	X

Notes:

1. Return the top copy. Retain the bottom copy in case of query.
2. Use a separate work return for addresses in other stints.
3. If you have a problem with the completion of this form refer to the instructions.

Number of addresses
in despatch →

0 6

Date of despatch **30/3/88**

Interviewer Auth →

2	0	4	2
---	---	---	---

Interviewer Name: I. VIEWER

Area No. Stint No.

1	2	5	5	1
---	---	---	---	---

Fieldwork Month : MARCH

Add-ress No.	House -hold No.	Check lett-er	OUTCOME (E8)						Ring X if not attempted
			← RING CODE →					ENTER CODE INELL1 -GIBLE	
			FULL INT'	PART INT'	OUT' REF'	CIRC' REF'	NON-CONT'		
0501	E	01	02	06	07	08		X	
0901	J	01	02	06	07	08		X	
2101	X	01	02	06	07	08	09	X	
2501	D	01	02	06	07	08		X	

Notes:

1. Return the top copy of this form. Retain the bottom copy in case of query.
2. Use a separate work return for addresses in other stints.
3. If you have a problem with the completion of this form refer to the instructions.

2701	F	01	02	06	07	08		X
2702	F	01	02	06	07	08		X
2703	F	01	02	06	07	08		X
2704	F	01	02	06	07	08		X

2901	H	01	02	06	07	08	14	X
3301	L	01	02	06	07	08	14	X
3401	M	01	02	06	07	08		X
		01	02	06	07	08		X

		01	02	06	07	08		X
		01	02	06	07	08		X
		01	02	06	07	08		X
		01	02	06	07	08		X

Number of addresses in despatch →

0	8
---	---

Date of despatch 8/4/88



Office of Population Censuses and Surveys
Social Survey Division
 St Catherines House 10 Kingsway London WC2B 6JP
 Telephone 01 242 0262 ext 2110

Your reference	
Our reference	FR88
Date	Date as postmark

Dear Resident(s)

I am writing to ask for your help on one of the largest and most important surveys undertaken by the government. The survey is carried out annually and provides up to date information about such matters as employment, unemployment and work in relation to retirement and looking after the home and family.

The survey is carried out in more than 75,000 households throughout the United Kingdom. The addresses are chosen at random from the Post Office's list of addresses and each year one third of the addresses included in the previous year's survey are reapproached for a further interview. As your address is one of these, you may have been interviewed by us a year ago.

One of our interviewers will be calling on your address in the next few weeks. The interviewer will show you an official identification card and explain the survey to you in more detail. If you happen to be out or busy when the interviewer calls he or she will be happy to talk to another adult in your household or to call again. The interviewer may call in the evening if you are not at home during the day.

Any information you give is treated in strict confidence. The identity of people who take part in the survey is never disclosed to other government departments or to anyone who is not an authorised representative of OPCS. All survey findings are presented in statistical tables and are not released in any way in which they can be associated with you or your address.

Your help with this survey will be very much appreciated.

Yours sincerely

Paul Hyatt
 Field Officer

EUROPEAN SOCIAL FUND - 1986

Applicant	Scheme	Number involved	allocation £
1. <i>A large record company</i> LONDON	Vocational training of persons under 25 who have had some training and experience but require additional new technology training to equip them for continued employment in a high technology environment.	23	16,825
2. Manpower Services Commission, Employment Division All Regions	Enterprise Allowance Scheme: providing unemployed people under 25 with the opportunity to establish themselves in stable employment by operating their own business.	28,889	17,144,077
3. Sunderland Borough Council SUNDERLAND	To provide training allowances for long term unemployed people aged 25+ as a means of motivating them to undertake courses of vocational guidance and training to enhance their prospects of getting a job.	40	31,000
4. <i>A computer firm</i> DONCASTER	Vocational training of persons aged 25+ in the areas of new technology.	69	15,124
5. Essex County Council Chelmsford, ESSEX	Supplementary training of persons under 25 to improve vocational linguistic skills (in French) to allow them to sell British products in France and Belgium.	20	25,057
6. <i>A large car manufacturer</i> Crewe CHESHIRE	Major retraining of workforce aged 25+ at all levels of the organisation in new technology, to ensure viability and secure employment levels.	1171	330,061
7. Womens Technology Training Ltd. LIVERPOOL	Vocational training and guidance programme for unemployed and under-employed women over 25 years who wish to return to work in occupations in which they are under-represented.	30	151,266
8. British Refuge Council LONDON	To provide vocational training, language training and work experience placements for migrant workers and members of their families (refugees and asylum seekers), who are 25+ and unemployed for 12 months or longer.	624	1,220,306

9. St. Aidan's Project Dundee, SCOTLAND	Project caters for disabled young people aged 16-25. Training will equip trainees for a variety of posts, espe- cially office duties.	36	43,000
10. Wales Co-operative Development and Train- ing Centre Ltd. CARDIFF	To provide a network of co- operative and community enter- prise trainers.	80	229,450 (1 April 86 - - 30 September 88)

1987

January

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31

February

1	8	15	22
2	9	16	23
3	10	17	24
4	11	18	25
5	12	19	26
6	13	20	27
7	14	21	28

March

1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

April

5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	

May

Sun	3	10	17	24	31
Mon	4	11	18	25	
Tue	5	12	19	26	
Wed	6	13	20	27	
Thu	7	14	21	28	
Fri	1	8	15	22	29
Sat	2	9	16	23	30

June

7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	

July

5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	

August

2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29

September

Sun	6	13	20	27	
Mon	7	14	21	28	
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	

October

4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31

November

1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

December

6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	

105

1988

5N:2721

January

Sun	3	10	17	24	31
Mon	4	11	18	25	
Tue	5	12	19	26	
Wed	6	13	20	27	
Thu	7	14	21	28	
Fri	<input type="checkbox"/> 1	8	15	22	29
Sat	2	9	16	23	30

February

	7	14	21	28
1	8	15	22	29
2	9	16	23	
3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	

March

	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	

April

	3	10	17	24
	<input type="checkbox"/> 4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28
<input type="checkbox"/> 1	8	15	22	29
2	9	16	23	30

May

Sun	1	8	15	22	29
Mon	<input type="checkbox"/> 2	9	16	23	<input type="checkbox"/> 30
Tue	3	10	17	24	31
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	

June

	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	

July

	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	

August

	7	14	21	28
1	8	15	22	<input type="checkbox"/> 29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	

September

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	

October

	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	

November

	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	

December

	4	11	18	25
	5	12	19	<input type="checkbox"/> 26
	6	13	20	<input type="checkbox"/> 27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31

901

1988 LABOUR FORCE SURVEY (A)

INTERVIEWERS INSTRUCTIONS (TELEPHONE)

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EXAMPLES OF LETTERS

ALLOCATION OF EUROPEAN SOCIAL FUND

SHIFTWORK REFERENCE CARD

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 disposes of many millions of pounds a year, are thus aided by statistics from the survey. The data are also used by the EC in deciding on grants for re-training programmes which are designed to combat unemployment in particular regions.

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 fulfil 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).

As the LFS(A) is such a large survey it provides a cost effective opportunity to collect other vital information for which a very large sample of the general population is required. The amount of other information that can be collected in a survey about labour force matters is, of course, limited: In 1988 information about housing is being collected in England for the Department of the Environment (DOE) and in Scotland for the Scottish Development Department (SDD). No such additional information is being collected in Wales or Northern Ireland.

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 carries out sampling and fieldwork in Great Britain while 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 1988 Labour Force Survey comprises both the LFS(A) and the LFS(C) for the period 29 February - 28 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 5 April - 30 April. 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 (Great Britain)
- 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 1988 LFS were also selected for the 1987 survey. At none of these addresses was any question asked in 1987 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 1987 survey has been included in the 1988 sample because this makes statistical comparisons between the years (eg unemployment rates) more accurate. Note that we intend to include some 1988 addresses in the 1989 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.

An address included in the 1988 sample will have been sent a letter in advance of the fieldwork. Copies of these letters are included at the end of these instructions. The letters are different depending on whether the interview is to be by phone or face to face and on whether the address has been included in the sample before (see section 2.5). Make sure you know what was said in the letter before you start the interview.

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 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 (eg 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.

The procedure that you should use to identify residents, the households that they belong to and whether or not the households are eligible is described on pages 57-61 of the Handbook for Interviewers (except that para. 2 on p.60 of the Handbook is superceded by the definition of an institution given below). If no-one is resident at an address (e.g. the address is a factory or a hospital where there is no-one who lives there as their only or main address) you should use whichever of codes 09-15 is appropriate (see below).

If there are people who have the address as their only or main residence, you have next to work out which individuals should be counted as members of the same household. Occasionally you may encounter a household which is an institution under the following definition:

'a household managed by the owner or by a person or persons employed for this purpose, and having 4 or more residents (at least 4 of whom are unrelated to the owner/manager(s))'.

Such a household is ineligible and should be coded 15 on the E questionnaire.

A multi-household address may contain both an institution and an eligible household (or, in theory, any number of either type of household), e.g. a warden's household which, though separate, shares the same address as an old people's home which happens to fit the definition of an institution.

If you are unsure if households share the same address, phone the SIU to check what entries there are in the Postcode Address File.

Some examples of ineligible addresses and institutions:

(1) A cottage hospital with 10 patients, none of whom have it as their only or main residence; there are no other residents at the address. This address is ineligible and should be coded 'non-residential'.

(2) A small hotel where 10 people are living, 4 of whom have it as their only or main residence; there are no other residents at the address. The 4 residents happen to form a household according to the standard definition and none of them is related to the hotel's managers. You should, of course, ignore the 6 non-residents. The household comprising the residents is an institution (see definition above) and so ineligible for the survey. (If the 4 residents each formed a separate household they would each be eligible for the survey.)

(3) As (2) except that there are only 3 residents. The household they form is not an institution and they are eligible for interview.

(4) As (3) except that each of the three residents forms his/her own household. Each is an ineligible household.

(5) As (2) except that there is also accommodation for the manager and his family at the address, who have it as their only or main residence and form a single household. As at (2) the household comprising the 4 resident guests is an institution and ineligible. The manager's household is eligible.

N.B. Remember to assign a household number to each household/household space at the address, including any household which is an institution, and to return an outcome questionnaire for each.

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.

Some of the larger institutions and other ineligible addresses (eg 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

Approximately 40% of the addresses in the sample will be interviewed by telephone. Some of these addresses will have been included in the previous year's sample, but most of them are addresses which will be contacted for the first time.

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.

Last year approx 20% of the telephone sample (that is just over 4.5 thousand addresses) was reissued to field interviewers. On average 4 addresses were reissued to field interviewers for each quota although, of course, there was a wide variation in the actual number.

Most quotas will therefore consist of the original allocation of addresses - approximately 25 or 41 per quota - plus a number of telephone reissues which will be sent to you towards the end of the interviewing month (you will be allowed adequate time to complete these).

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 (see section 2.11).
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 (see section 2.11).
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. For addresses in England (see section 2.5), complete an H (housing) questionnaire for each household.
7. 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 : 29 February - 2 April
- Month 4 : 6 April - 30 April
- Month 5 : 3 May - 28 May

2.5 ADDRESS LABELS

Labels are provided on which is printed area and stint numbers for each address. These are for use on all questionnaires except, the E questionnaire, to eliminate transcription errors.

2.6 THE E QUESTIONNAIRE

For each address an E questionnaire is provided preprinted with the address and telephone number, and other information such as the serial number. This questionnaire is explained in more detail in section 3. Only one E questionnaire is provided per address, for household 01. If you find more than one household at an address you should inform the supervisor.

2.7 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.

2.8 DIVIDED ADDRESSES

For some addresses, there may be several parts listed on PAF eg 330, The High St, 330A The High Street. In these cases a special procedure may need to be used to ensure complete coverage. The supervisor will inform you if any of your addresses are of this type and tell you what procedure to follow.

2.9 PLANNING YOUR WORK

Telephone interviewers will be working set periods: Mondays-Thursdays 9.30-14.30 or 16.15-21.15 and Fridays 16.15-21.15 only and Saturdays 12.30-16.30. Respondents who ask you to call back should therefore be asked to suggest a convenient time. If necessary, 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

2.10 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.

There are two types of address to be contacted: by telephone:

- (a) addresses that were included in the 1987 sample (rotated addresses)
- (b) addresses that are included for the first time in the 1988 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.

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 1987 survey has been included in the 1988 sample because this makes statistical comparisons between the years (eg 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.

2.11 WHOM TO INTERVIEW

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

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

'H' questionnaire ENGLAND ONLY - The H questionnaire should be normally asked when the A questionnaire has been completed. It should be asked of the person answering the A questionnaire.

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

- You may interview anyone whom the Head of Household or spouse personally asks to provide the information for you, 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), 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.

3.1 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. Each sampled address has a pre-printed E questionnaire which contains details of that address. It is essential that you have the relevant E questionnaire with you when you make contact at the address. Face-to-face interviewers should also carry spare E questionnaires in case there is more than one household to interview.

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 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.
- (d) the phone number supplied is incorrect or unobtainable.

3.2 THE SERIAL NUMBER

Printed on the E questionnaire, in addition to the address and telephone number (where applicable), are the area, stint and address number, the household number for household 01, the rotation code, the month code and a check digit.

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).

In cases where more than one household is at an address, face-to-face interviewers must complete additional E questionnaires, copying over this printed information but writing in different household numbers in the box provided.

3.3 COMPLETING THE E QUESTIONNAIRE

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.

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 15 April at 5 o'clock in the afternoon, it would be recorded as:

Ring call no.	Day	Date	Month	Time: 24 hr clock
①	WED	15	4	1700

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).

If code 90 is ringed, note the amount of time you spent interviewing and in all cases write in your authority number in the column provided.

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 the top of the calls grid is a space for you to enter the total number of calls made by telephone on the household. Once all interviewing is complete (or you have decided you are not going to be able to obtain an interview, or will have to get the address re-issued to the Field), add up the number of calls that have been made on the household, and enter a SINGLE DIGIT in the box. If more than 9 calls have been made by all interviewers who have phoned the address enter 9.

At this point you will go on to ask the questions on the A, H 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.

Codes 06-16:

For codes 06-16 it is important both to ring the correct code at E5 and to give details at E18.

We need these explanatory details to amplify the brief pre-code descriptions; the supervisor will be checking addresses with an outcome code of 06-16 to decide whether there is any way that the address can be re-issued, so will need reasons, at E17, why one of these codes was ringed.

Details of the non-response codes are given below.

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

Code 06: Outright refusal

This code should be used only if in your opinion there is no chance of an interview, even if the address is re-issued to the Field, and certainly if the respondent implies that a public relations problem will be caused if we try again (eg if they threaten to write to their MP).

Code 07: Circumstantial refusal

This code should only be used if in your opinion there would be no chance of an interview if the address were re-issued to the Field. A circumstantial refusal is where, for example, the respondents are genuinely too busy during the field period, or a domestic crisis prevents them from taking part. It is a matter of judgement whether code 07 or code 27 should be used - what will dictate your final decision is whether you feel that they may have the time, or that the crisis may be over, later in the fieldwork period.

This code should not normally be used unless advised by the supervisor.

Code 09: Vacant

This code should only be used if you are actually told that the address is vacant - for example, a decorator working at the address answers the phone and tells you that the family have not yet moved in. Do not code vacant if you do not get a reply.

Code 10: Under construction

You will not use this code. If the advance letter is returned by the Post Office saying that the address is under construction, this code will be assigned by the supervisor.

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

You will not use this code. The code will only be used if the advance letter sent to the address is returned by the Post Office saying that the address is derelict or demolished. This code will be assigned by the supervisor.

Code 14: Non-residential

This includes property used solely for business purposes.

Code 15: Institution

See definition in Chapter 1.

Code 16: No trace of address

This code will be assigned by the supervisor if the advance letter sent to the address is returned by the Post Office saying that they cannot locate the address.

Codes 21-29

It is important to ring the correct code at E5 and to give details at E18. We need these details to enable the supervisor to decide whether the address should be re-issued to the Field, and also to provide the field interviewer with useful information.

Code 21: Wrong phone number supplied

You will only be able to use this code if you manage to contact someone and then find it is the wrong number for the address that is supplied. Do not assume, if you cannot get through to anyone, that it is the wrong number.

Code 22: 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 permit, you should attempt it once more after 3 days and then if still unsuccessful send it for reissue to field.

Code 23: Prefers field visit

Use this code only if the respondent actually says they would prefer to be interviewed face-to-face. If, for example, the respondents said they were too busy to be interviewed at this moment, but you got the impression that a field visit may be successful code it as a circumstantial refusal (code 27), rather than a code 23.

Code 26: Refusal

This code should be used if, in your opinion, there is a chance of an interview if dealt with by a field interviewer. See the notes for code 06

At E18 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) had the letter been received?
- (iii) 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'.

Almost 50% of such refusals in 1987 produced an interview on re-issue to the field, so we need as much detail as possible so that the face-to-face interviewer can go prepared.

Code 27: Circumstantial refusal

This code should cover situations where an informant would be willing to take part but for the fact that they cannot use the phone (eg deaf, phone is needed for important incoming calls etc).

Code 28: No reply

Before 'giving up' on a number it must be tried at different times (eg early morning, after lunch, before 1800 and after 2000 etc) and on different days (including a Saturday).

Each attempt should be shown at E4 unless you are simply retrying after a misdial for example.

Do not keep trying at the same time every day but if you have any which are not being tried at different times, refer it to your supervisor.

Code 29: Other reason

If possible, try not to use this code. Codes 01-28 should take account of most eventualities. You should only use this code in a few circumstances (eg multi-households).

When you have ringed the correct outcome you should write this in the box on the front of the questionnaire 'telephone outcome code'.

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.

E10: Telephone Number

Enter in these boxes the telephone number of the address you have been dealing with. In many cases this will involve copying it from the front of the E questionnaire but in some cases an incorrect number will have been supplied and in these cases the correct telephone number should be entered here. Please enter the full STD code.

E11: Name of main respondent

Enter here the name of the person who supplied information for the A questionnaire.

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: Housing Trailers

In England, each responding household should have a completed housing (H) questionnaire. Code here whether or not this questionnaire was completed. For addresses in Wales, ring the not applicable code.

E16: Interviewer check

This is another way of checking whether there is partial response. You will have to explain the reason for the partial response at E18. If this question is coded 2 ('No'), ie the outcome is partial response, then E5 should have been coded 02 (and vice versa).

E18: Details of partial response, refusals, non-contacts, ineligible

E18 is designed to enable interviewers to code details about the address when a full interview is not obtained. In the space below you should record any information that will help face-to-face interviewers if the address is to be reissued.

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.

Telephone interviewers only - If you identify a multi-household, take full details and try to establish whether each is contactable by phone, then refer to your supervisor. Tell the informant we may want to phone them back.

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.)

- (ii) If you need to establish the HOH, the question to ask is: 'In whose name is this house/flat owned or rented?' Then the HOH is the husband of that person or, if that person has no husband, the HOH is that person.
- (iii) In cases where the accommodation is in the name of two or more people:
 - where they are of different sex, the **male** is the HOH
 - where they are of the same sex, the **older** is the HOH.

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. (A8 is only asked by the telephone interviewers).

A12-A16 are asked in 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 in England on the H questionnaire. For households in England and Scotland, interviewer check A12 skips the tenure questions.

A18-A29 collect information about individual household members.

SERIAL NUMBER AND REFERENCE WEEK

The complete serial number does not need to be entered on the A or B questionnaire but you must ensure that you copy over from the E questionnaire the address and household number into the boxes at the top of the questionnaire

You must also enter the reference week for the household in the relevant boxes at the top of the questionnaire. The reference week will normally be the week ending on the Sunday prior to the interview.

A1-A7: HOUSEHOLD COMPOSITION

A1: The household composition and head of household

After entering the address and household number and reference week, 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
---	---	---	---	---	---

.

'88' is used to mean 1988 and can be used only for babies born this year. If a respondent was born in 1889 or earlier, enter 89 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:

Per No.	Relationship to HOH	Family Unit	
01	HOH	1	
02	Wife of HOH	1	
03	Son (single)	1	
04	Sister (widowed)	2	
05	Brother	} married to each other	3
06	Sister-in-law		3
07	Niece (single, daughter of 04)	2	

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 fiancée or friend as part of the family unit.

A8: Telephone interviewers only

This checks whether the address is a multi-household. If you find that the address does contain more than one household, refer to the Supervisor

A9: Total number of persons in household

Enter the number as two digits

A10: Total number of persons aged 16 and over in household

Enter the number as two digits.

A11A/B: Number of households at this address

If you have worked through properly in transferring the serial number from address list to Questionnaire E 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 A11B 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.

NB SCOTLAND ONLY If you have used the pre-sampled multi-household procedure you will have already been directed to a particular household space (or space(s)). You should enter at 11B the number of households that you have been instructed to interview at this address.

A12-A16: TENURE AND TENANCY

A12: INTERVIEWER CHECK

This directs English and Scottish households past the tenure questions which are collected on the housing trailers in these countries.

A13: 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 A13 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.

A14: 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.

A15: 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 (ie 'the landlord') is the person/organisation that lets the accommodation. In some circumstances this person/organisation 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 organisation 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 *organisation* or an *individual*.

IF IT IS AN ORGANISATION, 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.

A16: 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.

A18-A29: 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 read these questions across the page about every household member. This can save unnecessary repetition of questions - but be careful when signposts differ.

A18-A23: NATIONALITY, COUNTRY OF BIRTH, ETHNIC GROUP

A18/A19: 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.

Make sure that the name of the country is the present name, eg somebody born in India before 1947 may have come from the area that is now referred to as Bangladesh. The answer to write in is not India, but Bangladesh.

A20: 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), '87' is used to mean 1987. Code '88' if the respondent arrived in the UK in 1888 or earlier.

A22: 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').

A23: 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 A23. 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 (A18) and as their own country of birth (A19) 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 A18 or A19 must always be asked the question. Do not assume their answers.

NB Experience suggests that the need to code children as well as adults is more often overlooked at this question than any other. CHECK THAT YOU HAVE CODED CHILDREN AS WELL AS ADULTS.

A24-A29: 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.

A24: 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 1987. Code 1 applies if the person was temporarily away from this accommodation during that month in 1987, or if the permanent move to the present accommodation was made during that month.

A25: 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.

A27: 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 (eg 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.

A28: 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.

A29: 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.

6 THE WHITE B QUESTIONNAIRE

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 2.11 '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 very similar to that used in 1987).

The questionnaire should be completed in blue or black 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

Ignore area and stint headings. Copy the address and household 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 E18

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

B1: The reference week

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

Tuesday	05.4	} all have reference week ending Sunday 03.4
Wednesday	06.4	
Friday	08.4	
Saturday	09.4	

NB All persons in the same household should have the same reference week even if interviewed at a later date.

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 to those aged 16-19 (except see note below). 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.

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

NB Although the questionnaire directs you to ask YTS questions only of persons aged 16-19, if you discover the rare occasion where someone older than this is on such a course you should ask them the YTS questions.

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 any of the following schemes, provided they did not do any other PAID work in the reference week: Job Training Scheme, Training for Enterprise, and Wider Opportunities Training Programme (these schemes have replaced the Training Opportunities Scheme (TOPS) but may still be known to some respondents under the old name).

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.

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.

JOB TRAINING SCHEME (JTS), TRAINING FOR ENTERPRISE (TFE) AND WIDER OPPORTUNITIES TRAINING PROGRAMME (WOTP)

These schemes are run by the Manpower Services Commission (MSC). They provide training for people who want to improve their job prospects by learning new or additional skills. There are two types of JTS courses available: 'old' which are open to men and women who are 19 years or older and have been away from full time education for more than two years. The 'new' JTS courses were introduced nationwide in January 1987 and are open to men and women who have been unemployed for at least six months. Priority is given to those people aged between 18 and 25 although older people are not excluded. WOTP courses are open to those aged at least 19 who have been unemployed for a month or more. TFE courses are for people launching or expanding their own small businesses. The cost of training is covered by the MSC and the trainee may receive a training allowance or budget 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 B117 where there is no code 3, at B127 where there is no code 10, and at B135 where there is no code 11, 12 or 13) has been adopted for processing reasons.

B9-B21: MAIN JOB IN REFERENCE WEEK

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 B12. 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: Industry and occupation 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 (eg 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, eg 'I make that 6 months but less than 1 year, does that sound right?' Code 3 would then be ringed in the coding column.

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

Self-employed

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

B20: Full time or part time

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 B21. 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 $36\frac{1}{2} = 37$; round $\frac{1}{2}$ hours to the nearest even number, eg $37\frac{1}{2} = 38$, $36\frac{1}{2} = 36$; $\frac{1}{2}$ hour rounds to 00

B22: Usual weekly hours

This question identifies the number of paid hours usually worked each week, excluding the main meal break (usually taken at mid-day) and all overtime. Meal breaks should be excluded from the total, regardless of whether they are paid.

If the work pattern is not based on a week, give an average over the last four weeks.

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

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

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

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

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

HOURS		SKIP TO
22. How many hours a week do you usually work in your (main) job/business, that is excluding mealbreaks and any paid or unpaid overtime? $37\frac{1}{2}$		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS →	23
	<input type="text" value="3"/> <input type="text" value="8"/>	
	OR CODE: 99 or more hours <input type="text" value="99"/>	
<hr/>		
24. How many hours paid overtime do you usually work in a week?		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS → $3\frac{1}{2}$	25
	<input type="text" value="0"/> <input type="text" value="4"/>	
<hr/>		
28. How many hours unpaid overtime do you usually work in a week?		
IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS	ENTER HOURS →	29
	<input type="text" value="0"/> <input type="text" value="2"/>	
<hr/>		
31. INTERVIEWER TOTAL A + B + C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT		
	ENTER TOTAL NO. OF USUAL HOURS →	32
	<input type="text" value="4"/> <input type="text" value="3"/>	
	OR CODE: 99 or more hours <input type="text" value="99"/>	

B22: Your respondent usually works $37\frac{1}{2}$ hours excluding meal breaks and overtime. As half hours cannot be coded, $37\frac{1}{2}$ 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 $37\frac{1}{2}$ 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 $3\frac{1}{2}$ hours per week. Rounding $3\frac{1}{2}$ to the nearest even number means that 4 is recorded. However, $3\frac{1}{2}$ should be jotted down just outside the coding column.

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

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

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

Therefore, in this example, (B22) $37\frac{1}{2}$, (B24) $3\frac{1}{2}$ and (B28) 02 should be added, and 43 should be entered at B31.

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:

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-B42: SHIFTWORK AND WEEKEND WORKING

B37: Whether shiftwork done

'Shiftwork' can be interpreted as unsocial hours, in the sense of night, evening or weekend work. It can also be interpreted as working at different times on different days, 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 B38. 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 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)

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.

Split shifts
(code 05)

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.

Morning shifts
(code 06)

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.

Afternoon shifts
(code 07)

Most commonly 1400-2200 if full time. Can also
be used for a part-time shift between 1200 and
1800.

Evening or twilight
shifts
(code 08)

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.

Night shifts
(code 09)

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.

Weekend shifts
(code 10)

This code should be used for work during the
day on Fridays, Saturdays and Sundays (0600-1800),
when there is no other work.

Other type of
shiftwork
(code 11)

Use this if none of the other codes apply.
Do not leave the question blank.

B39: Times of day usually worked

Face-to-face interviewers should use Show Card B39. 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 Saturday or Sunday in the 'last four weeks', i.e. the four weeks ending on the Sunday in the reference week. There has been weekend work if any of Saturday or Sunday was worked, unless the Saturday working was the tail end of a Friday night shift.

B41: Saturday or Sunday working

Read the question right through to the question mark.

B42: Monday-Friday working

This question checks, for those who work weekends, whether they work on Monday-Friday as well.

B43-B46: SICKNESS ABSENCE

B43: Sickness absence (last week)

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

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

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

B44: Number of days of sickness (last week)

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

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

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

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

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

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

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

B45: Total period of sickness

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

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

As with B44, count all days in the sickness period, not just working days. Sundays are not counted 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 (ie six days). Longer periods should be counted in terms of six-day weeks.

B46: End of sickness absence

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

B47-B56: SECOND JOB IN REFERENCE WEEK

B47: Whether had second job in reference week

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

The second job can be either as an employee or self-employed.

If the respondent had more than one 'second' job 'last week', B47-B56 should refer to the one he or she considers to be the 'main' second job. If both are considered equal, ask about the one in which most hours were worked 'last week'. It must be made clear to your respondent which second job you are interested in, before you continue.

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

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

B48: Change of job in reference week

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

The first group are not asked for details of their 'second' job: they are coded 1 here ('Yes, changed jobs during the week') and are directed to B57. Include in code 1 only those respondents who changed their employer during the reference week. (Anyone who simply moved during the week to another position with the same employer - and has no other second job - should have been coded 'No' at B47.)

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

B49: Paid job for college-based YTS participants

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

B50 and B51: Industry and occupation 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-B62: EMPLOYED AND LOOKING FOR OTHER WORK

B57: Whether looking for other work (last week)

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

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 5 years or more ago, does that sound right?' Code 10 would then be ringed.

B65 and B66: Industry and occupation 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 B72. 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.

B82 and B83: 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 B82, and the main reason would be coded at B83.

B84: Interviewer check: NB 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.

B85: 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

B87: 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.

B89 and B90: 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, B87 and B89 for consistency where there has been an unbroken period of looking for work following leaving a previous job.

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 at B91 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 B98. Telephone interviewers should read the question out.

Read out the date one year ago (ie the month of interview in 1987). 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 and B100: Firm/organisation one year ago

Self-employed people who were also self-employed a year ago should be coded 1, 'the same' (ie 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.

Those informants working in the same industry with a different firm can also be coded the same here.

B101: 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 (eg 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.

B102: Occupation one year ago

See instructions for B14. Face-to-face interviewers will have to code the occupation here, and the industry at B102.

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 (B101). You will have checked their firm/organisation in the same way (B99). If both B99 and B101 are coded 1, you may make use of that information in asking B105-B109.

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

B105-109: Features of main job one year ago

See instructions for B15-B18 and B20.

B110: Interviewer check on age

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

B111-B134: EDUCATION AND TRAINING

This section will provide information on the links between qualifications and training and the kinds of work people do.

The purpose of B111 is to skip past B112 for anyone who has none of the listed qualifications. Read out the list until the respondent says he/she has the qualification mentioned, ring the appropriate code '1' and then go straight to B112. If you have read all through the list and the respondent has said 'No' to each qualification mentioned, ring code 2 and skip to B114. If a respondent is not sure whether he/she has any of the qualifications mentioned at B111, ring code 3 at B111 and ask at B112 'which qualifications do you think you have .?' If the respondent is still unsure, ring code 15 at B112. This will possibly happen when the respondent is giving proxy information about someone else in the household.

If the respondent is coded 1 at B111, then ask B112 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 (eg 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.

B113: 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.

B114: Schoolchildren

Anybody aged 20 or over should be coded 2, regardless of the institution attended.

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

B116: Current participation in training scheme

Face-to-face interviewers should use Show Card B117. Telephone interviewers should read out the question from the card provided.

Note that only one scheme should be coded. It is possible for someone to be on both a Community Programme and a Wider Opportunities Training Programme: Code only the Community Programme.

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 six 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 seventh 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

B117 and B118: 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 B118.

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 (eg a plumber at B13 has served an apprenticeship in plumbing), you may copy the code from B13.

B119: Current further education

Face-to-face interviewers should use Show Card B119. 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 (eg 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.

B120: 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.

B121: Daytime/evening course

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

B123: 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 B119 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

On the job training (eg shop opening late for staff training) should be included. The length of the course should be calculated as the number of days/weeks since it was started (even if it is only 1/2 an hour per week).

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.

B124: 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.

B125: Job-connected education/training in the (last four weeks)

This question is the equivalent of B123 for those who were not working in the reference week. The instructions as at B123 apply.

B126: 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 B123-125, this question relates only to the reference week.

B127: Main place where training received

Face-to-face interviewers should use Show Card B127. 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.

B128: Who paid the fees for the training

Code all that apply.

B130: 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).

B131/B132: 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. A current job can be either the main or (if there is one) a second job.

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

B133: 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.

B134: 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 B123 or B125.

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.

B135-B137: HEALTH PROBLEMS

B135/B137: Whether have any health problems or disabilities

Face-to-face interviewers should use Show Card B135 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 B135.

If there are no health problems, ring code 15 and go to B138.

If there are any health problems at B135, transfer the codes that you have ringed to the boxes at B136. If there are 2 or more kinds of health problem (2 or more codes ringed at B135) 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 B136. 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.

B137: 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.

CHAPTER 7 IS NOT APPLICABLE TO TELEPHONE INTERVIEWERS

8 THE BLUE H QUESTIONNAIRE

The housing trailer for face-to-face interviews should be asked after the completion of the interview and should normally be asked of the person who supplied the information for the A questionnaire. Telephone interviewers should also ask the H questionnaire of the person who supplies the information for the A questionnaire but they may find it easier to ask it at the end of the interview with that person in case there are difficulties speaking to them again after other members of the household have come to the phone.

BOXES AT THE TOP OF THE QUESTIONNAIRE

Enter the person number of the person providing the information.

Enter the address and household number in the boxes provided.

It is important for you to remember the distinction between the address, the accommodation and the property occupied by the household although in many cases they will all be the same.

The address is that which appears on your address list and, except in the case of a multi-household, will contain a single household. The address may be a flat, a house or some other type of accommodation. The address may be contained within a property. For example, it may be a flat in a purpose built block or in a converted house (H3). Thus at H6 we are interested in the total number of floors in the property (not the address). The accommodation is the actual living and circulation space used by the household. Some of this space may be shared with other households.

H1-6 Face to face interviewers may code these from observation. These questions are about the whole of the address on the address list, even if more than one household lives there.

H5 address with business premises covers places where there is access between private and business areas without going outside the building.

H6 a basement for living accommodation should count as a floor as should a loft that has been converted into living accommodation.

H8 Include here all bedrooms even if they are currently unoccupied. There must be at least one bedroom in every household. A bedsitting room always counts as a bedroom. Apart from this accept the respondent's definition of what is a bedroom.

H9 This covers all rooms that the household can use as living accommodation other than those counted at H8. Rooms should be counted even if they are shared with another household.

Include

Kitchens, however small, provided they are separate rooms

Spare rooms

Sun rooms or extensions that can be used all the year round

Rooms that are temporarily unusable while being renovated

Exclude

Bathrooms and WCs

Attics and store rooms

Halls unless used as sitting rooms

Rooms not usable all the year round

Garages, summer houses

Rooms used solely for business purposes

Where a room is open plan with dividers it should be counted as two rooms if there is a sliding or folding partition. A room divided by curtains or a moveable partition should be counted as one room.

If you are in doubt as to whether or not to include a room, accept the respondents view of whether or not it is a room that the household could ever use (without major building work to convert it).

H10 Sharing includes sharing any rooms including the kitchen, bathroom, WC or access to any of these.

Sharing means sharing with another household not with other members of the same household.

Please ensure that this question is answered. Relatively few households share any of their accommodation so it takes only a handful of 'no answers' to throw doubt on estimates from the survey. A secure figure for sharing is important to the Department of Environment.

H11 Please note the following -

- owner occupiers paying just ground rent are treated as owners not renters.

-Only mortgages and loans used to purchase the accommodation should be included at codes 3-4. People who own their accommodation outright but have a loan or mortgage to carry out further work are coded as owning outright.

-If the accommodation is being bought with a very short term loan (eg bridging loan) code as own outright rather than still buying unless there will still be a loan or mortgage to pay off after the bridging loan has been paid off.

-People on 100% housing benefit are coded as renting not rent free.

H12 Code the first answer that applies.

H14 We have not defined furnished, partly furnished or unfurnished. If asked what they mean you should refer to the terms of the agreement (if one exists) with the landlord. If the issue is still unresolved take the informant's opinion.

H15 This refers to accommodation tied to the job of any member of the household.

H17 This refers to the landlord living in the same building not necessarily the same address.

H18 Leave the definition of active steps to the person answering the questionnaire.

H19 Leave the definition of considered to the person answering the questionnaire.

H21 This refers to either husband or wife owning property even if it was as a co-ownership with a previous partner. If, for example, it was owned jointly with a previous spouse. If, for example, a wife lived with a previous husband in owner occupancy she would be recorded as being an ex-owner occupier even if the house had been solely in her husband's name.

H24 If the mortgage/loan came from more than one source, code the source that provided the largest part. This should be the original source of the mortgage.

H26 Self built property should be coded 'from someone else'.

H28 Try to get an exact year but accept an estimate if this is all that is available.

H29 This question refers to husband or wife previously owning property even if, for example, it was owned jointly with a previous spouse. If, for example, a woman had lived with a previous husband in owner occupancy she would be coded as being an ex-home owner even if the house had been solely in the name of her previous husband.

H30-33 These questions refer to the HoH or spouse, whichever said at H29 that they had previously owned. If both have previously owned then ask about HoH previous owner occupancy.

H35 Those people who have arranged to pay reduced mortgage payments because of financial difficulties should be treated as in arrears.

H37 The question asks about anyone in the household. Owner-occupier households may contain someone with their name on a list.

H39 The person numbers should be entered as two digit numbers at the top of each column. For each person, ring 0 if less than 1 year or 9 if nine years or more. Otherwise write in the actual number of years in round numbers. If people who lived apart previously had their names down separately on the waiting list and have since reapplied as a couple, you should find out the total time that they have been on the waiting list for each separately.

H41 If the persons in the household are going to split into groups when they move (eg HoH and spouse move together and son or daughter move elsewhere) enter the person numbers of the groups who would move together. If all members will move to the same address ring code 99.

H42 Owner occupiers who did not previously rent their present accommodation are not asked length of residence as this can be calculated from their answer to H28.

H44 If the previous accommodation was rent free (eg a tied cottage) ask whether it was rent free in HoH's name.

H45 This refers to the previous tenure of the current HoH.

H47 is asked only of HoHs who have moved in the previous five years. In order to reach this question you are routed through interviewer check 46 which relates either to the answer to H28 (year of purchase of current accommodation) or H43 (length of residence).

H48 If only one reason was given at H47 enter the code for this at H48. If more than one reason was given record the main reason at H48.

H50 is asked only if there are adults (aged 16 and over) other than HoH or spouse in the accommodation. You may find occasions where someone has bought a property but not yet moved into it. These should be coded 'No' at this question which is designed to identify those people who have ceased to own their own accommodation.

9 ADMINISTRATION

9.1 RETURN OF WORK

It is essential that we receive your first week's work in March quickly. There are two reasons for this. Firstly, some of your schedules will be prechecked and we may need to feedback details quickly to you and 'Rapid Results' are being produced directly from data on the schedules.

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.

Please return your documents as follows:

Households interviewed

When you have completed an E questionnaire for a household, tag this together with the other questionnaires for that household in the following order E, A, C/D or H if applicable, B in person number order (starting at 01). With the very large number of documents returned it is vital that they are returned in the correct order.

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.

In Scotland, return any multi-household sheets that have been issued with the relevant address.

9 ADMINISTRATION

9.1 ALLOCATION OF WORK

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

Before attempting any new serial numbers, check to see if there are any early appointments or no replies in your booth. You should then try to arrange your work to ensure that you phone them at the correct time.

9.2 MAKING CALLS

Before phoning a new serial number you must write down the date and time at question E4 on the relevant pre-printed E questionnaire for that address.

9.3 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 it must be tried at different times and on different days (including a Saturday).

Each attempt should be shown at E4.

Serial numbers where no-contact is made after numerous attempts (at least 5) will be reissued to the Field.

9.4 WORK RETURN FORM 3

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 as follows:

Authority number - Write in the remainder of your authority number after the pre-printed 4.

Date of interview - Day should be the 2 digits of today
- Month - ring the current month (NOT the month of the work)

Shift - Circle whichever one the work on the return was done.

Area/Stint No/ - this can be copied from the E questionnaire
Address No

Check digit - as above.

Outcome codes - The appropriate code taken from E5, should be ringed in the grid or, if not shown entered in the final column.

Finally at the bottom of the return you should enter the total number on the return of each type of outcome. Also, enter the total number of B questionnaires you, personally, have completed (including households where we may still have to phone back).

9.5 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
- (iv) full/part interviews - tag completed questionnaires together in the order E, A, H (if applicable), B (in person order). They should be in the same order as shown on the work return with the work return on top.
- (v) re-issues to field - tag any E, A, H and Bs together. 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.

Refusals

- at E18 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 1987, 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 E18 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 E18. (eg in 1987 we identified some businesses).

Partial Interviews

- 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).

9.6 CLAIMS

Survey number = 768
Stage number = 99
Fieldwork activity code = 9


Office of Population Censuses and Surveys
Social Survey Division

Segensworth Rd Titchfield Fareham Hants PO15 5RR

Telephone Titchfield (0329) 844315

Your reference

Our reference TC88

Date Date as postmark

Dear Resident(s)

I am writing to ask for your help on one of the largest and most important surveys undertaken by the government. The survey is carried out annually and provides up to date information about such matters as employment, unemployment and work in relation to retirement and looking after the home and family. A leaflet giving more information about the survey is enclosed.

The survey is carried out in more than 75,000 households throughout the United Kingdom. The addresses are chosen at random from the Post Office's list of addresses and this year yours is amongst those selected.

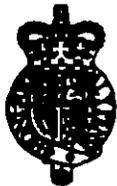
Wherever possible interviewing is carried out by telephone from our office in Hampshire. During the next few weeks one of our interviewers will telephone to talk to you about the survey. If you are busy when the interviewer calls he or she will be happy to call at a more convenient time (up to 9.00pm) or on a more convenient day.

Any information you give is treated in strict confidence. The identity of people who take part in the survey is never disclosed to other government departments or to anyone who is not an authorised representative of OPCS. All survey findings are presented in statistical tables and are not released in any way in which they can be associated with you or your address.

Your help with this survey will be very much appreciated.

Yours sincerely

Steve Wennell
Telephone Interviewing Manager


Office of Population Censuses and Surveys
Social Survey Division

Segensworth Rd Titchfield Fareham Hants PO15 5RR

Telephone Titchfield (0329) 844315

Your reference

Our reference TR88

Date Date as postmark

Dear Resident(s)

I am writing to ask for your help on one of the largest and most important surveys undertaken by the government. The survey is carried out annually and provides up to date information about such matters as employment, unemployment and work in relation to retirement and looking after the home and family. A leaflet giving more information about the survey is enclosed.

The survey is carried out in more than 75,000 households throughout the United Kingdom. The addresses are chosen at random from the Post Office's list of addresses and each year one third of the addresses included in the previous year's survey are reapproached for one further interview. As your address is one of these, you may have been interviewed by us a year ago.

Wherever possible interviewing is carried out by telephone from our office in Hampshire. During the next few weeks one of our interviewers will telephone to talk to you about the survey. If you are busy when the interviewer calls he or she will be happy to call at a more convenient time (up to 9.00pm) or on a more convenient day.

Any information you give is treated in strict confidence. The identity of people who take part in the survey is never disclosed to other government departments or to anyone who is not an authorised representative of OPCS. All survey findings are presented in statistical tables and are not released in any way in which they can be associated with you or your address.

Your help with this survey will be very much appreciated.

Yours sincerely

Steve Wennell
Telephone Interviewing Manager

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EUROPEAN SOCIAL FUND - 1986

Applicant	Scheme	Number involved	allocation £
1. <i>A large record company</i> LONDON	Vocational training of persons under 25 who have had some training and experience but require additional new technology training to equip them for continued employment in a high technology environment.	23	16,825
2. Manpower Services Commission, Employment Division All Regions	Enterprise Allowance Scheme: providing unemployed people under 25 with the opportunity to establish themselves in stable employment by operating their own business.	28,889	17,144,077
3. Sunderland Borough Council SUNDERLAND	To provide training allowances for long term unemployed people aged 25+ as a means of motivating them to undertake courses of vocational guidance and training to enhance their prospects of getting a job.	40	31,000
4. <i>A computer firm</i> DONCASTER	Vocational training of persons aged 25+ in the areas of new technology.	69	15,124
5. Essex County Council Chelmsford, ESSEX	Supplementary training of persons under 25 to improve vocational linguistic skills (in French) to allow them to sell British products in France and Belgium.	20	25,057
6. <i>A large car manufacturer</i> Crewe CHESHIRE	Major retraining of workforce aged 25+ at all levels of the organisation in new technology, to ensure viability and secure employment levels.	1171	330,061
7. Womens Technology Training Ltd. LIVERPOOL	Vocational training and guidance programme for unemployed and under-employed women over 25 years who wish to return to work in occupations in which they are under-represented.	30	151,266
8. British Refuge Council LONDON	To provide vocational training, language training and work experience placements for migrant workers and members of their families (refugees and asylum seekers), who are 25+ and unemployed for 12 months or longer.	624	1,220,306

9. St. Aidan's Project Dundee, SCOTLAND	Project caters for disabled young people aged 16-25. Training will equip trainees for a variety of posts, especially office duties.	36	43,000
10. Wales Co-operative Development and Training Centre Ltd. CARDIFF	To provide a network of co-operative and community enterprise trainers.	80	229,450 (1 April 86 - - 30 September 88)

INTERVIEWER INSTRUCTIONS

OCCUPATION AND INDUSTRY CODING

March 1987

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INTRODUCTION

These instructions are a general introduction to coding of occupation and industry and will apply to the continuous surveys (LFS(C), FES and GHS), LFS(A) and to other ad hoc surveys where occupation and industry coding is to be dealt with in the standard way.

As you know, Primary Analysis Branch are normally responsible for coding work but, in future, interviewers will themselves code occupation and industry and be responsible for the accuracy of the coding.

Accurate coding depends upon:

1. your having collected the correct information and;
2. knowing how to use this information.

The first part of these instructions concentrates on probing for the necessary information and the second part deals with the actual coding and use of the occupation and industry coding booklets.

It is not important to know whether the informant himself has the qualifications. What matters is whether people employed on the same work as your informant would normally need to have a certain qualification or to have served an apprenticeship in order to be able to do the job.

You will need to use your discretion about when to probe for level of skill because it would clearly be an inappropriate question to ask in respect of some jobs.

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

"Does your job require any special training or qualifications or an apprenticeship?"

RECORDING OF OCCUPATION

During the interview, write down the job title and the description of the main activity of the job and, if applicable, the qualifications required for the job, and whether managing or supervising.

If the informant is unable to provide a job title you should record just the description of the main activity (including manager/supervisor and level of skill if appropriate).

Another example:

After asking the initial question, your informant says "We make furniture."

Furniture is a wide term so you would want to know: 1. What the furniture is made of - e.g. wood, wicker, tubular steel and 2. what type of furniture it is - e.g. tables and chairs, office furniture, bedding, upholstery, etc.

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

Of course the various possibilities of industry are endless. You will simply have to find out as much as you can. For example, you can see from pages 13 and 54 of the coding booklet that there are numerous codes for the different aspects of the coal and railways industries.

NB: There are some codes where the industry to be probed for is not that of the establishment where the informant was actually working. The situation arises where the informant works for an agency, e.g. a cleaner working at a bank, who is employed by a firm of contract cleaners, would be coded as working in the cleaning rather than the banking industry.

Also, sometimes when the establishment where your informant works carries out several activities, he or she may not be able to identify its main activity. If this happens, the activity to be probed should be the one with which the informant is most involved.

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

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

If your informant is equally involved in more than one activity, and cannot tell you the main activity of the establishment where he works, then probe the first activity that he tells you about.

RECORDING OF INDUSTRY

During the interview, simply record all of the necessary information that you have collected. Although you will have been probing for main activity/main product/main material, etc, you may well end up writing down extra information whilst probing out the actual information you need. If this happens, show the main aspects by underlining the relevant details.

In fact, in any case where you cannot code the job title you should use the description as additional information.

Where you have not recorded a job title because the informant could not give you one, use the description to decide which code is appropriate. In this case, do not add the title you have coded to the questionnaire.

MANAGER/FOREMAN/LABOURER

You will note that the letters M, F and L appear against certain codes in the index. M relates to manager codes, F to foreman codes and L to labourer codes.

However, these designations are used for a method of coding which is different to the method set out in these instructions and you should therefore ignore them.

SPECIAL CASES

TRAINEES

Trainees or apprentices are coded to the occupation or profession they are training for.

CIVIL SERVANTS

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

For example: A civil servant may give you his job title as "civil servant" or "executive officer" but when you probe for main activity he tells you he is a computer programmer. The code assigned to the occupation should therefore be that for programmer (ie. 012, page 85)

Executive Officers with no particular professional activity come under the heading of "Officer; executive - (government)" - as indicated by the industry code 775 on page 75, and would therefore be coded 112.

Higher Executive Officers, Senior Executive Officers, Principals and Senior Principals who carry out no specific professional activity come under the heading of "Officer; executive; chief/higher/senior - (government)" - again as indicated by industry code 775. The code would be 021. Assistant Secretaries (and above) can be found under the heading of "Secretary, Assistant" on page 91 and, of course, you need to apply the appropriate industry code. The correct occupation code would be 020.

Clerical Officers and Clerical Assistants are under the headings "Officer; clerical" and "Assistant; clerical" on pages 74 and 9 respectively. The correct code would be 115. In the case of COs and CAs you will see that it was not necessary to apply an industry coding in order to determine the correct occupation code.

Customs and Excise Officers and Immigration Officers are regarded as statutory inspectors and have been listed separately against code 019 (pages 74 and 75).

LOCAL GOVERNMENT OFFICERS

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

3-DIGIT INDUSTRY CODING

As with occupation coding, familiarise yourself with the coding booklet and read the notes at the front on the structure of the index.

Once the method of structuring is clear to you, providing you have recorded a full enough description of the industry, it should be a reasonably straightforward job to look through the alphabetical list and find the correct code.

CENTRAL AND LOCAL GOVERNMENT

Central government and local authority industries are, where possible, classified by the type of function performed by the employing department, but you will see on page 28 that there is a general code (775) for government departments.

Clearly, an industry description consisting solely of "civil service" or "local authority" is inadequate so, in order to code accurately, you need to probe for details of the main function performed by the employing department at the informant's workplace.

For example: Your informant is an Executive Officer employed by the Department of Health and Social Security. She works in a local Social Security Office which is responsible for deciding upon and making payments to claimants.

The industry code is therefore 781 (page 18). However, if your informant had been employed as an Executive Officer at DHSS administrative headquarters, her industry would have been coded 775 - "DHSS: regional headquarters" (page 18) or "Government: departments (except HMSO; ECGD; DHSS local social security offices etc" (page 28).

REFERENCE WEEK ENDS SUNDAY

Day	Month	Year
		8 8

Interviewer's name

Off use

Area

REFWEEKD 61-62
REFWEEKM 63-64
REFWEEKY 65-66

Address No.	Household No.

START REC 3 SEQ 1

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

PERSONS 16-17

Ring Per No	2. Relationship to HOH WRITE IN AND ENTER CODE	3 Sex	4 Date of Birth	5 Age	6. Is married, single, widowed, divorced or separated?	7 Family Unit		
	Head of household 1 Nephew/niece of HOH/Wife 6 Wife of HOH 2 Grandchild of HOH/Wife 7 Child of HOH/Wife 3 Other relation of HOH/Wife 8 Parent/G'parent of HOH/Wife 4 Other 9 Brother/sister of HOH/Wife 5	SEX	DOB	DOB	DOB	MARSTAT		
	REL TO HOH 19	20	21-22	23-24	25-26	27-28		
					29	30		
	Relationship to HOH	Code	M F	Day	Month	Year	M S W D S/p	Code
01	HOH	1	1 2				2 1 3 4 5	1
02			1 2				2 1 3 4 5	
03			1 2				2 1 3 4 5	
04			1 2				2 1 3 4 5	
05			1 2				2 1 3 4 5	
06			1 2				2 1 3 4 5	
07			1 2				2 1 3 4 5	
08			1 2				2 1 3 4 5	
09			1 2				2 1 3 4 5	

8 Telephone interviewers only

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

Yes No

SKIP TO 9

9-12 INTERVIEWER CHECK

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

NUMINH 48-49

10 ENTER TOTAL NO OF PERSONS AGED 16 AND OVER IN HOUSEHOLD

NUMADULT 50-51

11A Enter at top of page the HOUSEHOLD NO to which this questionnaire refers then go to 11B

NUMHLD 52-53

10 ENTER TOTAL NO OF PERSONS AGED 16 AND OVER IN HOUSEHOLD

NUMADULT 50-51

11A Enter at top of page the HOUSEHOLD NO to which this questionnaire refers then go to 11B

NUMHLD 52-53

11B ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS (DO NOT INCLUDE VACANT HOUSEHOLD SPACES)

12 ADDRESS IS IN ENGLAND OR SCOTLAND (AREAS 01-22 25-27)

13 ADDRESS IS IN WALES (AREAS 23 AND 24)

13 Does your household own or rent this accommodation?

TENURE S7

Owns/is buying Rents/rent free

SKIP TO 14

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

MORTGAGE S8

1 owned outright 2 or being bought with a mortgage or loan

SKIP TO 17

15 Who is this accommodation rented from? (Who is it provided by?)

LANDLORD S9

ORGANISATIONS

CODE FIRST THAT APPLIES

1 Local Authority or Council

2 New Town Corporation or Commission

3 Housing association or co-operative or housing charitable trust

4 Property company

5 Employer

6 Other organisation

INDIVIDUALS

7 Relative of household member

8 Employer

9 Other individual private landlord

SKIP TO 16

16 Does your landlord provide this accommodation?

FURNISH 60

READ OUT furnished partly furnished or unfurnished?

SKIP TO 17

17 Ask A18-30 for each household member in turn first ring person number at top of each column

197

SKIP TO 18

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER IN TURN FIRST RING PERSON NUMBER

Person number	01	Person number	02	Person number	03
18. What is nationality? UK/British Irish Republic Other (SPECIFY) NATION 31-32	01 06 SKIP TO 19	18. What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19	18. What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19
19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME) COUNTRY 33-34	01 06 23 20	19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 23 20	19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 23 20
20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR ARRIVAL 35-36	21	20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21	20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21
21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23
22. Is READ OUT a British Overseas Citizen a British Dependent Territories Citizen, or a British Citizen? CITIZEN 37 DK	1 2 3 4 23	22. Is READ OUT a British Overseas Citizen a British Dependent Territories Citizen or a British Citizen? DK	1 2 3 4 23	22. Is READ OUT a British Overseas Citizen a British Dependent Territories Citizen or a British Citizen? DK	1 2 3 4 23
23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10 ETHNIC 38-39	24	23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24	23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24
24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year OYACCOM 40	1 2 3 26 25 30	24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30	24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30
25. Where was living one year ago? OYLADIST 41-43 IF IN UK Town County IF OUTSIDE UK Country	26	25. Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26	25. Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26
26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30
27. Did move at any time in the last 12 months because of his/her job or to look for work? MOVED 44 Yes No	1 2 28 30	27. Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30	27. Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30
28. How many times did move during the last 12 months for those reasons? NUMMOVE 45	No of times 29	28. How many times did move during the last 12 months for those reasons?	No of times 29	28. How many times did move during the last 12 months for those reasons?	No of times 29
29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? MOVEEMP 46 MOVEGOV 47	YES - NO Ask no of times 9 9 30	29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme?	YES - NO Ask no of times 9 9 30	29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme?	YES - NO Ask no of times 9 9 30
30. 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		30. 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		30. 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	

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER IN TURN FIRST RING PERSON NUMBER

Person number	04	Person number	05	Person number	06
What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19	18 What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19	18 What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19
19 In what country was ... born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 23 20	19 In what country was ... born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 23 20	19 In what country was ... born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 23 20
20 In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21	20 In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21	20 In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21
21 INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21 INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21 INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23
22 Is READ a British Overseas Citizen OUT a British Dependent Territories Citizen or a British Citizen? DK	1 2 3 4 23	22 Is READ a British Overseas Citizen OUT a British Dependent Territories Citizen or a British Citizen? DK	1 2 3 4 23	22 Is READ a British Overseas Citizen, OUT a British Dependent Territories Citizen or a British Citizen? DK	1 2 3 4 23
23 SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24	23 SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24	23 SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24
24 Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30	24 Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30	24 Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30
25 Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26	25 Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26	25 Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26
26 CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26 CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26 CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30
27 Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30	27 Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30	27 Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30
28 How many times did move during the last 12 months for those reasons? No of times	29	28 How many times did move during the last 12 months for those reasons? No of times	29	28 How many times did move during the last 12 months for those reasons? No of times	29
29 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme?	YES - NO Ask no of times 9 9 30	29 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme?	YES - NO Ask no of times 9 9 30	29 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme?	YES - NO Ask no of times 9 9 30
30 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		30 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		30 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	

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER IN TURN FIRST RING PERSON NUMBER

Person number	07	Person number	08	Person number	09
18. What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19	18. What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19	18. What is nationality? UK/British Irish Republic Other (SPECIFY)	01 06 SKIP TO 19
19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 20	19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 20	19. In what country was born? UK/Britain Irish Republic OTHER (SPECIFY PRESENT NAME)	01 06 20
20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21	20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21	20. In what year did first arrive in the United Kingdom? ENTER LAST 2 DIGITS OF YEAR	21
21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23	21. INTERVIEWER CHECK UK/British Other (incl Irish Republic)	X Y 22 23
22. Is READ OUT a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen? DK	1 2 3 4 23	22. Is READ OUT a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen? DK	1 2 3 4 23	22. Is READ OUT a British Overseas Citizen, a British Dependent Territories Citizen, or a British Citizen? DK	1 2 3 4 23
23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24	23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24	23. SHOW CARD A23/READ OUT To which of these groups do you consider belongs? ENTER CODE (01-10) Specify codes 09/10	24
24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30	24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30	24. Is living in the same accommodation as a year ago? Yes No Baby under 1 year	1 2 3 26 25 30
25. Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26	25. Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26	25. Where was living one year ago? CODE Same as Person 01 OR ENTER IF IN UK Town County IF OUTSIDE UK Country	998 26
26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30	26. CHECK Man aged 16-64/ Woman aged 16-59 Others	X Y 27 30
27. Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30	27. Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30	27. Did move at any time in the last 12 months because of his/her job or to look for work? Yes No	1 2 28 30
28. How many times did move during the last 12 months for those reasons? No of times	29	28. How many times did move during the last 12 months for those reasons? No of times	29	28. How many times did move during the last 12 months for those reasons? No of times	29
29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - NO Ask no of times	9 9 30	29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - NO Ask no of times	9 9 30	29. Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - NO Ask no of times	9 9 30

30 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

30 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

30 IF MORE HOUSEHOLD MEMBERS go to continuation A questionnaire
IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white B questionnaire for each person aged 16 or over
Under 16s end here

RECORD 3 SEQUENCE 1

LABOUR FORCE SURVEY(C)

760

QUESTIONNAIRE A: SUPPLEMENT TO A14

March-May 1988

Interviewer's name

Interviewer's no

REG	SEL	ADD	HHLD No	THE WAVE	1	9	QR	MON	C	T
<input type="checkbox"/>										
REG	SEL	ADD	Wave found	No.						
3-4	5-6	7-8	WAVE	HHLDNO						

9 10-11

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER

1 INTERVIEWER CHECK	SKIP TO	1 INTERVIEWER CHECK	SKIP TO	1 INTERVIEWER CHECK	SKIP TO
Enter PERSON NO from household box PERSON NO 12-13	<input type="checkbox"/> → 2	Enter PERSON NO from household box	<input type="checkbox"/> → 2	Enter PERSON NO from household box	<input type="checkbox"/> → 2
2 Is living in the same accommodation as a year ago? OYACCOM 14	1 → 4 2 → 3 3 → 8	2 Is living in the same accommodation as a year ago?	1 → 4 2 → 3 3 → 8	2 Is living in the same accommodation as a year ago?	1 → 4 2 → 3 3 → 8
3 Where was living one year ago? IF IN UK Town OYLADIST 15-17 and County IF OUTSIDE UK Country	<input type="checkbox"/> → 4	3 Where was living one year ago? CODE. Same as person in first column .998 OR ENTER IF IN UK Town and County IF OUTSIDE UK Country	<input type="checkbox"/> → 4	3 Where was living one year ago? CODE. Same as person in first column .998 OR ENTER IF IN UK Town and County IF OUTSIDE UK Country	<input type="checkbox"/> → 4
4 INTERVIEWER CHECK Man aged 16-64 Woman aged 16-59 Others	X → 5 Y → 8	4 INTERVIEWER CHECK Man aged 16-64 Woman aged 16-59 Others	X → 5 Y → 8	4 INTERVIEWER CHECK Man aged 16-64 Woman aged 16-59 Others	X → 5 Y → 8
5 Did move at any time in the last 12 months because of his/her job or to look for work? MOVED 18	1 → 6 2 → 8	5 Did move at any time in the last 12 months because of his/her job or to look for work?	1 → 6 2 → 8	5 Did move at any time in the last 12 months because of his/her job or to look for work?	1 → 6 2 → 8
6 How many times did move during the last 12 months for those reasons? NUMMOVE 19	No of times <input type="checkbox"/> → 7	6 How many times did move during the last 12 months for those reasons?	No of times <input type="checkbox"/> → 7	6 How many times did move during the last 12 months for those reasons?	No of times <input type="checkbox"/> → 7
7 Did get any money help towards moving from the employer concerned? MOVEEMP 20	YES - NO Ask no of times <input type="checkbox"/> → 9	7 Did get any money help towards moving from the employer concerned?	YES - NO Ask no of times <input type="checkbox"/> → 9	7 Did get any money help towards moving from the employer concerned?	YES - NO Ask no of times <input type="checkbox"/> → 9
or the government's Employment Transfer Scheme? VEGOU 21	<input type="checkbox"/> → 8	or the government's Employment Transfer Scheme?	<input type="checkbox"/> → 8	or the government's Employment Transfer Scheme?	<input type="checkbox"/> → 8
8 IF MORE HOUSEHOLD MEMBERS GO TO		8 IF MORE HOUSEHOLD MEMBERS GO TO		8 IF MORE HOUSEHOLD MEMBERS GO TO	

201

(5)

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER

1 INTERVIEWER CHECK	SKIP TO	1 INTERVIEWER CHECK	SKIP TO	1 INTERVIEWER CHECK	SKIP TO
Enter PERSON NO from household box <input type="text"/>	→ 2	Enter PERSON NO from household box <input type="text"/>	→ 2	Enter PERSON NO from household box <input type="text"/>	→ 2
2 Is living in the same accommodation as a year ago?		2 Is living in the same accommodation as a year ago?		2 Is living in the same accommodation as a year ago?	
Yes	1 → 4	Yes	1 → 4	Yes	1 → 4
No	2 → 3	No	2 → 3	No	2 → 3
Baby under 1 year	3 → 8	Baby under 1 year	3 → 8	Baby under 1 year	3 → 8
3 Where was living one year ago?		3 Where was living one year ago?		3 Where was living one year ago?	
CODE. Same as person in first column on front page	998	CODE Same as person in first column on front page	998	CODE Same as person in first column on front page	998
OR ENTER IF IN UK Town <input type="text"/>	→ 4	OR ENTER IF IN UK Town <input type="text"/>	→ 4	OR ENTER IF IN UK Town <input type="text"/>	→ 4
and County		and County		and County	
IF OUTSIDE UK Country		IF OUTSIDE UK Country		IF OUTSIDE UK Country	
4 INTERVIEWER CHECK		4 INTERVIEWER CHECK		4 INTERVIEWER CHECK	
Man aged 16-64 <input type="checkbox"/>	→ 5	Man aged 16-64 <input type="checkbox"/>	→ 5	Man aged 16-64 <input type="checkbox"/>	→ 5
Woman aged 16-59 <input type="checkbox"/>		Woman aged 16-59 <input type="checkbox"/>		Woman aged 16-59 <input type="checkbox"/>	
Others <input type="checkbox"/>	→ 8	Others <input type="checkbox"/>	→ 8	Others <input type="checkbox"/>	→ 8
5 Did move at any time in the last 12 months because of his/her job or to look for work?		5 Did move at any time in the last 12 months because of his/her job or to look for work?		5 Did move at any time in the last 12 months because of his/her job or to look for work?	
Yes	1 → 6	Yes	1 → 6	Yes	1 → 6
No	2 → 8	No	2 → 8	No	2 → 8
6 How many times did move during the last 12 months for those reasons?	No of times	6 How many times did move during the last 12 months for those reasons?	No of times	6 How many times did move during the last 12 months for those reasons?	No of times
	→ 7		→ 7		→ 7
7 Did get any money help towards moving from	YES - NO	7 Did get any money help towards moving from	YES - NO	7 Did get any money help towards moving from	YES - NO
the employer concerned?	Ask no of times	the employer concerned?	Ask no of times	the employer concerned?	Ask no of times
or the government's Employment Transfer Scheme?		or the government's Employment Transfer Scheme?		or the government's Employment Transfer Scheme?	
8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS GO BACK TO A15		8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS, GO BACK TO A15		8 IF MORE HOUSEHOLD MEMBERS GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS, GO BACK TO A15	

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER

1 INTERVIEWER CHECK Enter PERSON NO from household box →	SKIP TO	2	1 INTERVIEWER CHECK Enter PERSON NO from household box →	SKIP TO	2	1 INTERVIEWER CHECK Enter PERSON NO from household box →	SKIP TO	2
2 Is living in the same accommodation as a year ago? Yes 1 → 4 No 2 → 3 Baby under 1 year 3 → 8			2 Is living in the same accommodation as a year ago? Yes 1 → 4 No 2 → 3 Baby under 1 year 3 → 8			2 Is living in the same accommodation as a year ago? Yes 1 → 4 No 2 → 3 Baby under 1 year 3 → 8		
3 Where was living one year ago? CODE. Same as person in first column on front page 998 OR ENTER IF IN UK Town and County IF OUTSIDE UK Country		998	3 Where was living one year ago? CODE. Same as person in first column on front page 998 OR ENTER IF IN UK Town and County IF OUTSIDE UK Country		998	3 Where was living one year ago? CODE. Same as person in first column on front page 998 OR ENTER IF IN UK Town and County IF OUTSIDE UK Country		998
4 INTERVIEWER CHECK Man aged 16-64 X → 5 Woman aged 16-59 Y → 8 Others			4 INTERVIEWER CHECK Man aged 16-64 X → 5 Woman aged 16-59 Y → 8 Others			4 INTERVIEWER CHECK Man aged 16-64 X → 5 Woman aged 16-59 Y → 8 Others		
5 Did move at any time in the last 12 months because of his/her job or to look for work? Yes 1 → 6 No 2 → 8			5 Did move at any time in the last 12 months because of his/her job or to look for work? Yes 1 → 6 No 2 → 8			5 Did move at any time in the last 12 months because of his/her job or to look for work? Yes 1 → 6 No 2 → 8		
6 How many times did move during the last 12 months for those reasons? No of times → 7			6 How many times did move during the last 12 months for those reasons? No of times → 7			6 How many times did move during the last 12 months for those reasons? No of times → 7		
7 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - Ask no of times NO 9 → 8			7 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - Ask no of times NO 9 → 8			7 Did get any money help towards moving from the employer concerned? or the government's Employment Transfer Scheme? YES - Ask no of times NO 9 → 8		
8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS GO BACK TO A15			8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS GO BACK TO A15			8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS GO BACK TO A15		

COMPLETE ONE COLUMN FOR EACH HOUSEHOLD MEMBER

<p>1 INTERVIEWER CHECK</p> <p>Enter PERSON NO from household box <input type="text"/> <input type="text"/> → 2</p>	<p>SKIP TO</p>	<p>1 INTERVIEWER CHECK</p> <p>Enter PERSON NO from household box <input type="text"/> <input type="text"/> → 2</p>	<p>SKIP TO</p>	<p>1 INTERVIEWER CHECK</p> <p>Enter PERSON NO from household box <input type="text"/> <input type="text"/> → 2</p>	<p>SKIP TO</p>
<p>2. Is living in the same accommodation as a year ago?</p> <p>Yes 1 → 4</p> <p>No 2 → 3</p> <p>Baby under 1 year 3 → 8</p>		<p>2. Is living in the same accommodation as a year ago?</p> <p>Yes 1 → 4</p> <p>No 2 → 3</p> <p>Baby under 1 year 3 → 8</p>		<p>2. Is living in the same accommodation as a year ago?</p> <p>Yes 1 → 4</p> <p>No 2 → 3</p> <p>Baby under 1 year 3 → 8</p>	
<p>3. Where was living one year ago?</p> <p>CODE. Same as person in first column on front page 998</p> <p>OR ENTER IF IN UK Town <input type="text"/> <input type="text"/></p> <p>and County</p> <p>IF OUTSIDE UK Country</p>	<p>998</p> <p>→ 4</p>	<p>3. Where was living one year ago?</p> <p>CODE. Same as person in first column on front page 998</p> <p>OR ENTER IF IN UK Town <input type="text"/> <input type="text"/></p> <p>and County</p> <p>IF OUTSIDE UK Country</p>	<p>998</p> <p>→ 4</p>	<p>3. Where was living one year ago?</p> <p>CODE. Same as person in first column on front page 998</p> <p>OR ENTER IF IN UK Town <input type="text"/> <input type="text"/></p> <p>and County</p> <p>IF OUTSIDE UK Country</p>	<p>998</p> <p>→ 4</p>
<p>4 INTERVIEWER CHECK</p> <p>Man aged 16-64 <input type="checkbox"/> X → 5</p> <p>Woman aged 16-59 <input type="checkbox"/> Y → 8</p> <p>Others</p>		<p>4 INTERVIEWER CHECK</p> <p>Man aged 16-64 <input type="checkbox"/> X → 5</p> <p>Woman aged 16-59 <input type="checkbox"/> Y → 8</p> <p>Others</p>		<p>4 INTERVIEWER CHECK</p> <p>Man aged 16-64 <input type="checkbox"/> X → 5</p> <p>Woman aged 16-59 <input type="checkbox"/> Y → 8</p> <p>Others</p>	
<p>5 Did move at any time in the last 12 months because of his/her job or to look for work?</p> <p>Yes 1 → 6</p> <p>No 2 → 8</p>		<p>5 Did move at any time in the last 12 months because of his/her job or to look for work?</p> <p>Yes 1 → 6</p> <p>No 2 → 8</p>		<p>5 Did move at any time in the last 12 months because of his/her job or to look for work?</p> <p>Yes 1 → 6</p> <p>No 2 → 8</p>	
<p>6. How many times did move during the last 12 months for those reasons?</p> <p>No of times</p> <p>→ 7</p>		<p>6 How many times did move during the last 12 months for those reasons?</p> <p>No of times</p> <p>→ 7</p>		<p>6 How many times did move during the last 12 months for those reasons?</p> <p>No of times</p> <p>→ 7</p>	
<p>7 Did get any money help towards moving from</p> <p>YES - NO</p> <p>Ask no of times</p> <p>the employer concerned? <input type="text"/> 9</p> <p>or the government's Employment Transfer Scheme? <input type="text"/> 9 → 8</p>		<p>7 Did get any money help towards moving from</p> <p>YES - NO</p> <p>Ask no of times</p> <p>the employer concerned? <input type="text"/> 9</p> <p>or the government's Employment Transfer Scheme? <input type="text"/> 9 → 8</p>		<p>7 Did get any money help towards moving from</p> <p>YES - NO</p> <p>Ask no of times</p> <p>the employer concerned? <input type="text"/> 9</p> <p>or the government's Employment Transfer Scheme? <input type="text"/> 9 → 8</p>	
<p>8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS, GO BACK TO A15</p>		<p>8 IF MORE HOUSEHOLD MEMBERS, GO TO NEXT COLUMN IF NO MORE HOUSEHOLD MEMBERS, GO BACK TO A15</p>		<p>8 IF MORE HOUSEHOLD MEMBERS, GO TO CONTINUATION A SUPPLEMENT IF NO MORE HOUSEHOLD MEMBERS GO BACK TO A15</p>	

(8)

988 LABOUR FORCE SURVEY (A)

S768

QUESTIONNAIRE B
GREAT BRITAIN

ODE FROM BROWN QUESTIONNAIRE A

Person Number to whom this questionnaire relates → PERSONNO 16-17

Person Number of respondent providing information →

INFNO 20-21

OFF USE

Area Stnt

Address No	Household No

ENTER REFERENCE WEEK

Week ending Sunday

Day Month

8	8

SKIP TO 2

INTERVIEWER CHECK Person aged 16-19

All other ages

X → 3

Y → 5

Were you on the Youth Training Scheme (YTS) (last week, that is) in the seven days ending Sunday (DATE AT B1)?

YTS 22

Yes → 1 → 4

No → 2 → 5

(Last week) on your YTS scheme were you

CODE FIRST THAT APPLIES

YSEMP 23

1 → 13

2 → 49

3 → 7

4 → 49

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?

WORKING 24

Yes → 1 → 9

No → 2 → 6

Even though you were not working did you have a job or business that you were away from (last week)?

Yes → 1 → 7

No → 2 → 63

Waiting to take up a new job/business already obtained

3

What was the main reason that you were away from work (last week)?

Maternity leave → 03

Other leave/holiday → 04

Sick or injured → 05

WHYAWAY 26-27

Attending a training course away from own workplace → 06

Laid off/short time/work interrupted by

bad weather → 09

labour dispute at own workplace → 10

economic and other causes → 11

Other personal/family reasons → 12

Other reasons → 13

8 INTERVIEWER CHECK

In a job but away from paid work last week (B6 CODED 1) → Y → 9

On YTS and temporarily away from an employer (B4 CODED 8) → Y → 13

9 Was the job/business that you were in/away from (last week) JOBTEMP 28

CODE FIRST THAT APPLIES

1 → 13

2 → 10

3 → 10

10 Did you get the work that you were doing (last week) AGENCY 29

READ OUT

1 → 11

2 → 12

3 → 12

11 Were you being paid for that work TEMPPAY 30

READ OUT

1 → 12

2 → 12

12 SHOW CARD B12 WHYTEMP 31

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 FIRST THAT APPLIES

1 → 13

2 → 13

3 → 13

4 → 13

END REC 3 SEQ 2.

9

ASK B13-B46 ABOUT MAIN JOB (OR YTS WORK EXPERIENCE)

13 What does the firm/organisation you worked for actually make or do (at the place where you work)?
 DESCRIBE FULLY -
 PROBE MANUFACTURING/PROCESSING/
 DISTRIBUTING ETC AND MAIN GOODS
 PRODUCED, MAIN MATERIALS USED,
 WHOLESALE/RETAIL ETC

SKIP TO

INDCODE 19-21 CODE

14 What was your (main) job (last week)?

(a) ENTER JOB TITLE

(b) What do you mainly do in your job?

SKIP TO

OCCCODE 22-24 CODE

NOTE TO INTERVIEWERS Qs 50/51 65/66 100/102 118 132

15 ASK OR RECORD
 Were you working as an employee or were you self-employed?

Employee
EMPLOYEE 25 Self-employed

16 ASK OR RECORD
 Did you have any managerial duties or were you supervising any other employees?

Manager **MANAGE 26**
 Foreman/supervisor
 Not manager or supervisor

17 ASK OR RECORD
 Were you working on your own or did you have employees?
EMPLOYER 27
 On own/with partner(s)
 With employees

EMPLOYNO 28

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
 3-9
 10-24
 Don't know but fewer than 25
 25 or more

EMPLEN 29

19 How long have you been continuously employed by this employer/continuously self-employed?

Less than 3 months
 3 months but less than 6 months
 6 months but less than 1 year
 1 year but less than 2 years
 2 years but less than 5 years
 5 years but less than 10 years
 10 years but less than 20 years
 20 years or more

FTPTWORK 30

20 In that job were you working

READ full-time
 OUT or part-time?

21 SHOW CARD B21 **WHYPTJOB 31**

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 You were a student/you were at school
 FIRST You were ill or disabled
 THAT You could not find a full-time job
 APPLIES You did not want a full-time job
 Or was there some other reason (please specify)

1 → 16
 2 → 17

1 → 18A
 2
 3

(10)

HOURS USUAL HRS 32-33

22 How many hours a week do you usually work in your (main) job/business, that is excluding mealbreaks and any paid or unpaid overtime?

IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS

ENTER HOURS → 23

OR CODE 99 or more hours → 23

23 ASK (OR RECORD IF ALREADY TOLD NEVER DO PAID OVERTIME)

In addition to this, do you work paid overtime

READ regularly → 24

OUT occasionally **PAIDOT 34** → 24

or never? → 27

24 How many hours paid overtime do you usually work in a week?

IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS

ENTER HOURS → 25

AVPOTHRS 35-36

25 ASK (OR RECORD IF AWAY FROM WORK LAST WEEK)

Did you do any paid overtime (last week)?

POTLAST 37 Yes → 26

No → 27

26 How many hours paid overtime did you work (last week)?

ENTER HOURS → 27

ACTPOTHR 38-39

27 ASK (OR RECORD IF ALREADY TOLD NEVER DO UNPAID OVERTIME)

Do you work unpaid overtime

READ regularly → 28

OUT occasionally **UNPAIDOT 40** → 28

or never? → 31

28 How many hours unpaid overtime do you usually work in a week?

IF VARIES TAKE AVERAGE OVER LAST 4 WEEKS

ENTER HOURS → 29

AVUOTHRS 41-42

29 May I just check did you do any unpaid overtime (last week)?

UOTLAST 43 Yes → 30

No → 31

30 How many hours unpaid overtime did you work (last week)?

ENTER HOURS → 31

ACTUOTHR 44-45

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

ENTER TOTAL NO OF USUAL HOURS → 32

TOTUSHRS 46-47 → 32

OR CODE 99 or more hours

32 INTERVIEWER CHECK

Did paid work (last week) (B5 CODED 1) or was on YTS with an employer (B4 CODED 1) → 33

Did no paid work (last week) (B5 CODED 2) or was on YTS and temporarily away from an employer (B4 CODED 3) → 36

33 How many hours did you actually work (last week) in your (main) job in total, that is, excluding mealbreaks (but including the paid/unpaid overtime you have told me about)?

ENTER TOTAL NO OF ACTUAL HOURS → 34

TOTACTHR 48-49 → 34

OR CODE 99 or more hours

34 ASK OR RECORD **ACTEQUUSU 50**

(Last week) did you work

READ more hours than usual → 38

OUT fewer hours than usual → 35

or the same number of hours as usual? → 36

35 What was the main reason that (last week) you did fewer hours than usual? **WHYLESS 51-52**

Number of hours worked varies → 37

Bank holiday

Maternity leave

Other leave/holiday

Sick or injured

Attending a training course away from own workplace

Started new job/changed jobs

Ended job and did not start new one that week → 36

Laid off/short time/work interrupted by bad weather

labour dispute at own workplace

economic and other causes

Other personal/family reasons

Other reasons

36 Does the total number of hours you work tend to vary from week to week?

HRSVARY 53 Yes → 37

No → 37

37 Do you do shiftwork at all?

SHIFTWRK 54 Yes → 38

No → 39

11

38 SHOW CARD B38

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

- CODE FIRST THAT APPLIES
- Three-shift working
- Continental shifts
- Two-shift system with 'earlies' and 'lates'/double day shifts
- Sometimes night and sometimes day shifts
- Split shifts
- Morning shifts
- Afternoon shifts
- Evening or twilight shifts
- Night shifts
- Weekend shifts
- Other type of shiftwork

SHIFTTYP
55-56

SKIP TO

01
02
03
04 → 40
05
06
07
08
09
10 → 41
11 → 40

43 ASK OR RECORD

Did you have any days off work (last week) because you were sick or injured?

Yes
No

SICK 61

SKIP TO

1 → 44
2 → 47

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)

ENTER NO OF DAYS

SICKDAYS 62

→ 45

39 SHOW CARD B39

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

- CODE ONE ONLY
- Mornings only
- Afternoons only
- During the day
- Evenings only
- At night
- Both lunchtime and evenings
- Other times of day
- It varies/no usual pattern

WORKTIME
57

1
2
3
4
5 → 40
6
7
8

45 How long in all were you/have you been unable to work in this (latest) spell of sickness or injury up to (DATE AT B1)? (Please include even the days when you would not normally work)

- 1-3 days (not including Sunday)
- 4-6 days (not including Sunday)
- More than 1 week - 2 weeks
- More than 2 weeks - 3 weeks
- More than 3 weeks - 4 weeks
- More than 4 weeks - 5 weeks
- More than 5 weeks - 6 weeks
- More than 6 weeks - 7 weeks
- More than 7 weeks - 8 weeks
- More than 8 weeks - 3 months
- More than 3 months - 6 months
- More than 6 months

TOTSICK 63-64

01
02
03
04
05
06 → 46
07
08
09
10
11
12

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

Yes
No

WEEKEND 58

1 → 41
2 → 43

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

Yes
No

SICKEND 65

1 → 47
2

41 Did/do you work

- READ OUT AND CODE ONE ONLY
- on Saturday(s)
- or on Sunday(s)
- or on both Saturday(s) and Sunday(s)?

SATSUN 59

1
2
3 → 42

42 (May I just check) in the (last four weeks) did you work on any of the days Monday-Friday as well?

- MONFRI 60
- Weekends only
- Monday-Friday as well

1
2 → 43

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?

SECJOB 66

Yes 1 → 48
No 2 → 57

48 Was that because you changed jobs (last week)?

Yes, changed jobs during the week
No WHY2JOBS 67

1 → 57
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?

YTSJOB 68

Yes 1 → 50
No 2 → 63

50 What does the firm/organisation you worked for in that second job actually make or do (at the place where you work)?

DESCRIBE FULLY -
PROBE MANUFACTURING/PROCESSING/
DISTRIBUTING, ETC AND MAIN
GOODS PRODUCED, MAIN MATERIAL USED
WHOLESALE/RETAIL ETC

→ 51

INDCODE2 69-71

CODE →

51 What was your second job (last week)?

(a) ENTER JOB TITLE

(b) What do you mainly do in your second job?

→ 52

OCCCODE2 72-74

CODE →

SKIP TO

52 In your second job were you working as an employee or were you self-employed?

EMPLOYEE2 75
Employee
Self-employed

SKIP TO
1 → 53
2 → 54

53. ASK OR RECORD

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

MANAGE2 76
Manager
Foreman/supervisor
Not manager or supervisor

1
2 → 55A
3

54 ASK OR RECORD EMPLOYER2 77

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

On own/with partner(s)
With employees

1 → 56
2 → 55B

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

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

1-2 EMPLYNO2 78
3-9
END RECS 10-24
SEQ 3
Don't know but fewer than 25
25 or more

1
2
3 → 56
4
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

ACTHRS2 19-20

REC 3 SEQ 4

→ 57

LOOKING FOR ANOTHER JOB

57 Were you looking for a different or additional paid job or business (last week)?

DIFFJOB 21

Yes
No

1	→ 58
2	→ 93

SKIP TO

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)?

EVERWORK 28

Yes
No

1	→ 64
2	→ 73

SKIP TO

58. Were you looking **ADDJOB 22**

READ OUT AND CODE FIRST THAT APPLIES

for a new job to replace your present (main) job
or for an additional job?

1	→ 59
2	→ 78A

64. When did you leave your last job? **WHENLEFT 29 - 30**

- Less than 1 month ago
- 1 month but less than 3 months ago
- 3 months but less than 6 months ago
- 6 months but less than 12 months ago
- 12 months but less than 18 months ago
- 18 months but less than 2 years ago
- 2 years but less than 3 years ago
- 3 years but less than 4 years ago
- 4 years but less than 5 years ago
- 5 years or more ago

01	→ 65
02	
03	
04	
05	
06	
07	
08	
09	→ 73
10	

59 Why were you looking for another job?

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

1	
2	
3	
4	
5	→ 60
6	
7	
8	

LOOKM1 23

LOOKM2 24

LOOKM3 25

65 What did the firm/organisation you worked for actually make or do (at the place where you worked)?

DESCRIBE FULLY - PROBE MANUFACTURING/PROCESSING/DISTRIBUTING, ETC AND MAIN GOODS PRODUCED, MAIN MATERIAL USED WHOLESALE/RETAIL ETC

60 INTERVIEWER CHECK

- ~~Code 5 ringed at previous question (B59)~~
- ~~Code 6 ringed at previous question (B59)~~
- Others

X	→ 78A
Y	→ 62
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?

- 1 Longer
- 2 Shorter
- 3 The same
- 4 Don't know/No preference

1	→ 78A
2	→ 62
3	→ 78A
4	

PREFHRS 26

INDCODEL 31-33

CODE →

--	--	--

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

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

1	
2	→ 78A
3	

LESSPAY 27

66 What was your last job?

(a) ENTER JOB TITLE

(b) What did you mainly do in that job?

→ 67

210

OCCCODEL 34-36

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

EMPLOYEE 37
Employee
Self-employed

SKIP TO

1 → 68
2 → 69

68. ASK OR RECORD

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

MANAGER 38
Manager
Foreman/supervisor
Not manager or supervisor

1
2 → 70A
3

69 ASK OR RECORD

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

EMPLOYER 39
On own/with partner(s)
With employees

1 → 71
2 → 70B

70A. How many employees were there at the place where you worked?

70B How many people did you employ at the place where you worked?

EMPLOYNOL 40
1-2
3-9
10-24
Don't know but fewer than 25
25 or more

1
2
3 → 71
4
5

71 Were you working

READ full-time
OUT or part-time?

FTPTL 41

1 → 72
2

72 SHOW CARD B72

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

WHYLEFT 42
CODE ONE ONLY
You were made redundant/you were dismissed
It was a temporary job which came to an end
You resigned
You took early retirement offered when your employer was cutting back on staff
You took early retirement under the Job Release Scheme
You gave up work for health reasons
You retired
You gave up work for family or personal reasons
You left work for some other reason

1
2
3
4 → 73
5
6
7
8
9

73 Were you looking for any kind of paid work (last week)?

LOOKING 43
Yes
No

1 → 78A
2 → 74

74 INTERVIEWER CHECK

Man aged 16-69/Woman aged 16-64

Man aged 70 or over/Woman aged 65 or over

→ 75
 → 138

75. (Last week)

NOTLOOK1 44

CODE FIRST THAT APPLIES

Were you waiting to take up a job that you had already obtained?
Were you waiting for the results of an application for a job?
Was the reason you were not looking for work because you were temporarily sick or injured?
Or was the reason you were not looking for work because you were on holiday?
None of these

SKIP TO

1 → 78B
2
3
4 → 78A
5 → 76

NOTLOOK2 45

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

On YTS
Student
Long-term sick or disabled
Looking after family/home
Retired from paid work
Doesn't want/need employment
Believes no jobs available
Not yet started looking
Any other reason

1
2
3 → 77
4
5
6 → 93
7 → 77
8 → 78A
9 → 77

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?

LIKEWORK 46
Yes
No

1 → 78B
2 → 93

LOOKING FOR WORK LOOKSELF 47

78A Were you/Will you be looking for work

78B Will you be working/Would you like work

as an employee
or as self-employed?
No preference

1 → 79
2 → 82
3 → 79

79 Were you/Will you be looking for/

Will you be working/Would you like

full-time
or part-time (work)?
No preference

1 → 80
2 → 81
3 → 82

LOOKFTPT 48

80 If you could not find/had not found a full-time job would you (have) accept(ed) a part-time job?

Yes would accept a part-time job
No would not accept a part-time job

ACCEPTPT 49

1
2 → 82

ACCEPTFT 50

81 If you could not find/had not found a part-time job would you (have) accept(ed) a full-time job?

Yes would accept a full-time job
No would not accept a full-time job

1
2 → 82

82 If a job had been available (last week), would you have been able to start it within two weeks?
STARTNOW 51 Yes 1 → 84
 No 2 → 83

83. Why would you not have been able to start within two weeks?
NOTSTART 52
 CODE ONE ONLY (MAIN REASON)
 1 Must complete education
 2 Cannot leave present job within two weeks
 3 Personal or family responsibilities
 4 Own illness or injury
 5 Other reason
 1
 2
 3 → 84
 4
 5

84 INTERVIEWER CHECK NB PRIORITY CODING
~~Looking for work (last week) (B57 OR B73 CODED 1)~~ S → 87
~~Not yet started looking for paid work (B76 CODED 8)~~ T → 93
 CODE FIRST THAT APPLIES
 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) U
 2 Not looking for work (last week) but would like a job (B77 CODED 1) V → 85

85 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?
LOOK4WKS 53 Yes 1 → 87
 No 2 → 86

86 INTERVIEWER CHECK
~~CODED U AT CHECK 84~~ X → 87
~~CODED V AT CHECK 84~~ Y → 93

87 How long have you been/were you looking for paid work/an additional or replacement job?
 PROMPT AS NECESSARY
 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 but less than 5 years
 10 5 years or more
LOOKTIME 54-55
 01
 02
 03
 04
 05 → 88
 06
 07
 08
 09
 10

88 INTERVIEWER CHECK
~~No paid job (last week) or on YTS at College (B5 CODED 2 OR 3 OR B4 CODED 2 OR 4)~~ X → 89
~~Paid job (last week) or on YTS with employer (B5 OR B6 CODED 1 OR B4 CODED 1 OR 3)~~ Y → 91

89 Immediately before you started to look for paid work, were you
BEFOR 56
 working
 READ OUT AND CODE ONE ONLY (MAIN ACTIVITY)
 in full-time education or training or on YTS
 looking after the family or home or were you doing something else?
 1 → 87
 2 → 90
 3
 4 → 91

90 May I just check were you
YTSORSCH 57
 at school/sixth form college
 on YTS
 or were you in some other full-time education or training?
 1
 2 → 91
 3

91 In the 4 weeks ending Sunday (DATE AT B1), did you do any of these things
METHODMI-M9 58-66
 CODE YES OR NO FOR EACH METHOD
 Visit a Jobcentre, a government Employment Office or Careers Office or Professional and Executive Recruitment?
 Have your name on the books of a private employment agency?
 Advertise for jobs in newspapers or journals?
 Answer advertisements in newspapers or journals?
 (IF CODE 4 RINGED RING CODE 5 ALSO)
 Study situations vacant columns in newspapers or journals?
 Apply directly to employers?
 Ask friends, relatives, colleagues or trade unions about jobs?
 Wait for the results of an application for a job?
 Do anything else to find work?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

 92

92 IF ONLY ONE CODE IS RINGED AT B91 ENTER IT IN THE BOX BELOW
 IF TWO OR MORE METHODS ARE RINGED AT B91 ASK FOR MAIN METHOD AND ENTER
MAINWAY 67
 CODE → 93

93 INTERVIEWER CHECK

~~Man aged 16-69/Woman aged 16-64~~

~~paid job (last week)
(B5 OR B6 CODED 1)~~

W → 94A

~~- no paid job (last week)
(B6 CODED 2 OR 3)~~

X → 94B

~~- on the Youth Training Scheme (YTS)
(B3 CODED 1)~~

Y → 98

~~Man aged 70 or over/Woman aged 65 or over~~

Z → 98

SKIP TO

SITUATION ONE YEAR AGO

98 SHOW CARD B98 **OYCIRCS 19**

Which of the categories on this card best describes your circumstances one year ago, that is in (MONTH OF INTERVIEW) 1987?

- CODE Working in a paid job or business
 FIRST Laid off, or on short time at firm
 THAT Unemployed, actively seeking work
 APPLIES On a special government scheme
 A full-time student or pupil
 Retired from paid work
 Looking after the family or home
 Long-term sick or disabled
 None of these?

- 1
 2 → 99
 3
 4
 5
 6 → 110
 7
 8
 9

SKIP TO

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)?

UNEMP BEN 68

- 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?

SIGNED ON 69

- Yes 1 → 98
 No 2 → 96

96 INTERVIEWER CHECK

~~Person aged 60 or over~~

X → 98

~~Person aged 16-59~~

Y → 97

or in order to get credits for National Insurance contributions?

NICREDIT 70

- Yes 1 → 98
 No 2 → 98

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

OYSMEIND 20

- Yes, the same 1 → 101
 No, different 2 → 100

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

DESCRIBE FULLY -
 PROBE MANUFACTURING/PROCESSING/
 DISTRIBUTING ETC AND MAIN GOODS
 PRODUCED, MAIN MATERIAL USED
 WHOLESALE/RETAIL ETC

→ 101

OYIND 21-23

CODE →

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

OYSMETJOB 24

- Yes, exactly the same 1 → 103
 No different 2 → 102

102 IF DIFFERENT JOB

(a) ENTER JOB TITLE

(b) What did you mainly do in that job?

→ 103

OYOCC 25-27

CODE →

END OF REC 3 SEQ 4.

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 B106-B109 WITH RESPONDENT → 105

105 (May I just check) in your occupation one year ago were you working as an employee or were you self-employed? **OYEMPLEE 28**

Employee 1 → 106

Self-employed 2 → 107

106 ASK OR RECORD

Did you have any managerial duties, or were you supervising any other employees? **OYMANAGE 29**

Manager 1

Foreman/supervisor 2 → 108A

Not manager or supervisor 3

107 ASK OR RECORD **OYEMPLER 30**

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

On own/with partner(s) 1 → 109

With employees 2 → 108B

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

108B How many people did you employ at the place where you worked one year ago? **OYEMPNO 31**

1-2 1

3-9 2 → 109

10-24 3

Don't know but fewer than 25 4

25 or more 5

109 In that job were you working **OYFTPT 32**

READ full-time 1 → 110

OUT or part-time? 2

110 INTERVIEWER CHECK

Man aged 16-64 X → 111

Woman aged 16-59 Y

Man aged 65 or over / Woman aged 60 or over Z → 138

EDUCATION AND TRAINING

111 I would now like to talk about education and training Do you have

A qualification connected with work? CSE, O level or A' level? 1

City and Guilds? 1

A teaching or nursing qualification? 1 → 112

A degree or degree-level qualification such as membership of a professional institute? 1

Or any other educational, business or technical qualification? 1

QALCHECK 33

No none of the above 2 → 113

Don't know 3 → 112

112 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)? **QUALSMI - M3 34-39**

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/BEC or SCOTBEC TEC or SCOTEC/SCOTVEC or HNC, HND Higher 04

Teaching qualification secondary primary 05 06

Nursing qualification (SPECIFY) 07

BTEC or SCOTBTEC/BEC or SCOTBEC TEC or SCOTEC/SCOTVEC or SCOTVEC National Certificate modules or ONC, OND National General 08 → 113

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

CHECK Any other qualifications/Any others at all?

OFFICE USE ONLY

SUBJETMI - M3

40-48

214

(18)

113 How old were you when you finished your continuous full-time education?

ENTER AGE FINISHED CONTINUOUS FULL-TIME EDUCATION **FTEDAGE 49-50**

Still in continuous full-time education

Never had any full-time education

SKIP TO

115

98 → 114

99 → 115

114 ASK (OR RECORD 'OTHER IF PERSON AGED 20 OR OVER) **ATSCHOOL S1**

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

School → 1 → 135

Other full-time education → 2 → 115

115 INTERVIEWER CHECK

Person on the Youth Training Scheme (YTS) (B3 CODED 1) → 117

Others → 116

116 SHOW CARD B116

Are you on any of the government schemes listed on the card? **SCHEMES S2**

Community Industry → 1

Community Programme → 2

'New Job Training Scheme → 3

Training Opportunities Scheme (TOPS) → 4

Old' Job Training Scheme → 4

Training for Enterprise → 5

Wider Opportunities Training Programme → 5

Voluntary Projects Programme → 5

None of these → 6

CODE ONE ONLY

→ 117

117 Have you completed or are you doing a recognised trade apprenticeship?

Yes (completed) → 1

Yes (still doing) **APPRENT S3** → 2 → 118

No (including apprenticeship begun but discontinued) → 4 → 119

118 In what trade was/is the apprenticeship?

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY THE MAIN ACTIVITY OF THE JOB

APPTRADE 54-56

119 SHOW CARD B119 **EDUCNOW S7**

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?

CODE ON A SANDWICH COURSE → 1

FIRST STUDYING AT UNIVERSITY POLYTECHNIC OR COLLEGE FULL-TIME → 2 → 122

THAT TRAINING FOR A QUALIFICATION IN NURSING PHYSIOTHERAPY OR A SIMILAR MEDICAL SUBJECT → 3

APPLIES ON A PART-TIME COURSE AT UNIVERSITY, POLYTECHNIC OR COLLEGE, INCLUDING DAY RELEASE AND BLOCK RELEASE → 4 → 120

STUDYING THROUGH THE OPEN TECH → 5

STUDYING THROUGH THE OPEN UNIVERSITY → 6

STUDYING THROUGH THE OPEN COLLEGE → 7 → 122

STUDYING ON ANY OTHER CORRESPONDENCE COURSE → 8

DOING NONE OF THESE → 9

120 Is that course **PTCOURSE S8**

READ block release → 1

OUT day release → 2

both block and day release → 3 → 121

or some other kind of part-time course? → 4

121 Do you attend that course **DAYEVE S9**

READ just in the daytime → 1

OUT just in the evenings → 2 → 122

or both? → 3

122 INTERVIEWER CHECK

Paid job (last week) or on YTS with employer (B5 OR B6 CODED 1 OR B4 CODED 1 OR 3) → 123

No paid job (last week) or on YTS at college (B6 CODED 2 OR 3 OR B4 CODED 2 OR 4) → 125

123 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 → 1 → 124

No **EDLASTWK 60** → 2 → 135

124 Was/is that training **JOBTRAIN 61**

READ on the job training only → 1 → 131

OUT or training away from your job → 2 → 126

or both? → 3

125 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 → 1 → 126

No **FUTURE 62** → 2 → 135

126 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?

TRAINHRS 63-64

ENTER HOURS → 127

No training (last week) → 00

127 SHOW CARD B127 **TRAINPLC 65-66**

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
- another employer
- Private training centre
- Skill Centre
- Employment Rehabilitation Centre
- Community Project
- Government or local authority training workshop
- ITeC (Information Technology Centre)
- At home (Open University/Open Tech or other correspondence course)
- College of Further Education
- Other educational institution
- None of these/(Don't know)

SKIP TO

- 01
- 02
- 03
- 04
- 05
- 06
- 07 → 128
- 08
- 09
- 11
- 12
- 13

133 Did the training end in the (last 4 weeks)?

TRAINLEN 75

- Yes ended in (last 4 weeks)
- No, still continuing

SKIP TO

- 1 → 1
- 2

134 What was/is the total length of the training course?

RDCONT 76-77

- Less than 1 week
- 1 week but less than 2 weeks
- 2 weeks but less than 3 weeks
- 3 weeks but less than a month
- 1 month but less than 2 months
- 2 months but less than 3 months
- 3 months but less than 6 months
- 6 months but less than a year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years or more

- 01
- 02
- 03
- 04
- 05
- 06 → 135
- 07
- 08
- 09
- 10
- 11

END OF REC 3 SEQ 5

128 Who paid the fees for this training?

- Employer/potential employer
- YTS/TOPS/JTS
- Other government or local authority organisation
- Self/family/relative
- Other
- No fees
- Don't know

TRNFEEMI - M3 67-69

- 1
- 2
- 3
- 4 → 129
- 5
- 6
- 7

135 SHOW CARD B135

REC 3 SEQ 6

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

- Problems or disability connected with arms, legs, hands feet, back or neck (including arthritis or rheumatism)
- Difficulty in seeing
- Difficulty in hearing
- Skin conditions, allergies
- Chest or breathing problems, asthma bronchitis
- Heart, blood pressure or blood circulation problems
- Stomach, liver, kidney or digestive problems
- Diabetes
- Depression bad nerves
- Epilepsy
- Other health problems or disabilities
- No health problems or disabilities

- 01
- 02
- 03
- 04
- 05
- 06 → 136
- 07
- 08
- 09
- 10
- 14
- 15 → 138

HEALTHMI - HEALTH M3 21-26

NOHEALTH 19-20

129 INTERVIEWER CHECK

- Employer (B15 CODED 1)
- Self-employed (B15 CODED 2)
- Others

- X → 130
- Y → 131
- Z → 132

130 While you were receiving this training did your employer pay your basic wages

- in full
- in part
- or not at all?

TRAINPAY 70

- 1
- 2 → 131
- 3

131 Was this training meant for your current job?

- Yes
- No
- Don't know

TRAINJOB 71

- 1 → 133
- 2 → 132
- 3

132 Was this training for a specific occupation?

- No
- Don't know
- Yes (SPECIFY)

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY THE MAIN ACTIVITY OF THE JOB

- 997
- 998

→ 133

136 IF ONLY ONE CODE IS RINGED AT B135 ENTER IT IN THE TOP BOXES AT B136

IF TWO OR MORE CODES ARE RINGED AT B135, ASK

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

PRIORITY CODE UP TO THREE PROBLEMS OR DISABILITIES IN INFORMANTS OWN ORDER OF SERIOUSNESS

- 1 →
- 2 →
- 3 →

→ 137

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

LIMITT 27

- Yes
- No

- 1
- 2 → 138

138 GO TO NEXT PERSON AGED 16 OR OVER IF NO MORE IN HOUSEHOLD Ask Housing Questionnaire if applicable, if not complete the E questionnaire

TRAINOCC 72-74

CODE

END OF REC 3

216

20

RECORD 3. (LFS(C)).

LABOUR FORCE SURVEY(C)

S760

QUESTIONNAIRE B: SUPPLEMENT TO B107
March-May 1988

Interviewer's name

Interviewer's no

SEQ 2.

CODE FROM QUESTIONNAIRE A PERSONNO 12-13

HHLDDID 3-11

REG	SEL	ADD	Wave found	PER	THIS WAVE	1	9	OR	MON	C	T

Person Number to whom this questionnaire relates

Person Number of respondent providing information

INFTNO 4-15

1 ENTER REFERENCE WEEK

Week ending Sunday

Day

Month

8 8

SKIP TO 2

2 INTERVIEWER CHECK

Man aged 16-64 X

Woman aged 16-59 Y

Others Z

SKIP TO 3

3 INTERVIEWER CHECK

Education/training in last 4 weeks connected with present or future job (B99 CODED 2 OR 3 OR B100 CODED 1) W

On the job training only (B99 CODED 1) X

Still at school (B90 CODED 1) Y

No education/training in last 4 weeks connected with present/future job (B99 CODED 2 OR B100 CODED 2) Z

SKIP TO 4

4 SHOW CARD S4

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

7 Where was the main place that you did this education or training (in the last 4 weeks)? Please choose your answer from the following list READ OUT COMPLETE LIST TRAINPLC 16-17

- On premises belonging to your employer
- another employer
- Private training centre
- Skill Centre
- Employment Rehabilitation Centre
- Community Project
- Government or local authority training workshop
- ITeC (Information Technology Centre)
- At home (Open University/Open Tech) or other correspondence course)
- College of Further Education
- Other educational institution
- None of these?/(Don't know)

01

02

03

04

05

06

07

08

09

11

12

13

SKIP TO 5

5 Who paid the fees for this training?

CODE

ALL THAT APPLY

Employer/potential employer

YTS/TOPS/JTS

Other government or local authority organisation

Self/family/relative

Other

No fees

Don't know

TRNFEEM1-18-20

TRNFEEM3

SKIP TO 6

6 INTERVIEWER CHECK

Employee (B9 CODED 1) X

Self-employed (B9 CODED 2) Y

Others Z

SKIP TO 7

7 While you were receiving this training, did your employer pay your basic wages

READ in full

OUT in part

TRAINPAY 21,

or not at all?

1

2

3

SKIP TO 8

8 Was this training meant for your current job?

Yes

No

Don't know

TRAINJOB 22.

1

2

3

SKIP TO 9

9 Was this training for a specific occupation?

No

Don't know

997

998

YES (SPECIFY)

(a) ENTER JOB TITLE

(b) DESCRIBE FULLY THE MAIN ACTIVITY OF THE JOB

TRAINOCC 23-25

SKIP TO 10

(2)

EDUCATION AND TRAINING

10 I would now like to talk about education and training Do you have

A qualification connected with work?

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?

Or any other educational, business or technical qualification?

CODE FIRST THAT APPLIES

QALCHECK 26

No, none of the above
Don't know

1	→ 11
1	
1	
1	
1	
1	
2	→ 12
3	→ 11

SKIP TO

11 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)?

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

Higher degree (SPECIFY)

**QUALSM1 -
QUALSM3 -**

First degree (SPECIFY)

27 - 32.

CODE ALL THAT APPLY
Other degree level qualification such as graduate membership of professional institute (SPECIFY)

BTEC or SCOTBTEC/BEC or SCOTBEC
TEC or SCOTEC/SCOTVEC
or HNC HND } Higher

Teaching qualification
secondary
primary

Nursing qualification (SPECIFY)

BTEC or SCOTBTEC/BEC or SCOTBEC
TEC or SCOTEC/SCOTVEC
or SCOTVEC National Certificate modules
or ONC OND } National or General

City and Guilds

A' level or equivalent/SLC (Higher) SCE (Higher)
SUPE (Higher)/Certificate of Sixth Year Studies

O' level or equivalent (including CSE grade 1)/
SLC (Lower) SCE (Ordinary) SUPE (Lower or Ordinary)

CSE (other than grade 1)

Any other professional/vocational qualification (SPECIFY)

None of these qualifications

Don't know

CHECK Any other qualifications/Any others at all?

01
02
03
04
05
06
07
08
09
10
11
12
13
14
15

SKIP TO

12. INTERVIEWER CHECK

Still at school (B90 CODED 1)

Others

X
Y

15
13

OFFICE USE ONLY

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

SUBJTM1 SUBJTM2 SUBJTM3

33-35

36-38

39-41

13 Have you completed or are you doing, a recognised trade apprenticeship?
 Yes (completed) **APPRENT 42**
 Yes (still doing)
 No (including apprenticeship begun but discontinued)

SKIP TO
 1
 2 → 14
 4 → 15

14 In what trade was/is the apprenticeship?
 ENTER JOB TITLE

 DESCRIBE FULLY THE MAIN ACTIVITY OF THE JOB
APPTRADE 43-45

CHECKS ON MAIN JOB (LAST WEEK)
 15 INTERVIEWER CHECK
 Paid job (last week) (B5 OR B6 CODED 1) V → 18
 On YTS with an employer (B4 CODED 1 OR 3) W → 20
 CODE Others
 FIRST Man aged 16-69 / Woman aged 16-64 X → 26
 THAT Man aged 70 or over / Woman aged 65 or over
 APPLIES - looking for work (last week) (B63 CODED 1) Y → 26
 Man aged 70 or over / Woman aged 65 or over - not looking for work (last week) (B63 CODED 2) Z → 38

16 I'd just like to check a few details about the job (or business) that you were in/away from (last week)
 Was the job/business that you were in/away from (last week) **JOBTEMP 46**
 CODE a permanent job? 1 → 20
 FIRST a seasonal temporary or casual job? 2 → 17
 THAT
 APPLIES or a job done under contract or for a fixed period of time? 3

17 Did you get the work that you were doing (last week)
 READ through a private employment agency (or business) 1 → 18
 OUT through a Jobcentre **AGENCY 47.** 2 → 19
 or in some other way? 3

18 Were you being paid for that work **TEMPPAY 48.**
 READ by the people you actually did it for 1 → 19
 OUT or by the private employment agency (business)? 2

19 SHOW CARD S19
 F 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?
 T Would you please tell me which of the following statements describes why you took a temporary rather than a permanent job.
 CODE You had a contract which included a period of training?
 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? (please specify)
WHYTEMP 49.

SKIP TO
 1
 2
 3 → 20
 4

20 Do you do shiftwork at all?
SHIFTWRK 50.
 Yes 1 → 21
 No 2 → 22

21 SHOW CARD S21
 F Which of the categories on this card describes the shiftwork that you do?
 T Which of the following categories describes the shiftwork that you do.
 CODE Three-shift working?
 FIRST Continental shifts?
 THAT Two-shift system with 'earlies and lates' / double day shifts?
 APPLIES Sometimes night and sometimes day shifts?
SHIFTTYP 51-52.
 Split shifts?
 Morning shifts?
 Afternoon shifts?
 Evening or twilight shifts?
 Night shifts?
 Weekend shifts?
 Other type of shiftwork?

01
 02
 03
 04 → 23
 05
 06
 07
 08
 09
 10 → 24
 11 → 23

22 SHOW CARD S22
 F Which of the categories on this card best describes the times of day you usually work?
 T Which of the following categories best describes the times of day you usually work
 READ OUT COMPLETE LIST
 CODE Mornings only 1
 ONE Afternoons only 2
 ONLY During the day 3
WORKTIME 53.
 Evenings only 4 → 23
 At night 5
 Both lunchtime and evenings 6
 Other times of day 7 → 219
 It varies/no usual pattern? 8

23 In the four weeks ending Sunday (DATE AT B1) did you work on any Saturday or Sunday?
WEEKEND 54
 Yes 1 → 24
 No 2 → 26

24 Did/do you work
 READ OUT AND CODE ONE ONLY on Saturday(s)
 or on Sunday(s)
 or on both Saturday(s) and Sunday(s)
SATSUN 55

SKIP TO
 1
 2 → 25
 3

25 (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?
MONFRI 56
 Weekends only
 Monday-Friday as well

1
 2 → 26

SITUATION ONE YEAR AGO

26 SHOW CARD S28
F Which of the categories on this card best describes your circumstances one year ago, that is in (MONTH OF INTERVIEW) 1987?
T Which of the following categories best describes your circumstances one year ago, that is in (MONTH OF INTERVIEW) 1987? Were you
OYCIRCS 57
 CODE Working in a paid job or business?
 FIRST Laid off or on short time at firm?
 THAT Unemployed, actively seeking work?
 APPLIES On a special government scheme?
 A full-time student or pupil?
 Retired from paid work?
 Looking after the family or home?
 Long-term sick or disabled?
 None of these?

1
 2 → 27
 3
 4
 5
 6 → 38
 7
 8
 9

27 Were you working for the same firm/organisation as (last week)/as in your last job?
OYSMEIND 58
 Yes the same
 No different

1 → 29
 2 → 28

28 What did the firm/organisation you worked for actually make or do (at the place where you worked)?
 DESCRIBE FULLY -
 PROBE MANUFACTURING/PROCESSING/
 DISTRIBUTING ETC AND MAIN GOODS
 PRODUCED MAIN MATERIALS USED
 WHOLESALE/RETAIL ETC
OYIND 59-61

→ 29
 CODE →

29 Was your (main) occupation one year ago exactly the same as it was (last week)/in your last job?
OYSMEJOB 62.
 Yes exactly the same
 No different

1 → 31
 2 → 30

30 IF DIFFERENT JOB
 What was your (main) job one year ago?
 (a) ENTER JOB TITLE

SKIP TO

(b) What did you mainly do in that job?
OYOCC 63-65.
 CODE →

→ 31

31 INTERVIEWER CHECK
 Same job with same firm/organisation (S27 CODED 1 AND S29 CODED 1)
 Change of job or firm/organisation (S27 CODED 2 OR S29 CODED 2)

X → 32
 Y → 33

32 INTERVIEWER REFER BACK TO OCCUPATION AND INDUSTRY (LAST WEEK)/IN LAST JOB AND CHECK S33-S37 WITH RESPONDENT

→ 33

33 (May I just check) in your occupation one year ago were you working as an employee or were you self-employed?
OYEMPLEE 66
 Employee
 Self-employed

1 → 34
 2 → 35

34 ASK OR RECORD
 Did you have any managerial duties or were you supervising any other employees?
OYMANAGE 67
 Manager
 Foreman/supervisor
 Not manager or supervisor

1
 2 → 36A
 3

35 ASK OR RECORD
 Were you working on your own or did you have employees?
OYEMPLER 68
 On own/with partner(s)
 With employees

1 → 37
 2 → 36B

36A How many employees were there at the place where you worked one year ago?
 36B How many people did you employ at the place where you worked one year ago?
OYEMPNO 69.
 1-2
 3-9
 10-24
 Don't know but fewer than 25
 25 or more

1
 2
 3 → 37
 4
 5

37 In that job were you working
 READ OUT **OYFTPT 70**
 full-time
 or part-time?

1 → 38
 2

38 GO TO NEXT PERSON AGED 16 OR OVER AND ASK B QUESTIONNAIRE
 IF NO MORE IN HOUSEHOLD END INTERVIEW AND RETURN TO A28

REC TYPE 2-SCOTTISH HHLD

Interviewer's name

Interviewer's number

Area	Stnt	Address No.	Household No.
REGION 6-7	STNT 8-10	ADDNO 11-12	HHLDNO 13-14

ASK ABOUT PERSON 01 ONLY 1 How long have you (P01) yourself been living in this accommodation? Less than 1 year 1 year but less than 2 years 2 years but less than 3 years 3 years but less than 5 years 5 years but less than 10 years 10 years but less than 20 years 20 years but less than 30 years 30 years but less than 40 years 40 years or more C1 20		SKIP TO 1 → 2 2 → 2 3 → 2 4 → 2 5 → 2 6 → 7 7 → 7 8 → 7 9 → 7	7 We are interested in future moves that people plan to make At this moment, are you (P01) seriously thinking of moving from this address in the course of the next 12 months? Yes No C7 26	SKIP TO 1 → 8 2 → 13
(May I check) In which month and year did you (P01) move in here? Month Year 1-22 ENTER NUMBER OF MONTHS LIVING IN THIS ACCOMMODATION AND CHECK WITH RESPONDENT		SKIP TO 1 → 3	8 INTERVIEWER CHECK One-person household <input checked="" type="checkbox"/> X → 10 Household has 2 or more members <input type="checkbox"/> Y → 9	
3 CHECK BACK TO C1 Person 01 has lived here less than 1 year (CODE 1 AT C1) <input checked="" type="checkbox"/> X → 4 1 year but less than 2 years (CODE 2 AT C1) <input type="checkbox"/> Y → 7		SKIP TO 1 → 4 2 → 7	9. Will all the members of your (P01's) household be moving to the same address as yourself (P01)? Yes (all to same address as P01) No (some staying behind or moving elsewhere) Don't know/undecided C9 27	SKIP TO 1 → 10 2 → 10 3 → 10
4 I would like to talk briefly about the accommodation you (P01) were living in a year ago, that is in (MONTH OF INTERVIEW) 1987 Was that accommodation a private residence or something different, such as a hotel? Private residence Something different (SPECIFY) 34 2		SKIP TO 1 → 5 2 → 7	10 If you (P01) do move, will you be living in Scotland England, Wales, or elsewhere? Scotland England/Wales Don't know but in Great Britain Elsewhere (including N Ireland) C10 28	SKIP TO 1 → 11 2 → 13 3 → 13 4 → 13
5 Was that accommodation owned or rented in your (P01's) name or was it in someone else's name? In P01's name In someone else's name 35 24		SKIP TO 1 → 6 2 → 7	11 If you (P01) move, will it be to a private residence or to something different, such as a hotel? Private residence Something different (SPECIFY) C11 29	SKIP TO 1 → 12 2 → 13 3 → 13
6 SHOW CARD C6 Please look at this card and tell me which answer best describes your (P01's) accommodation one year ago OWNER OCCUPIED Owned outright Being bought with mortgage or loan RENTED OR RENT FREE FROM Local Authority or Council New Town Corporation Scottish Special Housing Association Other housing association or cooperative Housing charitable trust Hotel/boarded house Property company Some other person or organisation 26 25		SKIP TO 1 → 7 2 → 7 3 → 7 4 → 7 5 → 7 6 → 7 7 → 7 8 → 7 9 → 7	12 Will you (P01) be READ OUT buying renting from a local authority or housing association (include Scottish Special Housing Association) renting privately or making some other arrangement? (SPECIFY) Don't know/undecided C12 30	SKIP TO 1 → 13 2 → 13 3 → 13 4 → 13 5 → 13
			13. CHECK THAT ALL THE WHITE 'B' QUESTIONNAIRES HAVE BEEN COMPLETED THEN GO TO QUESTIONNAIRE 'D' OVERLEAF	

25

Person Number of respondent providing information

INFTNOSC 31-32

D 1-3. INTERVIEWER CODE FROM OBSERVATION IF IN DOUBT ASK RESPONDENT										
1 Type of accommodation occupied by this household Whole house/ bungalow D1 33-34 Purpose-built flat or maisonette in block '4 in a block' Other type of block -with lift -without lift Part of house or bungalow/ converted flat or maisonette/ rooms in house or flat -with lift -without lift Caravan/mobile home/houseboat Other (SPECIFY)	SKIP TO 01 02 03 04 05 06 07 08 09 10	3 2 3 3	5. Did you buy this accommodation or acquire it in some other way? D5 38 READ OUT 6. Did you buy this accommodation from READ OUT a Local Authority or Council a New Town Corporation D6 the Scottish Special Housing Association 39 some other kind of housing association or from somebody else? 7. Before you became owner of/began buying this accommodation, were you renting it? D7 40 Yes No TENANCY 8. Does your landlord provide your accommodation READ OUT furnished D8 partly furnished 41 or unfurnished? Don't know 9. Does the accommodation go with your present job or the present job of anyone else in your household? D9 42 Yes No 10. Who is it rented from? (Who is it provided by?) ORGANIZATION CODE FIRST THAT APPLIES Local Authority or Council New Town Corporation Scottish Special Housing Association D10 Other housing association or cooperative 43 Housing charitable trust Property company Other organization INDIVIDUAL Relative of household member Other individual private landlord 11. Does your landlord live in this building? D11 44 Yes No	SKIP TO 1 → 6 2 → 7 1 1 1 → 7 2 3 1 2 → 16 1 2 → 9 1 2 → 10 1 2 → 12 4 5 → 16 6 7 8 → 11 8 1 2 → 12						
					2 Building which contains this household's accommodation has 1 storey D2 35 2 storeys 3 or 4 storeys 5 or more storeys	1 2 3 4	3			
								3 Dwelling with business premises (with internal access between private and business areas) D3 36 Other type of dwelling	1 2	4

<p>12 Have you at any time in the last 2 years taken any active steps towards buying this accommodation?</p> <p>D12 45</p> <p>Yes 1 → 14 No 2 → 13</p>	<p>SKIP TO</p>	<p>21 What other rooms does your household have the use of?</p> <p>LIST ALL OTHER ROOMS, USING RESPONDENT'S NAMES FOR THEM</p> <p>1 5 2 6 3 7 4 8</p> <p>D21 56-57</p> <p>COUNT 'OTHER' ROOMS, EXCLUDING BATHROOMS, TOILETS, AND ROOMS USED SOLELY FOR BUSINESS, AND ENTER NUMBER → 22</p>	<p>SKIP TO</p>
<p>13 Have you at any time in the last 2 years considered buying it?</p> <p>D13 46</p> <p>Yes 1 → 14 No 2 → 18</p>			
<p>14 Have you told your landlord that you are interested in buying it?</p> <p>READ OUT D14M1-M2 47 & 48 MULTI</p> <p>CODE BOTH or tried to obtain a mortgage or loan for it? 1 → 15</p> <p>IF APPLY Neither of these 2 → 15 3</p>			
<p>15 At present are you definitely intending to buy this (house/flat) still considering buying it or no longer considering buying it?</p> <p>READ OUT D15 49</p> <p>1 → 18 2 → 18 3</p>		<p>HEATING D22 58</p> <p>22 Does your household have electric storage or any other form of central heating?</p> <p>'CENTRAL HEATING' MEANS EITHER ELECTRIC STORAGE HEATING OR HAVING TWO OR MORE ROOMS HEATED FROM ONE CENTRAL SOURCE.</p> <p>'ROOMS' HERE INCLUDE HALLS, LANDINGS, BATHROOMS AND TOILETS, AS WELL AS KITCHENS, BEDROOMS AND LIVING ROOMS.</p> <p>Yes 1 → 23 No 2 → 25</p>	
<p>AGE OF BUILDING</p> <p>16 When was this building first built?</p> <p>PROMPT Before 1919 1 → 17</p> <p>IF NECESSARY Between 1919 and 1944 2</p> <p>IF DK, Between 1945 and 1964 3</p> <p>CODE YOUR 1965 or later 4</p> <p>ESTIMATE Don't know but after 1944 5</p> <p>D16 50 Neither informant nor interviewer able to give estimate 6</p>		<p>23 What type of fuel does the central heating mainly use?</p> <p>D23M1-M6 MULTI</p> <p>CODE ALL THAT APPLY Solid fuel 1</p> <p>Electricity storage heaters 2</p> <p>IF 'HOT AIR' CODE FUEL WHICH HEATS THIS AIR other electricity (incl oil-filled radiators) 3 → 24</p> <p>Mains gas 4</p> <p>Oil 5</p> <p>59-64 Other (SPECIFY) 6</p>	
<p>ROOMS D17 51-52</p> <p>17 I would like to ask about the rooms here that your household has the use of By your household I mean (PEOPLE LISTED AT A2 ON THE BROWN 'A' QUESTIONNAIRE) We need to know about any rooms shared with other households as well as rooms used only by yourselves</p> <p>How many bedrooms does your household have, including bed-sitting rooms and any spare bedrooms?</p> <p>ENTER NUMBER OF BEDROOMS → 18</p>		<p>24 Is central heating (Will central heating be) your main form of room heating in winter? D24 65</p> <p>ROOMS' AT D24 AND D25 INCLUDE KITCHENS BEDROOMS LIVING ROOMS HALLS AND LANDINGS BUT EXCLUDE BATHROOMS AND TOILETS</p> <p>Yes 1 → 28 No 2 → 25</p>	
<p>18 Are any of the bedrooms used for cooking in - like a bedsitter for example?</p> <p>D18 53</p> <p>Yes 1 → 19 No 2</p>		<p>25 What type of fuel does/will your household mainly use for room heating in winter?</p> <p>CODE ALL THAT APPLY Coal 1</p> <p>Coke 2</p> <p>Electricity (include oil-filled radiators) 3 → 26</p> <p>D25M1 Mains gas 4</p> <p>-D25M6 Bottled gas (include calor gas)/paraffin 5</p> <p>MULTI Other (SPECIFY) 6</p> <p>66-71</p>	
<p>19 (Apart from that) does your household have the use of a kitchen that is a separate room in which you cook?</p> <p>D19 54</p> <p>Yes 1 → 20 No 2 → 21</p>			
<p>20 Is the narrowest side of the kitchen at least 6½ feet (2 metres) wide from wall to wall?</p> <p>D20 55</p> <p>Yes (at least 6½ feet) 1 → 21 No (less than 6½ feet) 2</p>			

S768 RECORD 1 SEQUENCE 1
 1988 LABOUR FORCE SURVEY (A)
 CALLS AND OUTCOME

QUESTIONNAIRE E
 GREAT BRITAIN

Interviewer's Name

Interviewer's No

--	--	--	--

INTNO
 19-22

Area No	Stint No	Address No	H hold No
REGION 6-7	STINT 8-10	ADDNO 11-12	HHLNO 13-14

ENTER
 CODE IN
 BOX ON
 FRONT
 PAGE THEN
 GO TO
 9

ENTER
 CODE IN
 BOX ON
 RC
 PAGE THEN
 GO TO
 9

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

ADDRESS

TELEPHONE

Ret Code	Mon	Off use	Check
R 23	MONTH 27	BATCH 4-5	CHECK 15

Face to Face Outcome Code
Telephone Outcome Code

In multi household addresses give LOCATION OF HOUSEHOLD SPACE IN ADDRESS →

10
 12
 11
 12

1 FACE TO-FACE INTERVIEWERS ONLY
 Is this a telephone re-issue?

REISSUE 29

Yes
 No

SKIP TO

1	→ 3
2	

2 TELEPHONE INTERVIEWERS ONLY
 Has address been checked?

TELINT 30

Yes
 No

1	→ 4
2	

3 Calls made in person on this household/ineligible address ENTER TOTAL NUMBER OF CALLS

	→ 7
--	-----

Ring call No	Day	Date	Month	Time 24 hr clock	Any int done	No reply	Appt made	Int with draws	Notes
01					90	J	K	L	FALLS 31
02					90	J	K	L	
03					90	J	K	L	
04					90	J	K	L	
05					90	J	K	L	
06					90	J	K	L	
07					90	J	K	L	
08					90	J	K	L	
09					90	J	K	L	
10					90	J	K	L	

FFISLOW
 32

ENTER TOTAL CALLS ABOVE

3
 6
 1

225

4 Calls made on household by telephone
 ENTER TOTAL NUMBER OF CALLS MADE (IF 9 OR MORE CODE 9)

5

TCALLS
33

Ring call No	Day	Date	Month	Time 24 hr clock	Any int done	No reply	Appt. made	Int. with draws	Total time spent interviewing	Int. Payee No
01					90	J	K	L		
02					90	J	K	L		
03					90	J	K	L		
04					90	J	K	L		
05					90	J	K	L		
06					90	J	K	L		
07					90	J	K	L		
08					90	J	K	L		
09					90	J	K	L		
10					90	J	K	L		

5 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

TOUTCOME 35-36

CODE ONE ONLY

NOT TO BE RE-ISSUED TO THE FIELD

TO BE RE-ISSUED TO THE FIELD

- Outright refusal
- Circumstantial refusal
- Non-contact
- Ineligible
 - vacant
 - under construction
 - holiday accommodation
 - second residence
 - derelect/demolished
 - non-residential
 - institution
- No trace of address
- Wrong phone number supplied
- Number unobtainable
- Prefers field visit
- Refusal
- Circumstantial refusal
- No reply
- Other reason

- 01
- 02
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 21
- 22
- 23
- 26
- 27
- 28
- 29

ENTER CODE IN BOX ON FRONT PAGE THEN GO TO 6

ENTER CODE IN BOX ON FRONT PAGE THEN GO TO 18

6 NUMBER OF HOUSEHOLDS AT THIS ADDRESS (SEE A118)

TNUMSPAC 37-38

One household only

More than one household
 ENTER NUMBER

01

10 k pop.

REFER TO SUPERVISOR

7 NUMBER OF HOUSEHOLD SPACES AT THIS ADDRESS (INCLUDING VACANT SPACES)
(at time of first call)

NUMSPACE 39 40

SKIP TO 8

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 sample selected at this address

HOUCOME 41-42

01
02
06
07
08
09
10
11
12
13
14
15
16

ENTER CODE IN BOX ON FRONT PAGE THEN GO TO 9

ENTER CODE IN BOX ON FRG PAGE THEN GO TO 19

9 DOES RESPONDENT HAVE THE USE OF A TELEPHONE?

TELEPHON 43

Yes 1 → 10
No 2 → 12

10 ENTER TELEPHONE NUMBER (GIVE FULL STD CODE)

TELENO 45-64 Refused x

11 ENTER NAME OF MAIN RESPONDENT

SEQUENCE 2

TELEPER 19-38 Refused x

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

MINUTES 39-41

13 ENTER No OF A QUESTIONNAIRES ATTACHED

AFORMNO 42-43

14 HOUSING QUESTIONNAIRE (C/D IN SCOTLAND H IN ENGLAND)

Attached 1
Not attached 2 → 15
Not required 3
COHCOMP 44

15 ENTER No OF B' QUESTIONNAIRES ATTACHED

BFORMNO 45-46

16 INTERVIEWER CHECK Is the number of B questionnaires attached (E15) the same as the number of persons aged 16 and over in the household (A10)?

PARTIAL 47

Yes 1 → END
No 2 → 17

17 CODE FULLY ON INSIDE PAGE THE REASON FOR PARTIAL RESPONSE
OUTRIGHT OR CIRCUMSTANTIAL REFUSAL NON-CONTACT
INELIGIBLE OUTCOME

→ 18 (inside page)

NOTES

Blank lined area for notes.

ENTER TOTAL CALLS ABOVE

18 PARTIAL RESPONSE REFUSALS NON-CONTACTS, INELIGIBLES

TELEPHONE INTERVIEWERS

FACE-TO-FACE INTERVIEWERS

Code reason for non-response

Does not believe in surveys

1

Does not believe in surveys

1

Anti-government

2

Anti-government

2

Cannot be bothered

3

Cannot be bothered

3

Too old

4

Too old

4

Bad previous experience with surveys

5

Bad previous experience with surveys

5

Too sick

6

Too sick

6

Disliked survey matter

7

Disliked survey matter

7

Genuinely too busy

8

Genuinely too busy

8

Invasion of privacy

9

Invasion of privacy

9

Confidentiality

10

Confidentiality

10

Refused by letter

11

Other - specify

12

Other - specify

12

MULTI CODE IF NECESSARY

END

END

Y / HEN

YEN

SO SOR



Person Number of respondent providing information		OFF USE	Area	Stint	Address No	Household No	
→ [] []		[] []			[] []	[] []	
1	Is this address a house a flat or maisonette or some other type of property?	1 → 2 2 → 3 3 → 4	SKIP TO	8	How many bedrooms does your household have, including bed sitting rooms and spare bedrooms? 1-7 (Enter number) → [] [] 8 or more	8 → 9	SKIP TO
2	Is it detached semi detached or a terrace / end of terrace?	1 [] 2 → 5 3 []		9	How many other rooms do you / does your household have, not counting the bathroom or WC? None 1-7 (Enter number) → [] [] 8 or more	0 [] [] → 10 8 []	
3	Is it in a purpose built block or not?	1 [] 2 → 5		10	Do you / does your household have the whole of your accommodation to yourself or do you share it with anyone else? Has whole of accommodation Shares	1 [] 2 → 11	
4	Is it a caravan, mobile home or houseboat or some other type of accommodation?	1 → 8 2 → 5		11	Does your household own or rent this accommodation? PROMPT AS NECESSARY Owns / is buying Rents Rent free Other	X → 11a 5 [] 6 → 12 7 []	
5	Does this address contain a business as well as your house / flat / other? Address with business premises (with internal access between business and private areas) Other type of address	1 [] 2 → 6		11a	Is this accommodation owned outright? being bought with a mortgage or loan? or in shared ownership (paying part rent / part mortgage)?	X → 11b 3 → 24 4 → 12	
6	How many floors are there in this property? One (bungalow) Two Three Four Five - nine Ten or more	1 [] 2 [] 3 [] 4 → 7 5 [] 6 []		11b	Have you ever had a mortgage for this accommodation? Yes No	1 → 24 2 → 25	
7	Was this property built READ OUT before 1919 1919-1944 1945-1964 1965 or later?	1 [] 2 [] 3 → 8 4 []					

12. Who is it rented from? (Who is it provided by?)			SKIP TO						
ORGANISATIONS									
	Local Authority or Council / New Town Corporation or Commission	1							
CODE FIRST THAT APPLIES	Housing association or co-operative or housing charitable trust	2							
	Property company	3							
	Employer	4							
	Other organisation	5	→13						
INDIVIDUALS									
	Relative of household member	6							
	Employer	7							
	Other individual private landlord	8							
13 INTERVIEWER CHECK									
	SHARED OWNERSHIP (H11 CODED 4)	<input checked="" type="checkbox"/>	→24						
	NOT SHARED OWNERSHIP (H11 CODED 5, 6 OR 7)	<input type="checkbox"/>	→14						
14 Does your landlord provide your accommodation									
READ OUT	furnished	1							
	partly furnished	2	→15						
	or unfurnished?	3							
15 Does this accommodation go with the present job of anyone in your household?									
	Yes	1	→16						
	No	2							
16 INTERVIEWER CHECK									
	RENTED FROM LA / COUNCIL / NEW TOWN (H12 CODED 1)	<input type="checkbox"/>	→18						
	RENTED FROM OTHER ORGANISATION (H12 CODED 2, 3, 4 OR 5)	<input type="checkbox"/>	→21						
	RENTED FROM INDIVIDUAL (H12 CODED 6, 7, 8)	<input type="checkbox"/>	→17						
17 Does your landlord live in the building?									
	Yes	1	→21						
	No	2							
18 Have you at any time in the last 2 years taken active steps towards buying this accommodation?									
	Yes	1	→20						
	No	2	→19						
19 Have you at any time in the last 2 years considered buying it?									
	Yes	1	→20						
	No	2	→21						
20 At present, are you still considering buying it?									
	Yes	1	→21						
	No	2							
21 In the last five years have you (or your spouse) ever owned your own house or flat?									
	Yes	1	→22						
	No	2							
22 In the last two years has anyone in the household taken steps to buy a house or flat other than this one?									
	Yes	1	→23						
	No	2	→37						
23 Which members of the household have taken these steps?									
CODE ALL THAT APPLY	HOH / Spouse	1	→37						
	Other household member(s)	2							
24 Who provided you with the mortgage or loan to buy this (HOUSE / FLAT)? Was it a									
CODE MAIN IF TWO OR MORE PROVIDERS	Building Society	1							
	Bank	2							
	Local authority	3	→26						
	Insurance company	4							
	or someone else?	5							
25 Did you									
READ OUT	buy this accommodation	1	→26						
	or acquire it in some other way?	2	→37						
26 Did you buy this accommodation									
READ OUT	from a private individual or builder	1							
	from a Local Authority or Council or New Town Commission	2	→27						
	from a housing association	3							
	or from someone else?	4							

<p>27 Before you became owner of / began buying this accommodation, were you renting it?</p> <p>Yes 1 → 28</p> <p>No 2 → 28</p>	<p>37 Do you or does anyone else in your household have their name on a council house waiting or transfer list?</p> <p>Yes 1 → 38</p> <p>No 2 → 42</p>																
<p>28 In which year did you (start to) buy this accommodation?</p> <p>ENTER YEAR → 19 <input type="text"/> → 29</p>	<p>38 Who has their name down on the list?</p> <p>HOH 1 → 39</p> <p>Spouse of HOH 2 → 39</p> <p>Other household members 3 → 39</p>																
<p>29 Is this the first accommodation that you (or your spouse) have owned?</p> <p>Yes 1 → 34</p> <p>No 2 → 30</p>	<p>39 How long have they had their name(s) on the list?</p> <p>ENTER PERSON NO → <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table> → 40</p> <p>Less than 1 year</p> <p>1-8 years (ENTER NO OF YEARS) →</p> <p>9 years or more</p>					0	0	0	0					9	9	9	9
0	0	0	0														
9	9	9	9														
<p>30 Did you / your spouse pay more for this accommodation than your / their previous place was sold for or did you pay less?</p> <p>More (same) 1 → 31</p> <p>Less 2 → 31</p> <p>Not sold 3 → 31</p>	<p>40 INTERVIEWER CHECK</p> <p>One person on waiting list 1 → 42</p> <p>More than one person on waiting list 2 → 41</p>																
<p>31 In which year did you / your spouse start to buy the first accommodation you / they owned?</p> <p>ENTER YEAR → 19 <input type="text"/> → 32</p>	<p>41 Would these people all move to the same accommodation or would they move to different addresses?</p> <p>All move together 99 → 42</p> <p>ENTER PERSON NOS OF PEOPLE MOVING TOGETHER</p> <p>First group <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td></tr> </table></p> <p>Second group <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td></tr> </table></p> <p>Third group <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td></tr> </table></p>																
<p>32 Thinking about that first accommodation, were you / was your spouse renting it before you / they started buying it?</p> <p>Yes 1 → 33</p> <p>No 2 → 34</p>	<p>42 INTERVIEWER CHECK</p> <p>OWNER OCCUPIERS NOT PREVIOUS TENANT (H27 CODED 2) <input checked="" type="checkbox"/> X → 44</p> <p>OTHER (H27 CODED 1 OR BLANK) <input type="checkbox"/> Y → 43</p>																
<p>33 Was it rented from</p> <p>a Local Authority or New Town Corporation? 1 → 34</p> <p>a housing association? 2 → 34</p> <p>some other landlord? 3 → 34</p>	<p>43 We are interested in the number of moves that people make, so may I just check, how long has (HOH) been living at this address?</p> <p>Less than 1 year 1 → 44</p> <p>1 year but less than 2 years 2 → 44</p> <p>2 years but less than 3 years 3 → 44</p> <p>3 years but less than 5 years 4 → 44</p> <p>5 years but less than 10 years 5 → 44</p> <p>10 years but less than 20 years 6 → 44</p> <p>20 years but less than 30 years 7 → 44</p> <p>30 years but less than 40 years 8 → 44</p> <p>40 years or more 9 → 44</p>																
<p>34 INTERVIEWER CHECK</p> <p>OWNED OUTRIGHT (H11 CODED 1 OR 2) <input checked="" type="checkbox"/> X → 37</p> <p>STILL BUYING (H11 CODED 3 OR 4) <input type="checkbox"/> Y → 35</p>	<p>35 (On your current house / flat) are you up to date with your mortgage payments?</p> <p>Yes 1 → 37</p> <p>No 2 → 36</p> <p>Don't know 3 → 37</p>																
<p>36 How far behind are you with these payments?</p> <p>Up to 6 months behind 1 → 37</p> <p>More than 6 months behind 2 → 37</p>	<p>35</p>																

44 I'd like you to think about the accommodation that (HOH) was living in before this house / flat. Was the accommodation owned or rented in (HOH's) name or was it in someone else's name?

In (HOH's) name / joint name .. 1 → 45

In someone else's name .. 2 → 46

45. Was the accommodation that HOH was in prior to this

CODE ONE ONLY

owned outright 1 → 46

being bought 2 → 46

or rented / rent free X → 45a)

45a) Who was it rented from (who was it provided by?)

Local Authority or Council or New Town .. 3 → 46

Housing association or co-operative or housing charitable trust 4 → 46

Private landlord or other 5 → 46

46 INTERVIEWER CHECK

HOH resident at this address for 5 years or more (H43 CODED 5, 6, 7, 8 OR 9 OR H43 IS BLANK AND H28 IS BEFORE 1983) X → 49

HOH resident at this address for under 5 years (H43 CODED 1, 2, 3 OR 4 OR H43 IS BLANK AND H28 IS 1983 OR MORE RECENT) Y → 47

47 Why did (HOH) move from that accommodation?

CODE ALL THAT APPLY

To move to a better neighbourhood / pleasanter area 1 → 48

Change of job 2 → 48

Wanted larger house / flat .. 3 → 48

Wanted smaller house / flat 4 → 48

Had to leave tied accommodation ... 5 → 48

Could not afford mortgage payments on previous house / flat 6 → 48

Other reasons 7 → 48

48 IF ONE CODE RINGED AT H47 ENTER IN BOX

IF TWO OR MORE CODES RINGED ASK.

What was the main reason for that move?

ENTER CODE IN BOX → 49

49 INTERVIEWER CHECK

HOH / Spouse only adults in household X → 51

other adults in household Y → 50

50 We have talked about (HOH's) accommodation but thinking now about (ANY ADULTS OTHER THAN HOH / SPOUSE)

In the last five years has have any of them ever owned their own house or flat?

Yes 1 → 51

No 2 → 51

51 END

SN 2721

Person Number of respondent providing information →

--	--

OFF USE	

Area Street

Address No	Household No

<p>1 ASK OR RECORD</p> <p>Is this address</p> <p style="margin-left: 40px;">a house</p> <p style="margin-left: 40px;">a flat or maisonette</p> <p style="margin-left: 40px;">or some other type of property?</p>	1 2 3	→ → →	2 3 4		<p>9 How many bedrooms does your household have including bedsitting rooms and spare bedrooms?</p> <p style="margin-left: 40px;">1-7 (Enter number)</p> <p style="margin-left: 40px;">8 or more</p>	8 8	→ →	9 9	SKIP TO
<p>2 ASK OR RECORD</p> <p>Is it</p> <p style="margin-left: 40px;">detached</p> <p style="margin-left: 40px;">semi detached</p> <p style="margin-left: 40px;">or a terrace / end of terrace?</p>	1 2 3	→ → →	5 5 5		<p>9 How many <u>other</u> rooms do you / does your household have not counting the bathroom or WC?</p> <p style="margin-left: 40px;">None</p> <p style="margin-left: 40px;">1-7 (Enter number)</p> <p style="margin-left: 40px;">8 or more</p>	0 8 8	→ → →	10 10 10	SKIP TO
<p>3 ASK OR RECORD</p> <p>Is it</p> <p style="margin-left: 40px;">in a purpose built block</p> <p style="margin-left: 40px;">or not?</p>	1 2	→ →	5 5		<p>10 Do you / does your household have the whole of your accommodation to yourself or do you share it with anyone else?</p> <p style="margin-left: 40px;">Has whole of accommodation</p> <p style="margin-left: 40px;">Shares</p>	1 2	→ →	11 11	
<p>4 ASK OR RECORD</p> <p>Is it a</p> <p style="margin-left: 40px;">caravan mobile home or houseboat</p> <p style="margin-left: 40px;">or some other type of accommodation?</p>	1 2	→ →	8 5		<p>11 SHOW CARD H11</p> <p>Please look at this card and tell me which of the statements applies to your (household's) accommodation here</p> <p style="margin-left: 40px;">Own outright</p> <p style="margin-left: 40px;">mortgage / loan paid off</p> <p style="margin-left: 40px;">never had mortgage or loan for this accommodation</p> <p style="margin-left: 40px;">Still buying</p> <p style="margin-left: 40px;">with mortgage or loan</p> <p style="margin-left: 40px;">shared ownership (paying part rent / part mortgage)</p> <p style="margin-left: 40px;">Paying rent</p> <p style="margin-left: 40px;">Rent free</p> <p style="margin-left: 40px;">Other</p>	1 2 3 4 5 6 7	→ → → → → → →	24 25 24 12	
<p>5 ASK OR RECORD</p> <p>Is this address an</p> <p style="margin-left: 40px;">address with business premises (with internal access between business and private areas)</p> <p style="margin-left: 40px;">or not?</p>	1 2	→ →	6 6						
<p>6 ASK OR RECORD</p> <p>How many floors are there in this property?</p> <p style="margin-left: 40px;">One (bungalow)</p> <p style="margin-left: 40px;">Two</p> <p style="margin-left: 40px;">Three</p> <p style="margin-left: 40px;">Four</p> <p style="margin-left: 40px;">Five - nine</p> <p style="margin-left: 40px;">Ten or more</p>	1 2 3 4 5 6	→ → → → → →	7 7 7 7 7 7						
<p>7 ASK OR RECORD</p> <p>Was this property built</p> <p style="margin-left: 40px;">before 1919</p> <p style="margin-left: 40px;">1919-1944</p> <p style="margin-left: 40px;">1945-1964</p> <p style="margin-left: 40px;">1965 or later?</p>	1 2 3 4	→ → → →	8 8 8 8						



12 Who is it rented from? (Who is it provided by?)		SKIP TO		18 Have you at any time in the last 2 years taken active steps towards buying this accommodation?		SKIP TO	
ORGANISATIONS				Yes		1 → 20	
Local Authority or Council / New Town Corporation or Commission		1		No		2 → 19	
CODE = FIRST 7-AT APPLIES	Housing association or co-operative or housing charitable trust	2		19 Have you at any time in the last 2 years considered buying it?			
	Property company	3		Yes		1 → 20	
	Employer	4		No		2 → 21	
	Other organisation	5 → 13		20 At present are you still considering buying it?			
INDIVIDUALS				Yes		1 → 21	
	Relative or household member	6		No		2 → 21	
	Employer	7		21 In the last five years have you (or your spouse) ever owned your own house or flat?			
	Other individual private landlord	8		Yes		1 → 22	
13 INTERVIEWER CHECK				No		2 → 22	
SHARED OWNERSHIP (H11 CODED 4)		<input checked="" type="checkbox"/> X → 24		22 In the last two years has anyone in the household taken steps to buy a house or flat other than this one?			
NOT SHARED OWNERSHIP (H11 CODED 5 6 OR 7)		<input type="checkbox"/> Y → 14		Yes		1 → 23	
14 Does your landlord provide your accommodation				No		2 → 37	
READ OUT	furnished	1		23 Which members of the household have taken these steps?			
	partly furnished	2 → 15		CODE ALL THAT APPLY			
	or unfurnished?	3		HOH / Spouse		1 → 37	
15 Does this accommodation go with the present job or anyone in your household?				Other household member(s)		2 → 37	
	Yes	1 → 16		24 Who provided you with the mortgage or loan to buy this (HOUSE / FLAT)? Was it a			
	No	2		CODE MAIN IF TWO OR MORE PROVIDERS			
16 INTERVIEWER CHECK				Building Society		1 → 25	
RENTED FROM LA / COUNCIL / NEW TOWN (H12 CODED 1)		<input type="checkbox"/> U → 18		Bank		2	
RENTED FROM OTHER ORGANISATION (H12 CODED 2 3 4 OR 5)		<input type="checkbox"/> V → 21		Local authority		3 → 25	
RENTED FROM INDIVIDUAL (H12 CODED 6 7 8)		<input type="checkbox"/> W → 17		Insurance company		4	
17 Does your landlord live in the building?				or someone else?		5	
	Yes	1 → 21		25 Did you			
	No	2		READ OUT			
18 Have you at any time in the last 2 years taken active steps towards buying this accommodation?				buy this accommodation		1 → 26	
Yes		1 → 20		or acquire it in some other way?		2 → 37	
No		2 → 19		26 Did you buy this accommodation			
19 Have you at any time in the last 2 years considered buying it?				READ OUT			
Yes		1 → 20		from a private individual or builder		1 → 27	
No		2 → 21		from a Local Authority or Council or New Town Commission		2 → 27	
20 At present are you still considering buying it?				from a housing association		3	
Yes		1 → 21		or from someone else?		4	
No		2 → 21					

27 Before you became owner of / began buying this accommodation were you renting it?

Yes 1 → 28

No 2 → 28

SKIP TO

37 Do you or does anyone else in your household have their name on a council house waiting or transfer list?

Yes 1 → 38

No 2 → 42

SKIP TO

28 In which year did you (start to) buy this accommodation?

ENTER YEAR → 19 → 29

38 Who has their name down on the list?

HOH 1 → 39

Spouse of HOH 2 → 39

Other household members 3 → 39

29 Is this the first accommodation that you (or your spouse) have owned?

Yes 1 → 34

No 2 → 30

39 How long have they had their name(s) on the list?

ENTER PERSON NO →

Less than 1 year 0 0 0 0 → 40

1-8 years (ENTER NO OF YEARS) →

9 years or more 9 9 9 9 → 40

30 Do you / your spouse pay more for this accommodation than your / their previous place was sold for or did you pay less?

More (same) 1 → 31

Less 2 → 31

Not sold 3 → 31

31 In which year did you / your spouse start to buy the first accommodation they owned?

ENTER YEAR → 19 → 32

40 INTERVIEWER CHECK

One person on waiting list 1 → 42

More than one person on waiting list 2 → 41

32 Thinking about that first accommodation were you / was your spouse renting it before you / they started buying it?

Yes 1 → 33

No 2 → 34

41 Would these people all move to the same accommodation or would they move to different addresses?

All move together 99 → 42

ENTER PERSON NOS OF PEOPLE MOVING TOGETHER

First group	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second group	<input type="text"/>	<input type="text"/>	<input type="text"/>
Third group	<input type="text"/>	<input type="text"/>	<input type="text"/>

33 Was it rented from

a Local Authority or New Town Corporation? 1 → 34

a housing association? 2 → 34

some other landlord? 3 → 34

34 INTERVIEWER CHECK

OWNED OUTRIGHT (H11 CODED 1 OR 2) → 37

STILL BUYING (H11 CODED 3 OR 4) → 35

42 INTERVIEWER CHECK

OWNER OCCUPIERS NOT PREVIOUS TENANT (H27 CODED 2) → 44

OTHER (H27 CODED 1 OR BLANK) → 43

35 (On your current house / flat) are you up to date with your mortgage payments?

Yes 1 → 37

No 2 → 36

Don't know 3 → 37

43 We are interested in the number of moves that people make so may I just check how long has (HOH) been living at this address?

Less than 1 year --- 1

1 year but less than 2 years -- 2

2 years but less than 3 years - - 3

3 years but less than 5 years - - - 4

5 years but less than 10 years - - - - 5 → 44

10 years but less than 20 years - - - - - 6

20 years but less than 30 years - - - - - 7

30 years but less than 40 years - - - - - 8

40 years or more - - - - - 9

36 How far behind are you with these payments?

Up to 6 months behind 1 → 37

More than 6 months behind 2 → 37

44 I'd like you to think about the accommodation that (HOH) was living in before this house / flat. Was the accommodation owned or rented in (HOH's) name or was it in someone else's name?

In (HOH's) name / joint name 1 → 45

In someone else's name 2 → 46

45 SHOW CARD H45

Please look at this card and tell me which of these statements applies to the accommodation that (HOH) was in prior to this

CODE ONE ONLY OWNER OCCUPIED

1 Owned outright

2 Was not buying

RENTED OR RENT FREE FROM

3 Local Authority or Council or New Town → 46

4 Housing association or co-operative or housing charitable trust

5 Private landlord or other

46 INTERVIEWER CHECK

HOH resident at this address for 5 years or more (H43 CODED 5 6 7 8 OR 9 OR H43 IS BLANK AND H28 IS BEFORE 1983) X → 49

HOH resident at this address for under 5 years (H43 CODED 1 2 3 OR 4 OR H43 IS BLANK AND H28 IS 1983 OR MORE RECENT) Y → 47

47 Why did (HOH) move from that accommodation?

CODE ALL THAT APPLY

1 To move to a better neighbourhood / pleasanter area

2 Change of job

3 Wanted larger house / flat

4 Wanted smaller house / flat → 48

5 Had to leave bad accommodation

6 Could not afford mortgage payments on previous house / flat

7 Other reasons

48 IF ONE CODE RINGED AT H47 ENTER IN BOX

IF TWO OR MORE CODES RINGED ASK

What was the main reason for that move?

ENTER CODE IN BOX → 49

49 INTERVIEWER CHECK

HOH / Spouse only adults in household X → 51

other adults in household Y → 50

50 We have talked about (HOH's) accommodation but thinking now about (ANY ADULTS OTHER THAN HOH / SPOUSE)

In the last five years has / have any of them ever owned their own house or flat?

Yes 1 → 51

No 2

51 END INTERVIEW AND COMPLETE THE QUESTIONNAIRE