

INTERVIEWER INSTRUCTIONS  
1989 LABOUR FORCE SURVEY (A)

D0769

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## 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 other government departments, as well as for the Statistical Office of the European Communities (SOEC).

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 survey has 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 undertaken by the European Communities (EC) make comparisons possible between the member countries.

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, the (EC Social fund) which distributes 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.

Our task in carrying out the LFS is to provide independent, accurate, and reliable information which can be used by central and local 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.

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 about the LFS(A) only.

## 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). DE commissions work on its own behalf and also co-ordinates the interests of other government organisations, such as the DOE and the DSS. OPCS is responsible for designing and carrying out a survey which meets these requirements and those of the European Communities.

## 1.3 THE SAMPLE AND CONFIDENTIALITY

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.

### Rotation

In England, Wales and Scotland some of the addresses that you will call on in the 1988 LFS were also selected for the 1988 survey. One third of addresses included in 1988 will be rotated into 1989 to reduce the variability in results between years (eg unemployment rates) arising from the use of independently drawn random samples. About one third of 1989 addresses will be rotated into the 1990 sample, one third included in 1989 only.

All addresses 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 address has been included in the sample before.

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 Postcode Address File also contains some non-residential addresses (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.

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 in the definition section of the reference manual). If no-one is resident at an address (eg 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 the outcome codes 09-15 is appropriate.

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 for a personal interview. In some circumstances an address will be reissued for a personal interview if the respondent refused to be interviewed on the telephone. (See 5).

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 to 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).

Briefing Exercise Questions: Section 1

(Please write answers on the sheet provided)

1. Give three types of informant who might not show up on official administrative records of employment or unemployment.
2. What is the EC Social Fund used for?
3. Why are one third of addresses rotated from one year to the next?

## 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 by affixing one sticky address label on each page.
3. Visit every address on your list.
4. Contact every household at each address.
5. Conduct an interview with either the Head of Household or spouse, using the 'A' (household) questionnaires (see section 2.10).
6. 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 2.10).
7. 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).
8. SCOTLAND ONLY - Complete a C/D questionnaire for each household.

#### AFTER THE INTERVIEW

9. Code Occupation and Industry wherever they apply.

Despatch work, at least once a week, to HQ.

### 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, yellow or pale blue depending on the month)  
pre-printed with the addresses and serial numbers

'E' questionnaire (pink, yellow or pale blue depending on the month, not pre-printed for use in multi-households

a pad of: Work Returns

spare copies of advance letters

2.3 BRIEFING EXERCISES There are 2 parts to this:

- i. questions at the end of each section should be entered on the answers sheet as you work through the instructions (you should have completed section 1 already)
- ii. tape of a dummy interview. Please complete questionnaires E,A,B,C/D as appropriate after you have studied these instructions.

Please return the completed exercises to David Bennett, Pre-checking Unit, Room 316, 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

The following dates apply:

Stint - Month 3 : 27 February - 1 April  
          - Month 4 : 3 April - 29 April  
          - Month 5 : 3 May - 27 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 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 and number them households 02,03, etc.

2.6 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 give you 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.

Finally, you must not assume that an address does not exist without checking with SIU first.

**2.7 THE DIVIDED ADDRESS  
PROCEDURE**

You may find that some of the addresses on your address list are 'divided addresses' and there are printed instructions as to which part to interview at. The divided address procedure is intended to improve the coverage of flats and other divided addresses by clarifying the procedures interviewers should adopt. If there is more than one entry on PAF with the same number and road, all of these entries are printed on the address list. Above these entries will be one of two messages

'INTERVIEW AT BOXED PART ONLY'  
or 'INTERVIEW AT BOXED PART AND ANY PARTS NOT LISTED'

Thus, if the entries are 330A High Street (boxed) and 330 High Street (not boxed), and the message is 'INTERVIEW AT BOXED PART ONLY', then you should interview only at 330A High Street (even if there is a 330B or 330C).

If the entries are 340A High Street (not boxed) and 340 High Street (boxed) and the message is 'INTERVIEW AT BOXED PART AND ANY PARTS NOT LISTED', you should interview at 340 High Street and any other part of the building (eg 340B, 340C), as long as that is not part of 340A. You should not interview at 340A. See example below:

| Add.Serial.No | Address         |
|---------------|-----------------|
| 36            | 340 High Street |

DIVIDED ADDRESS-PARTS LISTED ON THE PAF      INTERVIEW AT BOXED  
PART AND ANY PARTS NOT LISTED

```

          340A High Street
*****
*          340 High Street          *
*****

```

If in doubt about which part of the address you should be calling at, contact the Sampling Implementation Unit on ext 2352. Only a small proportion of addresses are divided - do not worry if none of the addresses on your address list are divided.

## 2.8 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 6.5 addresses per day. A day in this context means a journey to and from the area, and you should plan on the basis of full working days, that is, you should aim to work a minimum of 7 hours each day.

Before starting a quota, divide the total number of serial numbers in your quota by 6.5. This will give you the total number of days you have in which to complete the quota.

For example, a quota of 41 addresses -  $6.5 = 6.3$  'days' = 6 working days. If you end up with a decimal place, eg 6.3 days, you should round to the nearest whole number, in this example, 6. Thus for majority of quotas the number of days worked will be 6.

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

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

The important point to note is that you should not stop work just because you have done 6 or 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 4 on Administration for details.

### Quotas in the Greater London area

A slightly lower strike rate of 6.0 addresses per day will apply in Greater London.

## 2.9 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. However, at concealed multi-household you have to deliver letters personally prior to your call.

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 with countries, of money from the Fund of the Communities.

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

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

1. Talk slowly - don't gabble.
2. After you have introduced yourself and SSD it may be worth explaining, very briefly, what OPCS does. For example: 'Our department conducts the Census every 10 years. It is also responsible for carrying out surveys and such things as the registration of births, deaths and marriages.'
3. SHOW YOUR CARD and give them time to read it.
4. Mention the advance letter.
5. Explain the survey briefly: try to avoid calling it 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.'
6. 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.
7. 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.

## 2.10 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. Otherwise 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. Exceptions to this rule are 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) You should try to complete all the B questionnaires for the household before asking the C and D questionnaires. The respondent should be the head of household or spouse if at all possible where this is not possible another adult may be interviewed following the rules for the "B" questionnaire.

In addition to the above general rules, note the following

- Cohabitees are considered to be related to each other for the purpose of this section and may, therefore, supply information about each other.
- 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 (provided they are related to HOH).
- 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.

Briefing Exercise Questions: Section 2

(Please write answers on the sheet provided)

4. Divided addresses: Your address list shows:

DIVIDED ADDRESS-PARTS LISTED ON THE PAF  
INTERVIEW AT BOXED PARTS AND ANY PARTS NOT LISTED

Flat A 21 Sackville Street  
Flat B 21 Sackville Street  
\*\*\*\*\*  
\* Flat C 21 Sackville Street \*\*\*\*\*\*

You find flats A, B, C, and D at the address. At which flat or flats do you interview?

5. A quota in Manchester consists of 40 addresses. How many days work is allowed for this quota?
6. Can one informant from a group of unrelated students give information to complete 'B' questionnaires for all household members?
7. When should documents from a multi-household be returned?

### 3 THE QUESTIONNAIRES

#### 3.1 THE E QUESTIONNAIRE (pink, yellow or pale blue)

This questionnaire gives details of the calls made on a household, and the outcome of these calls. It 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 blank E questionnaires in case there is more than one household to interview at the sampled address.

The schedule is designed for field interviewers to record the calls made on the household in person on the front page, and the outcome details on the back page. This makes the schedule easy to handle in the field. The middle pages record calls for telephone interviewers and non-response details for telephone and field interviewers.

The E questionnaire 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 the 'Definitions' section of the Reference Manual.

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 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 part of a multi-household address and is not contactable by phone,
- d. the phone number supplied is incorrect for sampled address 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. Be sure that you copy over the rotation code, month and check digit as well as serial number. See the Reference Manual for multi-household instructions. Instructions on completing the 'E' questionnaire and notes on individual questions are given in the Reference Manual.

#### THE OTHER QUESTIONNAIRES

##### 3.3 The A Questionnaire (Brown)

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 England and Wales, and obtain information about the type of address and tenure of the household. Information on these topics is obtained for Scotland on their housing questionnaire (C/D) (and interviewer check A12 skips the tenure questions).

A18-A29 collect information about individual household members.

##### 3.4 The B Questionnaire (White)

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 2.10 '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 instructions given in the Reference Manual apply to both versions, unless specifically stated otherwise.

##### 3.5 C and D Questionnaires (Green) 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 accommodation. The respondent should be either the HOH or spouse (though see Section 2.10).

The D questionnaire (basically the burglary questions) should also be asked of the HOH or spouse.

You should try to complete all B questionnaires before asking the D questionnaire.

Details of the A, B, C and D questionnaires are given in the Reference Manual.

Briefing Exercise Questions Section 3

(Please write answer on the sheet provided)

8. How many 'E' questionnaires would be returned for a multi-household in England containing four households.
9. Of whom is the A questionnaire normally asked?
10. Who is eligible for B questionnaire interviews?
11. [Scottish interviews only] of whom is the C/D questionnaire asked in Scotland?

#### 4. ADMINISTRATION

##### 4.1 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 Primary Analysis Branch (PAB) and Data Prep will be wanting to start work 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.

##### 4.2 ORDER OF DOCUMENTS 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, 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.

##### 4.3 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.
3. Telephone reissues (Work Return 4) - to be used only for serial numbers reissued to you from a telephone interviewer.

Note Reissues are serial numbers already returned to HQ 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. Columns 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 1.

Instructions for Work Return 1 apply.

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



#### 4.8 EXCESS DOCUMENTS

The same materials will be used for all interviewing in the three Fieldwork months (March, April and May). The colour of the E questionnaire will vary with the month (see Section 2.2).

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.

Briefing Exercise Questions: Section 4

12. In what order should the questionnaires be returned?
13. Please list the checks to be carried out on the completed documents.

## 5. REISSUED ADDRESSES

- 5.1 WHAT ARE REISSUES? They are addresses from either the face-to-face or telephone samples which have been returned to HQ as non-response and are reissued to another interviewer to try again.
- 5.2 WHAT IS INCLUDED? Reissues include.-
- i. face-to-face circumstantial and outright refusals, and non-contacts, which are reassigned for another face-to-face approach:
  - ii. telephone refusals, addresses for which the wrong number was supplied or the number was unobtainable, and addresses where a face-to-face approach is preferable, for example because of language difficulties or hearing problems. All of these categories can be reissued for a face-to-face approach;
  - iii. telephone non-contacts and refusals. In 1989 all the former and half the latter will be reissued for a further telephone approach.
- 5.3 WHY REISSUE ADDRESSES? The main reason is to improve response. In 1988 reissues improved the face-to-face response by 1.6% and the telephone response was improved by 11.6%.
- Secondly the characteristics of some groups of non-responders can be so significantly different from the general population to make the extra effort expended on reissues, worthwhile. eg a high proportion of non-contacts could be shift workers or young single people who, although difficult to contact, we would wish to be adequately represented in the survey.
- 5.4 HOW WILL THEY BE SENT? Telephone reissues will be sent in one batch at the end of each survey month. You will normally be given two weeks in which to attempt the reissues.
- Face-to-face reissues may be sent to you at anytime during the field work month. Again you should attempt to complete them within a fortnight.
- In either case final dates for carrying out reissues every month are:
- |       |   |     |    |       |
|-------|---|-----|----|-------|
| March | = | Sat | 15 | April |
| April | = | Sat | 13 | May   |
| May   | = | Sat | 10 | June  |
- 5.5 COMPLETION OF REISSUES Face-to-face interviewers will be supplied with the original 'E' questionnaire from the telephone interviewer. These will not have been sifted at HQ, so quickly check that a recall is advisable. Overall, there will be only a very small number where it is not advisable to recall eg where an informant has

requested not to be called on because of a family bereavement or where informant contacted HQ to refuse.

If you have more than 1 or 2 addresses where you feel it is not advisable to recall or you think you will not have enough time to fit in the reissues before the end of fieldwork, phone HQ for advice.

For advice on approach/advisability of recalling, phone the Field Office.

For advice on completing work in time phone your Region.

You should not return reissues unattempted unless you have discussed the matter with one of the above.

Telephone interviewers will also receive the original 'E' questionnaire. For non-contacts it is advisable to make calls at times which have not been tried already. Recalls on refusals are generally advisable, since those addresses where the informant has contacted the telephone supervisor to refuse should have been extracted. However, if you are in doubt about the advisability of contacting a particular address, refer to the supervisor.

NB: When entering the outcome for reissues to the telephone at E9, do not delete the code entered by the first telephone interviewer.

#### 5.6 BACK DATING

Reference weeks should always be contained within the month to which the addresses were originally allocated. So, March reissues being carried out in April (and addresses first contacted in the hang-over-weeks) must be backdated to the last eligible week of March and so on for April and May. Back-dating dates are:-

March reissues (carried out in April)  
= week ending Sunday 26 March.

April reissues (carried out in May)  
= week ending Sunday 23 April.

May reissues (carried out in June)  
= week ending Sunday 21 May

Thus May 21 is the last valid reference date.

#### 5.7 METHOD

Do not feel apprehensive about recalling on informants who were apparently "difficult" on the phone. Experience has shown that many informants who refuse to cooperate at the first contact by telephone, can be persuaded to cooperate with a personal recall (in fact, this is true of face-to-face reissues also). Moreover, we know that people who refuse a first contact by telephone can be persuaded to cooperate in a subsequent telephone approach.

It's difficult to identify why informants change in this way but often, we know, a second call can convince the informant of the importance of the survey and persuade them to cooperate. In other cases, it might just be a different method of approach or calling at a different time of day that elicits a more favourable response. However, it is important to retain the positive approach you would adopt at a first call. Avoid mentioning that the address has been called on before unless the respondent mentions it. If this happens, be prepared to explain the systematic method of selecting addresses, in which no substitution is allowed and the importance of maintaining a balanced sample.

All addresses (whether originally telephone or face-to-face) will have been sent a letter at start of field work month but it is useful to have spare copies to show when informants deny or have forgotten receiving this letter. The purpose leaflet is useful in demonstrating the relevance of the survey to everyone, including the elderly (see the paragraph on people over pensionable age in employment). And the EEC Social Fund card is useful in persuading the unemployed that the survey is of benefit to everyone.

## 5.8 PLANNING

The reissues should be planned in much the same way as the rest of the quota ie carrying out the interviewing to obtain maximum response bearing economy in mind. With larger batches of reissues you should aim to deal with 6.5 addresses per day (6.0 in London). However, because of the disproportionate amount of effort required to deal with small quotas of reissues, an extra day will be allowed for dealing with batches of up to 12 addresses ie

|                     |   |        |
|---------------------|---|--------|
| 6 addresses or less | = | 2 days |
| 7-12 addresses      | = | 3 days |

(13 addresses and over, apply the normal strike rate rules)

Extra days are also allowed if you can combine the reissues with other work which does not involve a special journey, or detour, of over 10 miles to the reissues area.

There may be cases where there are only 1 or 2 addresses in a batch and the distance to the area is considerable (ie over 20 miles from home or other work). If you feel such a journey would be prohibitively expensive, phone your region, who will advise you on whether to carry out the reissues or not.

## 5.9 DOCUMENTS COMPLETION

Complete the documents in the usual way.

Remember to code Q1 on the E questionnaire (Is this a telephone reissue?) and outcome (Q12). Both were often overlooked last year - particularly for non-contacts.

Don't forget to account for all addresses sent to you on the relevant reissue work return.

5.10 CLAIMS

Claim 15 minutes for organising each stint of reissues.

Survey number = 769

Stage number = 13

Activity code = 4

(Face to face allocation only)

Interviewer Name V. Jewer ...

Fieldwork month May .....

Interviewer  
Auth No →

|   |   |   |   |
|---|---|---|---|
| 2 | 1 | 3 | 4 |
|---|---|---|---|

Area No. Stint No

|    |     |
|----|-----|
| 07 | 025 |
|----|-----|

| Add-<br>ress<br>No. | House<br>-hold<br>No. | Check<br>lett-<br>er | OUTCOME (E12) |             |             |              |                                  | Phone<br>No(E10) |     |
|---------------------|-----------------------|----------------------|---------------|-------------|-------------|--------------|----------------------------------|------------------|-----|
|                     |                       |                      | RING CODE     |             |             |              | ENTER<br>CODE<br>INELI<br>-GIBLE | Yes              | No  |
|                     |                       |                      | FULL<br>INT   | PART<br>INT | OUT'<br>REF | CIRC'<br>REF |                                  |                  |     |
| 01                  | 01                    | F                    | 01            | 02          | 06          | 07           | 08                               | 1                | 2   |
| 02                  | 01                    | G                    | 01            | 02          | 06          | 07           | 08                               | 1                | 2   |
| 03                  | 01                    | H                    | 01            | 02          | 06          | 07           | 08                               | 1                | 2   |
| 04                  | 01                    | J                    | 01            | 02          | 06          | 07           | 08                               | 09               | 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

|    |    |   |    |    |    |    |    |    |     |
|----|----|---|----|----|----|----|----|----|-----|
| 05 | 01 | K | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 05 | 02 | K | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 05 | 03 | K | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 05 | 04 | K | 01 | 02 | 06 | 07 | 08 | 09 | 1 2 |

|    |    |   |    |    |    |    |    |    |     |
|----|----|---|----|----|----|----|----|----|-----|
| 06 | 01 | L | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 07 | 01 | M | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 10 | 01 | P | 01 | 02 | 06 | 07 | 08 | 1  | 2   |
| 12 | 01 | R | 01 | 02 | 06 | 07 | 08 | 14 | 1 2 |

|    |    |   |    |    |    |    |    |   |   |
|----|----|---|----|----|----|----|----|---|---|
| 13 | 01 | S | 01 | 02 | 06 | 07 | 08 | 1 | 2 |
| 14 | 01 | T | 01 | 02 | 06 | 07 | 08 | 1 | 2 |
| 16 | 01 | V | 01 | 02 | 06 | 07 | 08 | 1 | 2 |
| 17 | 01 | W | 01 | 02 | 06 | 07 | 08 | 1 | 2 |

|    |    |   |    |    |    |    |    |   |   |
|----|----|---|----|----|----|----|----|---|---|
| 18 | 01 | X | 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 |

Number of addresses in this return → 14

Number of addresses still to be returned in this stint → 26

Date of despatch 19 5.88

Interviewer

Auth No →

**3 2 1 4**

Interviewer Name: ...

**I. Viewing**

Area No. Stint No.

**1 2 0 1 4**

Fieldwork Month : ...

**April**

| Add-ress No. | House-hold No. | Check-let-ter | OUTCOME (E12)           |           |           |            |           | ENTER CODE: INELI-GIBLE | Phone No (E10) obtained |    | Ring X if not attempted |
|--------------|----------------|---------------|-------------------------|-----------|-----------|------------|-----------|-------------------------|-------------------------|----|-------------------------|
|              |                |               | ← RING CODE FULL INT' → | PART INT' | OUT' REF' | CIRC' REF' | NON-CONT' |                         | Yes                     | No |                         |
| 03           | 01             | E             | 01                      | 02        | 06        | 07         | 08        |                         | 1                       | 2  | X                       |
| 04           | 01             | F             | 01                      | 02        | 06        | 07         | 08        |                         | 1                       | 2  | X                       |
| 09           | 01             | K             | 01                      | 02        | 06        | 07         | 08        | 12                      | 1                       | 2  | X                       |
| 12           | 01             | M             | 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.

|    |    |   |    |    |    |    |    |  |   |   |   |
|----|----|---|----|----|----|----|----|--|---|---|---|
| 15 | 01 | R | 01 | 02 | 06 | 07 | 08 |  | 1 | 2 | X |
| 15 | 02 | R | 01 | 02 | 06 | 07 | 08 |  | 1 | 2 | X |
| 16 | 01 | S | 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 |

Number of addresses in despatch →

**0 5**

Date of despatch **27/4/88**

(Telephone to Field Reissues only)

Interviewer  
Auth →

|   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Interviewer Name I. VIEWER

Area No Stint No.

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 7 | 0 | 2 | 1 |
|---|---|---|---|---|

Fieldwork Month MARCH

| Add-ress No. | House-hold No. | Check lett-er | OUTCOME (Σ12) |          |         |          |          |                        | Ring X if not attempted |
|--------------|----------------|---------------|---------------|----------|---------|----------|----------|------------------------|-------------------------|
|              |                |               | ← RING CODE → |          |         |          |          | ENTFR CODE INELI-GIBLE |                         |
|              |                |               | FULL INT      | PART INT | OUT REF | CIRC REF | NON-CONT |                        |                         |
| 01           | 01             | A             | 01            | 02       | 06      | 07       | 08       |                        | X                       |
| 04           | 01             | D             | 01            | 02       | 06      | 07       | 08       |                        | X                       |
| 06           | 01             | F             | 01            | 02       | 06      | 07       | 08       |                        | X                       |
| 07           | 01             | G             | 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.

|    |    |   |    |    |    |    |    |  |   |
|----|----|---|----|----|----|----|----|--|---|
| 09 | 01 | J | 01 | 02 | 06 | 07 | 08 |  | X |
| 12 | 01 | M | 01 | 02 | 06 | 07 | 08 |  | X |
| 16 | 01 | P | 01 | 02 | 06 | 07 | 08 |  | X |
| 16 | 02 | P | 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 |
|  |  |  | 01 | 02 | 06 | 07 | 08 |  | X |
|  |  |  | 01 | 02 | 06 | 07 | 08 |  | X |
|  |  |  | 01 | 02 | 06 | 07 | 08 |  | X |

Number of addresses in despatch →

|   |   |
|---|---|
| 0 | 7 |
|---|---|

Date of despatch

12/4/88



Office of Population Censuses and Surveys

Room 431, Social Survey Division  
St Catherines House 10 Kingsway London WC2B 6JP

Telephone 01 242 0262 ext 2342

---

The Residents

Your reference

Our reference

Date

---

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.

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 in the day.

Any information you give will be treated in confidence. The results will not be used in any way in which they can be associated with your name or address. No identifiable information about you or your household will be passed to other government departments, local authorities, members of the public or the press.

Your help with this survey will be very much appreciated.

Yours sincerely,

*Paul Hyatt*

Paul Hyatt

Field Officer

|       | JANUARY        |    |    |    | FEBRUARY       |    |    |    | MARCH           |    |    |    |    |      |       |
|-------|----------------|----|----|----|----------------|----|----|----|-----------------|----|----|----|----|------|-------|
| Mon   | 4 <sup>°</sup> | 11 | 18 | 25 | 1              | 8  | 15 | 22 | 29              | 7  | 14 | 21 | 28 | Mon  |       |
| Tues  | 5              | 12 | 19 | 26 | 2              | 9  | 16 | 23 |                 | 1  | 8  | 15 | 22 | 29   | Tues  |
| Wed   | 6              | 13 | 20 | 27 | 3              | 10 | 17 | 24 |                 | 2  | 9  | 16 | 23 | 30   | Wed   |
| Thurs | 7              | 14 | 21 | 28 | 4              | 11 | 18 | 25 |                 | 3  | 10 | 17 | 24 | 31   | Thurs |
| Fri   | 1 <sup>°</sup> | 8  | 15 | 22 | 29             | 5  | 12 | 19 | 26              | 4  | 11 | 18 | 25 |      | Fri   |
| Sat   | 2              | 9  | 16 | 23 | 30             | 6  | 13 | 20 | 27              | 5  | 12 | 19 | 26 |      | Sat   |
| Sun   | 3              | 10 | 17 | 24 | 31             | 7  | 14 | 21 | 28              | 6  | 13 | 20 | 27 |      | Sun   |
|       | APRIL          |    |    |    | MAY            |    |    |    | JUNE            |    |    |    |    |      |       |
| Mon   | 4              | 11 | 18 | 25 | 2 <sup>°</sup> | 9  | 16 | 23 | 30 <sup>°</sup> | 6  | 13 | 20 | 27 | Mon  |       |
| Tues  | 5              | 12 | 19 | 26 | 3              | 10 | 17 | 24 | 31              | 7  | 14 | 21 | 28 | Tues |       |
| Wed   | 6              | 13 | 20 | 27 | 4              | 11 | 18 | 25 |                 | 1  | 8  | 15 | 22 | 29   | Wed   |
| Thurs | 7              | 14 | 21 | 28 | 5              | 12 | 19 | 26 |                 | 2  | 9  | 16 | 23 | 30   | Thurs |
| Fri   | 1 <sup>°</sup> | 8  | 15 | 22 | 29             | 6  | 13 | 20 | 27              | 3  | 10 | 17 | 24 |      | Fri   |
| Sat   | 2              | 9  | 16 | 23 | 30             | 7  | 14 | 21 | 28              | 4  | 11 | 18 | 25 |      | Sat   |
| Sun   | 3              | 10 | 17 | 24 |                | 1  | 8  | 15 | 22              | 29 | 5  | 12 | 19 | 26   | Sun   |

|       | JULY    |    |    |    | AUGUST         |    |    |    | SEPTEMBER |    |    |    |                 |                 |       |       |
|-------|---------|----|----|----|----------------|----|----|----|-----------|----|----|----|-----------------|-----------------|-------|-------|
| Mon   | 4       | 11 | 18 | 25 | 1 <sup>°</sup> | 8  | 15 | 22 | 29        | 5  | 12 | 19 | 26              | Mon             |       |       |
| Tues  | 5       | 12 | 19 | 26 | 2              | 9  | 16 | 23 | 30        | 6  | 13 | 20 | 27              | Tues            |       |       |
| Wed   | 6       | 13 | 20 | 27 | 3              | 10 | 17 | 24 | 31        | 7  | 14 | 21 | 28              | Wed             |       |       |
| Thurs | 7       | 14 | 21 | 28 | 4              | 11 | 18 | 25 |           | 1  | 8  | 15 | 22              | 29              | Thurs |       |
| Fri   | 1       | 8  | 15 | 22 | 29             | 5  | 12 | 19 | 26        | 2  | 9  | 16 | 23              | 30              | Fri   |       |
| Sat   | 2       | 9  | 16 | 23 | 30             | 6  | 13 | 20 | 27        | 3  | 10 | 17 | 24              |                 | Sat   |       |
| Sun   | 3       | 10 | 17 | 24 | 31             | 7  | 14 | 21 | 28        | 4  | 11 | 18 | 25              |                 | Sun   |       |
|       | OCTOBER |    |    |    | NOVEMBER       |    |    |    | DECEMBER  |    |    |    |                 |                 |       |       |
| Mon   | 3       | 10 | 17 | 24 | 31             | 7  | 14 | 21 | 28        | 5  | 12 | 19 | 26 <sup>°</sup> | Mon             |       |       |
| Tues  | 4       | 11 | 18 | 25 |                | 1  | 8  | 15 | 22        | 29 | 6  | 13 | 20              | 27 <sup>°</sup> | Tues  |       |
| Wed   | 5       | 12 | 19 | 26 |                | 2  | 9  | 16 | 23        | 30 | 7  | 14 | 21              | 28              | Wed   |       |
| Thurs | 6       | 13 | 20 | 27 |                | 3  | 10 | 17 | 24        |    | 1  | 8  | 15              | 22              | 29    | Thurs |
| Fri   | 7       | 14 | 21 | 28 |                | 4  | 11 | 18 | 25        |    | 2  | 9  | 16              | 23              | 30    | Fri   |
| Sat   | 1       | 8  | 15 | 22 | 29             | 5  | 12 | 19 | 26        |    | 3  | 10 | 17              | 24              | 31    | Sat   |
| Sun   | 2       | 9  | 16 | 23 | 30             | 6  | 13 | 20 | 27        |    | 4  | 11 | 18              | 25              |       | Sun   |

|       | JANUARY                    | FEBRUARY                               | MARCH                      |       |
|-------|----------------------------|--|----------------------------|-------|
| Mon   | 2 <sup>S</sup> 9 16 23 30  | 6 13 20 27                             | 6 13 20 27                 | Mon   |
| Tues  | 3 <sup>S</sup> 10 17 24 31 | 7 14 21 28                             | 7 14 21 28                 | Tues  |
| Wed   | 4 11 18 25                 | 1 8 15 22                              | 1 8 15 22 29               | Wed   |
| Thurs | 5 12 19 26                 | 2 9 16 23                              | 2 9 16 23 30               | Thurs |
| Fri   | 6 13 20 27                 | 3 10 17 24                             | 3 10 17 24 <sup>S</sup> 31 | Fri   |
| Sat   | 7 14 21 28                 | 4 11 18 25                             | 4 11 18 25                 | Sat   |
| Sun   | 1 8 15 22 29               | 5 12 19 26                             | 5 12 19 26                 | Sun   |
|       | APRIL                      | MAY                                    | JUNE                       |       |
| Mon   | 3 10 17 24                 | 1 <sup>S</sup> 8 15 22 29 <sup>S</sup> | 5 12 19 26                 | Mon   |
| Tues  | 4 11 18 25                 | 2 9 16 22 30                           | 6 13 20 27                 | Tues  |
| Wed   | 5 12 19 26                 | 3 10 17 24 31                          | 7 14 21 28                 | Wed   |
| Thurs | 6 13 20 27                 | 4 11 18 25                             | 1 8 15 22 29               | Thurs |
| Fri   | 7 14 21 28                 | 5 12 19 26                             | 2 9 16 23 30               | Fri   |
| Sat   | 1 8 15 22 29               | 6 13 20 27                             | 3 10 17 24                 | Sat   |
| Sun   | 2 9 16 23 30               | 7 14 21 28                             | 4 11 18 25                 | Sun   |

|       | JULY          | AUGUST                  | SEPTEMBER               |       |
|-------|---------------|-------------------------|-------------------------|-------|
| Mon   | 3 10 17 24 31 | 7 <sup>S</sup> 14 21 28 | 4 11 18 25              | Mon   |
| Tues  | 4 11 18 25    | 1 8 15 22 29            | 5 12 19 26              | Tues  |
| Wed   | 5 12 19 26    | 2 9 16 23 30            | 6 13 20 27              | Wed   |
| Thurs | 6 13 20 27    | 3 10 17 24 31           | 7 14 21 28              | Thurs |
| Fri   | 7 14 21 28    | 4 11 18 25              | 1 8 15 22 29            | Fri   |
| Sat   | 1 8 15 22 29  | 5 12 19 26              | 2 9 16 23 30            | Sat   |
| Sun   | 2 9 16 23 30  | 6 13 20 27              | 3 10 17 24              | Sun   |
|       | OCTOBER       | NOVEMBER                | DECEMBER                |       |
| Mon   | 2 9 16 23 30  | 6 13 20 27              | 4 11 18 25 <sup>S</sup> | Mon   |
| Tues  | 3 10 17 24 31 | 7 14 21 28              | 5 12 19 26 <sup>S</sup> | Tues  |
| Wed   | 4 11 18 25    | 1 8 15 22 29            | 6 13 20 27              | Wed   |
| Thurs | 5 12 19 26    | 2 9 16 23 30            | 7 14 21 28              | Thurs |
| Fri   | 6 13 20 27    | 3 10 17 24              | 1 8 15 22 29            | Fri   |
| Sat   | 7 14 21 28    | 4 11 18 25              | 2 9 16 23 30            | Sat   |
| Sun   | 1 8 15 22 29  | 5 12 19 26              | 3 10 17 24 31           | Sun   |

Reference Card

SHIFTWORK

1989 LFS(A): B52  
LFS(C): Supplement B26

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)



Office of Population Censuses and Surveys

Room 431, Social Survey Division  
St Catherine's House 10 Kingsway London WC2B 6JP

Telephone 01 242 0262 ext 2342

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The Residents

Your reference

Our reference

Date

---

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 contacted for 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 in the day.

Any information you give will be treated in confidence. The results will not be used in any way in which they can be associated with your name or address. No identifiable information about you or your household will be passed to other government departments, local authorities, members of the public or the press.

Your help with this survey will be very much appreciated.

Yours sincerely,

*Paul Hyatt*

Paul Hyatt

Field Officer

EUROPEAN SOCIAL FUND - 1987

| <u>Applicant</u>   | <u>Scheme</u>  | <u>Number<br/>involved</u> | <u>Allocation<br/>£</u>                  |
|--|--|----------------------------|--|
| 1 Lancashire Enterprises Ltd<br>PRESTON                                  | Vocational training of disabled people over 25, to a sufficient level to enable them to move into office-based jobs.   | 16                         | 33,515                                   |
| 2 Strathclyde Regional Council<br>GLASGOW                                | Training for young mentally and physically handicapped people, so that they can more effectively compete in the open labour market, armed with the necessary communication and job skills. | 350                        | 182,738                                  |
| 3 Tyneside Womens' Employment Project-Womens' Skills Centre<br>GATESHEAD | Vocational training for unemployed women over 25 in trades in which women are under-represented, specifically computing and carpentry/joinery  | 40                         | 148,674                                  |
| 4 Construction Industry Training Board<br>LONDON                         | 2 year broad-based vocational training for unemployed school leavers in all principal construction industry trades   | 8383                       | 4,167,168                                |
| 5 Manpower Services Commission, Employment Services<br>All Regions       | Enterprise Allowance Scheme. providing unemployed women aged 25 and over, with the opportunity to establish themselves in stable employment by operating their own businesses              | 10,163                     | 5,716,687                                |
| 6 Doncaster College for the Deaf<br>DONCASTER                            | Vocational, life and social skill training, to assist and prepare hearing impaired people under 25, for useful and productive employment in the open labour market.                        | 110                        | 431,685                                  |
| 7 Arreton Co-operative Horticultural Training Unit<br>NEWPORT, IOW.      | To assist the integration of people aged 25 and over with physical and mental handicaps into the labour force by establishing a horticultural training unit.                               | 20                         | 68,508                                   |
| 8 Wales Co-operative Development and Training Centre Ltd.<br>CARDIFF     | To provide a network of co-operative and community enterprise trainers.  | 80                         | 229,450<br>(1 April '86-<br>30 Sept '88) |

REFERENCE MANUAL

1989 LABOUR FORCE SURVEY (A)

D0769

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1. QUESTIONNAIRE E

1.1 The Questions

E1: Telephone reissue (face to face interviewers only)

It is possible that this address was reissued for face-to-face interview (see section 5 in the instructions). 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.

E2: Address check

E3 This is the first question to be coded by telephone interviewers

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

E6: Calls made on household by telephone

This grid enables you to record the date and time of each call made at or to 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 or to an address was on Wednesday 12 April at 1 o'clock in the afternoon, it would be recorded as:

| Ring call No. | Day | Date | Month | Time: 24 hr clock | Any int. done | No reply | Appt. made | Int. with-draws | Notes |
|---------------|-----|------|-------|-------------------|---------------|----------|------------|-----------------|-------|
| 01            | WED | 12   | 4     | 1300              | 90            | J        | K          | L               |       |
| 02            |     |      |       |                   | 90            | J        | K          | L               |       |

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

Telephone interviewers should enter their authority number and the time spent interviewing at each call. They should also tick the appropriate box on the front of the questionnaire to show that a time 'zone' has been tried.

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 E9/E12 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.

Telephone interviewers: You will be advised by the supervisor when to cease telephoning numbers from which there is no reply.

Face-to face interviewers:

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.

E4/E7: Total number of calls

Below the calls grid is a space for you to enter the total number of calls made 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 for face-to-face approach, DO NOT count the calls made on the phone (which will have been recorded over the page at E7). Include calls made in person by another, earlier, interviewer. If the address has been reissued from one telephone interviewer to another all telephone contacts should be counted.

E5/E8: Calls made to first contact

Enter here the number of calls made up to the first time you spoke to somebody resident at the address. It is the number of this contact which should be entered even if no interviewing took place then, or at all. However, if the contact is with somebody not resident at the address it should not be entered.

If no contact is made, or the address is ineligible, enter the total number of calls as at E4/E7.

E11: Number of household spaces at this address

Enter here the total number of household spaces at the address, including resident households and empty household spaces.

In the ordinary case there will be only the one household space at the address, and the number will be 01. If there are no household spaces, eg if the address is an institution or is used solely for business purposes or is completely demolished, enter 01 here. This is purely a convention to aid processing: '00' is not a valid code. If no sample is selected at the address (code 16 at E12) leave E11 blank.

Note that the number of household spaces (E11) may be greater than the number of households at the address (boxes at A11 B) if any of the spaces is unoccupied, but it can never be less.

Telephone interviewers should, on finding more than one household, refer to the supervisor, stopping the interview if necessary and telling the respondent that a further call might be made.

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.

**E9/12 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 and over.

**Code 02: Part interview**

At least one B questionnaire must have been completed for 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).

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.

**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 E9 or 12 and to give details at E22.

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). Telephone interviewers should only use this code when advised by the supervisor.

**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.

Telephone interviewers: You should use this code only if you are actually told that the address is vacant, for example, where a decorator answers and says that the prospective residents have not yet moved in. Do not use this code if you simply get no reply.

**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).

Face-to-face interviewers should only use this code if there is no trace of an address after contacting SIU (ext 2276/2357) and being told that the address does not exist.

**Code 14: Non-residential**

This includes property used solely for business purposes.

**Code 15: Institution**

See definition in Section 1 of the 'Interviewer Instructions'.

Face-to-face interviewers only

**Code 16. No sample selected** applies only in Scotland.

Telephone interviewers only

**Codes 21-29:**

It is important to ring the correct code at E9 and to give details at E22. 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 interviewer with useful information.

**Code 21: Incorrect phone number for sample address**

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 permits, 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 26), 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 E22 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 1988 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. This code also covers situations where an informant would be willing to take part but for the fact that they cannot use the telephone (eg the respondent is deaf or the phone is needed for important incoming calls).

**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 E6 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).

Face-to-face interviewers should ensure that this question, as well as E13-E15, is completed while you are still with the household, so do not leave these items until you get home, or back to your car.

**E13: Use of a telephone**

(Face-to-face interviewers only)

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.

**E14: Telephone number**

(Face-to-face interviewers only)

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 household is agreeable to taking part in a further interview, but only that its members have agreed to let us have their telephone number.

The telephone numbers are being collected because:

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

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

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

If the respondent refuses to give the telephone number you must ring X at this question and explain why, either at this question or in spare space at E22.

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

**Telephone interviewers**

In most cases this number can simply be copied from the front of the E questionnaire. In some cases the wrong number has been supplied, and you should enter the correct one here with full STD code.

**E15: 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'. Ring X if the information is refused, or if you believe that the respondent would react badly to being asked their name.

**E16: 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, or from the call being answered to end of call. If interviewing spreads over two or more calls or visits, record the aggregate time taken for all the calls or visits. Telephone interviewers will need to aggregate the times shown at E6.

**E17/19: Number of questionnaires**

Record the number of A questionnaires for the household at E17 and the number of B questionnaires at E19.

**E18: C/D Scottish Questionnaire**

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

**E20: 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 E22. If this question is coded 2 ('No'), ie the outcome is partial response, then E12 should have been coded 02 (and vice versa).

**E22: Details of partial response, refusals, non-contacts, ineligible**

E22 is designed to enable interviewers to code details about the address when a full interview is not obtained.

Briefing exercise questions Definition Manual Section 1

16. What is entered at question E5?
17. In what circumstances are the figures at E4 + E5 the same?
18. Which outcome code is used when there is no trace of an address?

## QUESTIONNAIRE A

### 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 space 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.

### 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 standard definitions of these terms (see the Definitions Section at the end of this manual).

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

After establishing the number of people in the household ring the relevant person numbers at A1.

If there are more than 9 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.

Remember that in deciding who is the HOH we treat cohabiting couples just the same as married couples - the man is automatically taken as HOH, even if the property is owned or rented by the woman, or comes with her job.

The HOH takes the first line, and code 01 is already entered. The others can come in any order. Thus the second line might say 'wife' and be coded 02. The next lines might be 'son' and 'daughter', and both would be coded 03. Then there might be 'mother-in-law', which would be code 04, and finally 'boarder', code 10.

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 house 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 10).
- Sons-in-law and daughters-in-law of HOH/wife are 'Other relation of HOH/wife' (code 08).
- 'Cohabitee', 'partner', 'girlfriend' etc should be coded 'cohabitee' (code 09), but do not probe 'wife' or 'husband' to establish cohabitation. If the respondent volunteers the information 'common-law wife' without probing, code 09 should be used.

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.

#### A4: Date of Birth

We want the day, month, and year of birth of all members of the household.

Enter the two digits of the month and the last two digits of the year. Thus a person born on 22 April 1939 will be entered as 22 04 39 . '89' is used to mean 1989 and can be used only for babies born this year. If a respondent was born in 1890 or earlier, enter 90 in the year column.

#### A5: Age

Calculate respondents 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 should ask as a running prompt "Are you married, living together, single, widowed, divorced or separated?" Code living together as code 2 (cohabiting): this has priority over the single, widowed, divorced and separated codes.

You need not ask this question for HOH and wife if you have already been told, when asking about relationship, about "my wife" or "my husband" living in the household. Just ring code "1" for "married". Similarly, if you have been told about "my girlfriend" or "common-law-wife", then ring code 2 without asking the question.

You should read the whole question irrespective of the composition of the household: do not try to amend the question to suit the circumstances. You should, for example, read the "living together" category to someone living alone, or to two people of the same sex. If challenged on this point, you should say that it is a standard question asked of everyone, and so has to cover all possible situations. (In fact a sole resident at an address may be a cohabitee, just as he/she may be married, if the partner is temporarily resident elsewhere).

Where two people of the same sex select the "living together" option, you should tell them that we mean by this "living together as husband and wife", and probe for another response.

Remember to code marital status for all members of the household, including children. Note that children under 16 should always be coded 3 (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. See the definition section for guidance (rear of this manual).

#### 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, then complete the interview and ask the informant, if the other households are contactable by telephone and get as much detail as possible. Then refer to the Supervisor.

#### A9/A10: Total number of persons in household/persons aged 16 and over in household

Enter the numbers 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 A11A 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 Scottish households past the tenure questions which are collected on the C/D questionnaire.

##### 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/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. 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-A28: Complete one column for each household member in turn, including those aged under 16. Ring the person number at the top of each column**

Interviewers may find it useful to read these questions across the page about every household member. This can save unnecessary repetition of questions - but be careful when signposts differ.

**A18-A21: 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), '89' is used to mean 1989. Code '90' if the respondent arrived in the UK in 1890 or earlier.

**A21: 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 A21. Telephone interviewers should read the question out.

Telephone interviewers should be prepared to read out each category from the list. However, if a respondent selects a particular category there is no need to continue with the remaining categories.

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.

#### A22-A28: RESIDENCE ONE YEAR AGO AND JOB-RELATED MOVES

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

##### A22: 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 1988. Code 1 applied if the person was temporarily away from this accommodation during that month in 1988, or if the permanent move to the present accommodation was made during that month.

##### A23: 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 Person 02 onwards who were living in the same place as Person 01 one year ago.

**A25: 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.

**A26: 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 in the coding column (under the 'No. of times' heading).

**A27/A28: Help in moving**

At A28, 'move' should be defined in the same way as at A25.

The 'employer concerned' may be either the existing employer at the time of the move, or a new employer. Where more than one move has been indicated at A26, 'Yes' is the appropriate answer at A27 if help has been given for at least one move.

At A28, if money help was given for more than 8 moves, code 8.

Briefing exercise question Definition Manual Section 2

19. What relationship to HOH code is given to a cohabitee at QA2?

20. Enter family units on the grid provided for the following household:

- 01 HOH
- 02 WIFE
- 03 SON (UNMARRIED)
- 04 DAUGHTER (DIVORCED)
- 05 GRAND DAUGHTER (CHILD OF 04).

## 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 2.10 'Whom to interview' are met.

The following instructions apply for both telephone and face-to-face interviewers, unless otherwise stated.

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. Do not put 00 in the respondent box.

#### Serial number

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 E22.

Brackets are used in two forms in the questions and categories on the B questionnaire.

Where round brackets ( ) are used, this means that the phrase in the bracket must read out, OR an appropriate phrase should be substituted. For example (DATE AT B1) means that you must read out the reference week date at B1.

Where square brackets [ ] are used, it is up to you whether to use the phrase contained in the brackets. For example, it would not be appropriate to read out the category [Youth Training Scheme] at B3 to a 50-year old.

### B1-B8: WHETHER WORKING OR ON GOVERNMENT SCHEME 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   | ) | 04.4 |                         |
| Wednesday | ) | 05.4 | all have reference week |
| Friday    | ) | 07.4 | ending Sunday 02.4      |
| Saturday  | ) | 08.4 |                         |

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 Government Schemes

This question 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. You need read out the YTS category only to those aged 16-20.

The treatment of people on government 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.

For your information, notes on these schemes are given below:

Youth Training Schemes vary. They focus on unemployed 16-year-olds and provide mainly a two year integrated programme of training, education, and work experience. Most of the programmes are run not by the Dept of Employment's Training Agency but by managing agents co-ordinating contributions from employers and colleges etc.

#### 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 16-19 year olds for whom Youth Training Scheme places are inappropriate.

Employment Training was introduced on 5 September 1988 to replace a number of existing adult programmes run by the then MSC, including Community Programme (CP), Job Training Scheme (JTS) and Voluntary Projects Programme (VPP) (However, it is currently still possible for people to be on VPP and JTS - see notes below). It is mainly for people who have been unemployed for six months or more and is designed to meet people's needs by offering an individually tailored package of practical and directed training to help them acquire the skills and experience they need to compete for jobs.

#### Voluntary Projects Programme (VPP)

The Voluntary Projects Programme, is run by the Dept of Employment's Training Agency. 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.

#### Job Training Scheme (JTS)

This scheme is run by the Dept of Employment's Training Agency to provide training for people who want to improve their job prospects by learning new or additional skills. It is 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.

Include at the appropriate code people who were away from a scheme temporarily because of illness or holiday or some other reason.

#### B4. Type of YTS/ET

In about two thirds of YTS schemes the young person will work with an employer but will receive a minimum of three months training in a year, some or all of which may be at a college. In about one third of the schemes the participants will spend most of each 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.

For the great majority of people on ET, there will be at least an element of practical training.

DE wants us to code whether participants were with an employer or on a project providing work experience or practical training, or at a college or training centre in the reference week. If a respondent was both with an employer or on a project, and at a college or training centre in the reference week, code 1 or 2 as appropriate. 'On the job' training or training on the employer's premises counts as work experience (code 1).

If the participant was ill in the reference week or away from the scheme for any other reason, use codes 4 and 5 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 4.

#### 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.

**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, B14 Interviewer statement**

This statement must be read out when details are to be gathered for a person on a government scheme.

**B8: Main reason away from work (last week)**

This question also covers respondents on YTS and ET 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 B152 where there is no code 11, 12 or 13) has been adopted for processing reasons.

#### **B10-B26: 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 change 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 B16.

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.

##### **B10: 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 people on government schemes who are with an employer gaining work experience. They are directed to B15.

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: Reason for taking a temporary job**

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 B10 (code 3).

**B13: 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.

**B15 and B16: 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 B15 and B16 (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.

Face-to-face interviewers should code occupation and industry after the interview. Telephone interviewers are not required to code occupation and industry.

**B17: 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.)

Those who have already said that they are on government schemes need not be asked this question, but should be coded 3. All other respondents must have this question asked of them. It is not permissible to refer and record the answer without asking the question.

#### **B18: 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.

#### **B20A/B. Employees at workplace**

This question has two alternative wordings according to whether the respondent is an employee (B20A) or self-employed (B20B).

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.

#### **B22: Owner-Manager**

At this question we want to identify people who both own and manage the business in which they work. They need not be the only manager in the business. Many owner-managers will have been self-employed in the past, and arranged 'incorporated business' status as the business expanded, with themselves as employees of the business. An owner-manager need not be the sole owner of a business.

#### **B23: 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 B74.

#### 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.

#### B24-B26: Redundancy

These questions (along with B83-B85) are designed to provide an estimate of the numbers of people made redundant. In general, to be eligible for a redundancy payment one must have been an employee, with at least two years' continuous service, dismissed because the employer was closing down or cutting back on staff. Normally the employee's job will have disappeared, and nobody will have been engaged as a direct replacement. However, dismissed workers still qualify for redundancy payment if a retained employee has moved into their post, provided that there has been a net loss of jobs. Thus B25 should identify all those eligible (they will be coded 1 or 2). The redundancy payment should be made at the time of dismissal or shortly thereafter.

Strictly speaking, anyone made redundant should receive a payment, though it is possible that somebody dismissed recently will not yet have received a payment. If they are confident that a payment will be made, then code 1 (B26) can be used.

If there is genuine doubt as to whether a payment will be made, then code 2 (B26) can be used. This could apply where an individual has made a written claim for redundancy payment on their own initiative: this can occur where the person has been laid off or put on short time, or has reached the end of a fixed term contract (of under two years) without it being renewed. If an employee is in dispute over eligibility for a redundancy payment, and has taken the case to an industrial tribunal (or is considering doing so) then code 2 (B26) can be used.

Apart from the situations mentioned in the previous paragraphs, one cannot have been made redundant and not received a payment, and so if the respondent selects code 2 (B26) their circumstances should be probed. If they do not match those mentioned, then code 3 (B26) should be used. There are two situations in particular where the respondent might think of themselves as 'redundant' when they are not, these being:-

- i. where the individual has lost a job when the firm closed or cut down on staff, but had not served the time required to qualify for redundancy payment;
- ii. where back pay or holiday pay had been given when the individual left the job.

In most circumstances an employee resigning on their own initiative is not eligible for redundancy payment.

**B28: 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.

**B29: Reason for taking a part-time job**

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 a job in their preferred field.

**B30-B35: SICKNESS ABSENCE**

**B30. Sickness absence (last week)**

This question identifies 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 B8.

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

**B31: 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 B31. (If, however, they became ill on Friday, enter 2 at B31, 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.

**B32: Sickness payments**

Note that the first applicable category should be coded. It is likely that the respondent will not yet know for certain which of the categories applies, especially if he/she is acting as a proxy informant. It is for this reason that we ask whether they expect to get one of these forms of payment. The 'don't know' category is to be used only where the informant is unable to identify any of the first four categories as more likely than the rest. The 'don't know' category should not be read out to the informant.

**B33: 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 B31, count all days in the sickness period, not just working days. Sundays are not counted even if the respondent normally works them. 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.

**B34: 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.

**B35: Spells of sickness**

As with B33, where the respondent returned to work even for a short period (of at least one day) during a prolonged absence, then two distinct periods of sickness occurred.

Each spell of sickness must have lasted at least one day.

If the respondent answers "don't know", encourage them to specify whether there had been at least one absence, and use code 99 if appropriate. Note that the current spell of sickness is not to be counted.

#### B36-50: HOURS WORKED IN MAIN JOB

The preamble here (B36) is designed to introduce respondents to the fact that we will ask questions concerning hours of paid and unpaid overtime worked, as well as basic hours worked. The full preamble need not be repeated where one person is responding for each household member, but it should be read, slowly and in full, for each separate respondent.

An anticipated advantage of this question is that those people who cannot identify some of their hours worked as overtime need not be asked questions on overtime. They will instead be asked question 37, which is concerned with their total hours worked. It is however likely that some people will answer 'yes' at 36 and then give 'none' as their answer at both 39 and 40. This is acceptable. It is also acceptable, and indeed to be expected, that some of those answering 'Yes' at 36 will answer "zero" at 39 or 40.

For questions B37-B40, if the work pattern is not based on a week, get 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 people in vocational training, exclude any time spent in school or other special training centres outside their workplace. This time will be picked up at B141.

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.

#### B37: USUAL WEEKLY HOURS I

Respondents are directed to this question if they answer 'no' at B36, ie they do not do work which they would regard as overtime. This question asks for the total number of usual hours worked excluding mealbreaks. Mealbreaks should be excluded from the total, whether or not they are paid.

#### B38: USUAL WEEKLY HOURS II

Respondents are directed to this question if they answer 'yes' at B36. This question asks for hours worked per week excluding mealbreaks (as above), and also excluding any overtime (which is collected separately at B39 and B40).

#### B39: USUAL PAID OVERTIME HOURS

Include paid overtime hours only. Where an employee works on some kind of flexitime system paid overtime should be registered only if no compensatory time off is taken. Where overtime is worked on a seasonal or irregular basis, and the respondent has difficulty in providing a "usual" figure, take the average over the last 4 weeks.

Include hours worked at home if paid.

**B40: USUAL UNPAID OVERTIME**

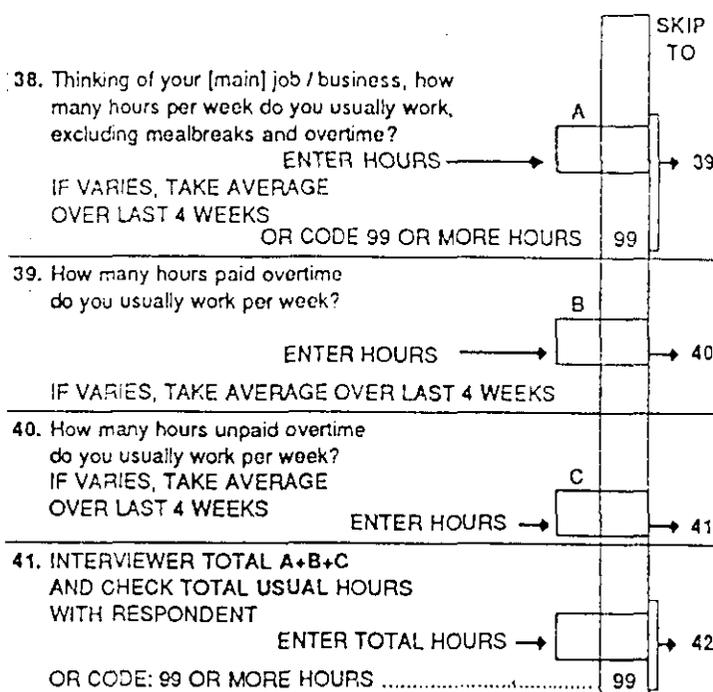
Include unpaid hours worked at home, for example teachers preparing lessons at home, as well as unpaid hours worked at the workplace.

**B41: TOTAL USUAL WEEKLY HOURS**

Add the number of hours entered in boxes A, B and C (at B38, B39 and B40). 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 B41 and the hours the respondent has actually given you in answer to B38, 39 and B40.

Let us look more closely at how this can happen and what you should do about it:



**B38:** 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.

**B39:** The number of paid 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.

**B40:** Usually two hours unpaid overtime are worked in a week.

**B41:** The total number of hours entered in the coding boxes at B38, B39 and B40 = 44. However, the total hours as given by your respondent = 43.

The hours you should add and the total you should record at B41 should be the hours as given by the respondent.

Therefore, in this example, (B38)  $37\frac{1}{2}$ , (B39)  $3\frac{1}{2}$  and (B40) 02 should be added, and 43 should be entered at B41.

**B42-B47: HOURS WORKED IN REFERENCE WEEK**

**B42:** Note the priority coding on this question.

**B43:** (actual hours worked last week). Respondents are directed to this question if they indicated at B36 that they do not work which they would regard as overtime. This question asks for their total hours worked in the reference week, excluding mealbreaks. Be sure not to include any days in the reference week taken off sick.

**B44** Respondents directed to this question have indicated at B36 that they do sometimes work paid or unpaid overtime. At this question they are asked to give hours worked in the reference week excluding paid and unpaid overtime, and mealbreaks.

**B45-6: Paid and unpaid overtime in reference week**

The same general rules apply as for B39 and B40. Record the actual hours of paid and unpaid overtime worked in the reference week, even if the respondent feels the week was untypical.

It is quite likely that a respondent who answers 'yes' at B36 will have done no paid or unpaid overtime during the reference week. Therefore values of "00" at both or either of these questions are quite acceptable.

If the respondent has said at B39 that he/she never does paid overtime, this answer can be recorded at B45. The same applies for unpaid overtime, to B40 and B46.

**B47: Total hours worked in reference week**

This should be calculated in a similar way to B41 and checked with the respondent. Probe any discrepancy until the total is agreed, amending B44-46 if necessary.

**B48: Comparison of actual and usual hours**

THIS QUESTION COMPARES THE ACTUAL NUMBER OF HOURS WORKED 'LAST WEEK' (B43 OR B47) WITH THE USUAL WEEKLY HOURS (B37 OR B41).

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 B43 or B47 with that given at B37 or B41 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 B50.

**B49: 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 B8 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 B50 for a note on code 01.

**B50: 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.

**B51-B56: SHIFTWORK AND WEEKEND WORKING**

**B51: 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.

**B52: Categories of shift work**

The question should be asked as printed. A showcard, B52, is available for face-to-face interviewers and can be used if the respondent is unable to give an unassisted answer. If, however, the respondent gives a clear answer but you have difficulty in coding it to a particular category, then allow them to describe the shiftwork in more detail. Ask them to choose from the list only if you are still unable to select a category.

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. 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.

|   |  |
|---|--|
| <p>Three-shift working<br/>(code 01)</p>  | <p>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.</p>                |
| <p>Continental shifts<br/>(code 02)</p>   | <p>This is continuous three-shift system that rotates rapidly - eg three mornings, then two afternoons, then two nights. Usually there is a break between shift changes.</p> <p>Sometimes called metropolitan shifts.</p>  |
| <p>Two-shift system with earlies and lates or double day shifts<br/>(code 03)</p> | <p>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>   |
| <p>Sometimes night and sometimes day shifts<br/>(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.</p> <p>See also the definition of night shifts, below.</p> |
| <p>Split shifts<br/>(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<br/>(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<br/>(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<br/>(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<br/>(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<br/>(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<br/>(code 11)</p>                                      | <p>Use this if none of the other codes apply. Do not leave the question blank.</p>   |

### B53: Times of day usually worked

This question is asked of those people not doing shiftwork. If information has already been given (for example in answering the hours questions) which unambiguously answers this question it can be coded without the question being put to the respondent. If there is any doubt, the question must be asked.

The first category, "During the day", includes those who worked mornings only or afternoons only.

Night work (code 3) will usually be between 1800 and 0600.

Do not worry if evening or night work has not been described as shiftwork at B51. We will take that into account in the analysis of the survey.

'Both lunchtimes and evenings' (code 4) 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 5) should be used for any regular working pattern that cannot be coded 1-4. If the work pattern varies too much for any classification, use code 6.

### B54: 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.

### B56: Monday-Friday working

This question checks, for those who work weekends, whether they work on Monday-Friday as well. The answer can be recorded without asking the question if previous responses (to the questions on hours worked, for example) have made the answer obvious. Ask the question if you are in any doubt.

### B57: Union/Staff Association Membership

Some respondents, especially those providing proxy information, may have difficulty in drawing a distinction between a staff association and a trade union.

The essential characteristic of a staff association is that it represents the employees of a single employer.

However while a staff association cannot represent the employees of more than one employer, a trade union (such as NUM or civil service unions) can represent the employees of one employer or more than one employer. In some industries such as banking, insurance and central government, trade unions and staff associations exist side by side. It is therefore possible for an individual to belong to two organisations: a trade union and a staff association.

While the information in the previous paragraph can be used to help distinguish trade unions and staff associations, organisations concerned with one employer can fall into either category and you may take the respondent's opinion on which category is appropriate.

We are interested in staff associations only where their areas of interest include terms and conditions of work. Works-related social clubs, motoring associations or other leisure organisations should not be counted.

Ensure that you read out the whole question, through to the last category.

The question on union membership has been introduced to the Labour Force Survey so that the answers can be analysed alongside answers to other questions on the Survey. We are interested in levels of union membership amongst part-time workers, for example, and amongst people working in various industries and occupations.

#### B58-B67: SECOND JOB IN REFERENCE WEEK

##### B58: 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 (B59).

YTS and ET participants who are with an employer who provides work experience also come to this question. As they have been answering B15-B57 with regard to their YTS or ET work experience, here they are asked about any other paid work they have, apart from their YTS or ET experience.

##### B59: 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 B68. 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 B58.)

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 (B61-B67).

**B60: Paid job for college-based YTS or ET participants**

This question applies only to YTS or ET 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 or ET training. (Other YTS or ET participants - those gaining work experience with an employer - will have told us at B58 about any other paid work they have.)

**B61 and B62: 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 B15 and B16 above. Face-to-face interviewers will have to code industry and occupation.

**B63: Employee/self-employed in second job**

See instructions for B17.

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.

**B64, B66: Managerial/supervisory duties in second job and employees at work place**

See instructions for B18 and B20.

**B67: Actual hours worked in second job in reference week**

The instructions for B47 apply to this question. Include all overtime, whether paid or unpaid, but exclude meal breaks.

**B68-B73: EMPLOYED AND LOOKING FOR OTHER WORK**

**B68: 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.

**B69: 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.

**B70: 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'.

**B72 and B73: Preference for longer or shorter hours than in present job**

Some respondents may qualify their answer at B72 with a reference to pay. B73 gives them an opportunity to express this.

**B74-B91: PERSONS NOT WORKING IN THE REFERENCE WEEK**

**B74: 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 or ET participants who were at, or away from, a college or training centre (coded 3 or 5 at B4) - unless they indicated that they had a second job.

Respondents who have never done any paid work or had a scheme place, are signposted to B86.

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 B10) and holiday jobs are not included here. Respondents who have only ever had casual or holiday jobs are coded 2 ('No') and go to B86.

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.

People currently on a YTS/ET scheme and based at a college or training centre are directed to this question. The phrase in brackets "(apart from the one you have just told me about, and)" should be read to them, so that their reply relates to any previous scheme rather than the current one.

**B75: How long ago left last job**

Be prepared to give examples of categories if the respondent has difficulty in replying, but avoid leading.

**B76 and B77: Industry and occupation in last job**

See instructions for B15 and B16. Face-to-face interviewers will have to code industry and occupation.

**B78-B82: Features of last job**

See instructions for B17-B20 and B28.

**B78: Status in last job**

The full question should be read out, with the respondent offered all three categories.

**B83-B84: Redundancy from last job**

The instructions at B25-B26 also apply to B83 and B84.

If a respondent says at B84 that they were made redundant but received no payment they should be coded 4 and go to B85. It is legitimate to accept "redundant" (code 1) as the response at B85 in such circumstances.

The full question should be read out at B84 to the end.

The category "early retirement under the job release scheme" is at B84 and B85 since it may be taken whether or not the employer is cutting back on staff.

**B85: Main reason for leaving last job**

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 reason.

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

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.

**B86: 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 B68, 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.

**B87: Looking for a place on YTS/ET**

As with previous question, we do not want to interpret the term "looking for" closely. However the approach should be active rather than passive; a respondent who would consider a YTS or ET place if an agency sought them out and offered one should be coded 2, since availability is checked later at B96. The YTS category need be read only to those aged 16-20. Some older people may be ineligible for ET. If they say so, code as 'No'.

**B89: 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 or being assessed for a place by an ET training agent (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).

**B90: Main reason for not looking for work (last week)**

Men aged 16-69 and women aged 16-64 who are not working and not looking for work, and who do not fit into any of the categories 1-4 at B89, 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.

**B91: 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.

**B92A/B - B107: LOOKING FOR WORK**

**B92A/B: Type of work sought**

B92A 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.

B92B 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 B91).

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'.

**B93: Full time or part time**

The alternative wordings are to be used in the same way as at B92A/B, as is the 'No preference' code.

**B94 and B95: Acceptability of either full-time or part-time work**

These questions check whether respondents who stated a preference at B93 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.

**B96 and B97: 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 B96, and the main reason would be coded at B97.

**B98: 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.

**B99: 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.

Note that a respondent who was not looking for work but was looking for an ET or YTS place (using the criteria for B87) should be coded 1.

**B101: 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.

**B102: Interviewer check**

This check gives no instruction for those on JTS (coded 3 at B3). They should be coded Y and routed to 105.

**B103 and B104. 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 at B104).

Check B75, B101 and B103 for consistency where there has been an unbroken period of looking for work following leaving a previous job.

**B106: Methods of looking for work in the (last four weeks)**

Each method should be read out individually and the relevant code ringed as appropriate.

Note the following points.

Code 6 is only for respondents who placed their own advertisements in newspapers or journals.

Code 7 includes notices outside factories or in shop windows.

Code 9 means an unsolicited visit, not in response to an advertisement etc.

If you ring code 7, automatically ring code 8. In the unusual event of nothing being ringed, move to B108.

**B107: Main method of looking for work in the (last 4 weeks)**

We want you to enter in the box at B107 the code for the main (or only) method of looking for work that your respondent reported at B106.

If only one method of looking for work was recorded at B106, simply enter the relevant code at B107.

If more than one method is coded at B106 you should recap on the methods used and check with the respondent which was the main method.

If only codes 7 and 8 were coded 'Yes', enter code 7 here.

**B108-B113: CLAIMING UNEMPLOYMENT BENEFIT OR SUPPLEMENTARY ALLOWANCE OR NATIONAL INSURANCE CREDITS**

**B109: Benefits filter**

The purpose of this question is to identify those who might have claimed the benefits which are the subject of questions 110, 112 and 113 during the reference week, and equally importantly to identify those who need not be asked questions 110, 112 and 113. If a respondent is offended by this question, explain this reason for it (the question was tested in a pilot and did not cause offence).

By "attended" we mean "attended in order to use the facilities of the office". Those who went to a UBO only to accompany a friend should be coded 2.

**B110: Claiming unemployment benefit**

Ensure that the reply concerns the reference week only. Since the previous question refers to the previous four months you need to be particularly careful to focus the respondent's attention on the correct period.

**B112 and B113: Signed on at an Unemployment Benefit Office (last week)**

Note that B112 and B113 are asking about claims made only through an Unemployment Benefit Office, and apply only to people aged 16-59.

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 income support from the DSS. Also, those not eligible for these benefits can still claim credits for their NI contributions.

People can get Income Support 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).

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

**B114-B125: SITUATION ONE YEAR AGO**

**B114: Economic position one year ago**

Read out the date one year ago (ie the month of interview in 1988). The codes are in order of priority. Code the first in the list that applies to him or her.

Note however that on this question there is a 'government scheme' category separate from the 'working in a paid job or business' category. You should be aware that, in the light of the interviewers statement at B7/B14, respondents might describe their circumstances one year earlier as 'working in a paid job or business' (code 1) rather than the appropriate 'on a government scheme' (code 4). In collecting the answers to B115-B125 be aware of this, and correct B114 from code 1 or 2 to code 4 if necessary. Those coded 4 at B114 should not be asked B115-B125.

**B115 and B116 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.

**B117: 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.

**B118: Occupation one year ago**

See instructions for B16. Face-to-face interviewers will have to code the occupation here, and the industry at B116.

**B120: 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 (B117). You will have checked their firm/organisation in the same way (B115). If both B115 and B117 are coded 1, you may make use of that information in asking B121-B125.

We ask you at B120 to 'check' B121-B125 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 B121-B125.

**B121-125: Features of main job one year ago**

See instructions for B17-B20 and B28.

**B126: 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 B154 at the end of the questionnaire for instructions on what to do next in these cases.

## B127-B150: Education and training

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

### B127: Qualifications filter

The purpose of B127 is to take people with no qualifications past B128. However, we do want to ask B128 of anyone with the qualifications listed there, so you should probe an answer of "no qualifications" at B127 until you are satisfied that it is correct.

In particular you should ensure that the respondent realises that he/she need not be using these qualifications in their current work to answer "yes" and that a qualification could have been obtained in a previous job, and not just the present one. If the respondent answers "yes" to the first category at B127 you should still ask the second category as this will help you and the respondent to include all qualifications wanted at B128.

Vocational qualifications which might be included at code 15 on B128 include Heavy Goods Vehicle and Public Service Vehicle licences.

Make use of other examples from B128 to help the respondent. If a respondent is not sure whether he/she has any of the qualifications mentioned at B128, ring code 3 at B127 and ask at B127 'which qualifications do you think you have ...?' If the respondent is still unsure, ring code 17 at B127. This will possibly happen when the respondent is giving proxy information about someone else in the household.

If the respondent is coded 1 or 3 at B127, then ask B128 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 15 (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 15). For example, most doctors and dentists will have a degree, and you should ask whether it is a first degree or a higher degree.

Most respondents who have a degree will also have 'A' levels and 'O' levels. Be sure to probe for these if they are not mentioned.

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 09.

**CSE/GCSE**

Note that a CSE Grade 1 is the equivalent of an '0' level and should be coded as such (code 12). All GCSEs should be coded 12 irrespective of grade.

CSE other than Grade 1 should be coded 13.

**Foreign qualifications**

Foreign qualifications, whatever their level, should be coded under 'Other' (code 15) and described in full.

**Scottish qualifications**

Abbreviations for the Scottish equivalents of BTEC, BEC, and TEC (see above) and 'A' and '0' levels are printed on the questionnaire. With effect from 1985, SCOTBEC AND SCOTECE have been merged to form SCOTVEC (Vocational Educational Certificate). This qualification can be a Higher Certificate, a National Certificate or a National Certificate Module.

**B129: 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.

**B130: Schoolchildren**

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

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

**B131 and B132: 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 B132.

Face-to-face interviewers will have to code the occupation. Note that the occupation currently being pursued (B16) may not be the same as the apprenticeship trade. If it is exactly the same (eg a plumber at B16 has served an apprenticeship in plumbing), you may copy the code from B16.

**B133-B134: Current further education**

B133 is a filter designed to identify those enrolled on a course of further education, so that they can specify the course at B134. The filter has been introduced to avoid asking B134 of everyone, and to make this part of the questionnaire less time consuming for the interviewer and burdensome for the respondent. In order for the filter to be effective it is important that everyone who should be asked B134 answers "yes" at B133.

The question concerns those enrolled on a course because we wish to include at code 1 those who are on vacation or for some reason absent temporarily from the course, provided that they intend or expect to return to the course. If you suspect that a respondent is discounting a course from which they are temporarily away, point out that such courses should be included. Code at B134 the institution attended in the previous term, or before the absence, unless the respondent expects to be attending a different type of institution in the next term. In this case, code as appropriate for the new institution.

You should accept the respondent's decision on whether or not a course is a leisure class.

B134 should be asked as an open question. Face-to-face interviewers have a show-card which may be used in certain circumstances. These are where the respondent gives an answer which cannot be coded easily to one of the categories, even after further probing.

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. An evening course may be held in a school or institute as well as a college, polytechnic or university.

Exclude 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 B138.

#### **B135: 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.

**B136: Daytime/evening course**

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

**B137: Interviewer check**

People on VPP, CI or JTS (coded 2, 3 or 5 at B3) should be coded X at this question and directed to B138.

**B138: Job-connected education/training in the (last four weeks)**

B138 and 140 are worded similarly. Be sure to ask and code the correct question. 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 B134 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.

**B139: 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.

**B140: Job-connected education/training in the (last four weeks)**

This question is the equivalent of B138 for those who were not working in the reference week. The instructions as at B138 apply. Take care that you should be asking B140 rather than B138.

**B141: 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 B138-140, this question relates only to the reference week.

**B142: Main place where training received**

Read out the question and prompt from the list as necessary.

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.

**B145: 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).

**B146/B147: 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 as 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.

**B148: 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.

**B149: Daily length of course**

Be sure that the respondent gives you the average length of study and instruction on the days of attendance. If study and instruction lasts for six and a half hours on the one day of attendance, the answer should be coded 1. If it lasts three hours per day, five days a week, the answer should be coded 2.

**B150: 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 B138 or B140. We are interested in the total length of the course, not just that part of it already completed.

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 the 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 has completed it.

Occasionally a respondent will answer that a course has no definite limit - where, for example, a respondent will continue to be trained as long as he/she remains in a particular post, or where the training will continue until a certain level of proficiency is reached. Code 12 should be used: code 12 should not be used for 'don't know'.

**B151-B153: HEALTH PROBLEMS**

**B151: Limitation on paid work**

We should allow the respondent to decide whether a health problem limits the paid work which they can do. If the respondent seeks clarification, they should be advised not to limit the assessment to the paid work which they do at present.

**B152: List of health problems and disabilities**

Let the respondent decide whether there is a problem or disability. If you are asked about glasses or hearing aids, there would be a problem only if the respondent still has difficulties with sight or hearing when using these aids.

**B153: Relative effect of health problems**

Be sure to code this question.

Briefing exercise questions Definition Manual Section 3

21. B3: What does ET stand for?
22. B7: An informant who is in paid employment says he works for MSC as a gardener in a local authority park. Do you code industry as MSC or parks?
23. B24-26: Generally what conditions have to be satisfied before an informant can be eligible for redundancy?
24. B57: Why ask about TU membership?
25. B149: What is coded if an informant studies 4<sup>1</sup>/<sub>2</sub> hours per day, 3 days per week?

## 1. 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.

### 1.1 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 parent's 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.

### 1.2 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.

### 1.3 INELIGIBLE ADDRESSES

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), eg 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 household 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 eligible 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.

NB 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.

## 2. HOUSEHOLD COMPOSITION AND FAMILY UNITS

### 2.1 HOUSEHOLD COMPOSITION

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 Section 1.

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 or 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 at rear of manual). 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 (Section 1).

### 2.2 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 or cohabiting couple on their own
- or a married couple/lone parent, or cohabiting couple, and their never married children, provided these have no children of their own within the household
- or it can comprise one person only, eg a divorced daughter without children.

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

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

In general, family units cannot span more than two generations, that is, grandparents and grandchildren cannot belong to the same family unit. The exception to this is where it is established that the grandparents are responsible for looking after the grandchildren, and the parents are not living in the household (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             | 3           |
| 06      | Sister-in-law each other       | 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 noticing that the most common errors in number family units :

- 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.

### 3. 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:

D0769 ANNUAL LABOUR FORCE SURVEY 1989 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 = 27 February - 1 April

MONTH. 4 = 3 April - 29 April

MONTH: 5 = 1 May - 27 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: This 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 of 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 identified 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 in the instructions.

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

In Scotland this code is used as an indication of how many households there are at each address. The code is less reliable for England and Wales and is usually blank. However, where it is greater than one it is indicative of a multi-household address.

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 reference of the first address that appears within the postcode on the Postcode Address File.

Column 7: R

This column denotes the rotation code.

Approximately 20,000 of the addresses in the 1989 LFS(A) sample were also included in the sample for the 1988 LFS, and a similar number will be carried forward to 1990.

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

- 3 indicates that the address was also included in the 1988 sample
- 2 indicates that the address is included for the first and only time in the 1989 sample.
- 1 indicates that the address is included for the first time in the 1989 sample and will be included again in 1990.

#### 4. MULTI-HOUSEHOLD PROCEDURES

A multi-household address is one that contains accommodation for more than one household.

The Postcode Address File has a multi-occupancy indicator (MO) but this has been found reliable only for Scotland.

In Scotland a 'pre-sampled multi-household procedure' is used. This procedure is explained below.

However, even in Scotland some addresses may be found which have not been previously identified by the MULT OCC indicator. These should be treated in the same way as multi-household addresses in England and Wales. This procedure known as the 'concealed multi-household procedure' is described at (2) below.

If you have any queries about multi-household procedures or the sample in general, please contact extensions 2352/2355/2357. If you get no reply from these extensions, or it is outside office hours, a message can be left on the answer phone (01-831-7738).

##### (1) THE PRESAMPLED MULTI-HOUSEHOLD PROCEDURES (SCOTLAND ONLY)

If the number in the MULT OCC column is 3 or greater, the address is treated as a pre-sampled multi-household address. However, although we know that there is more than one household at this address, they are not all listed separately on PAF and we are therefore unable to carry out the sampling procedures for you. We are therefore asking you to sample the households to be interviewed having visited the address and listed the households at that address.

In each case where the MO indicator is 3 or greater you will have been issued with a white 'PRE-SAMPLED MULTI-HOUSEHOLD SHEET'. The serial number for that particular address will be written in the top right hand corner 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. There are four different types of pre-sampled multi-household sheet and each has been allocated in a particular way such that all households have as near equal opportunity as possible of selection and it is therefore important that the correct sheet is used.

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 to first determine the exact number by listing them, and then to select the household space(s) using the column provided.

In the first two columns 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 on a follow-up) can re-identify the household(s) that are selected:

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

- b. However, if the address consists of unnumbered flats or bedsitters, whether in a purpose-built block of 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 (see the example on page D13). On each floor, start from the front left-hand side of the property. As with the concealed multi-household, start with the first flat on your left as you enter the main door.

**REMEMBER** to include all flats that are known or appear to be empty.

You will generally be instructed to interview only one household at the address. However occasionally the selection table will indicate that no interview is to be completed at the address (in which case the address will be returned as 'No sample selected at the address') or that more than one household is to be interviewed.

The example (on page D13) shows a completed 'Pre-sampled Multi-household Selection Sheet' for an address with an MO indicator of 9. The households have been listed systematically at the address following the procedure explained at (b) above (if the flats had been numbered then their numbers would have appeared). Nine households were found at the address and from column 4 it can be seen that household 4 is the one to be selected. If only seven households had been found then no interview would have been carried out, if twelve then households 7 and 11 would have been selected for interview. Ring the number of the household(s) to be interviewed in column 1 (in the example, household 4) and, once the outcome has been determined, enter the code in column 5.

The household(s) that you select should be numbered consecutively from 01 onwards. Normally you will select only one household and will therefore number that household 01. If you are instructed to interview more than one household the further questionnaires for those households will be numbered 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. If the address on your address list is marked 'DIVIDED ADDRESS', you should list households only at those parts as instructed on your address list, ie 'BOXED PART ONLY' or 'BOXED PART AND ANY PARTS NOT LISTED ON ADDRESS LIST'.
- b. **Empty or ineligible units:** Units that appear to be vacant should be included on your listing and, if selected, would be coded as vacant as you would with any other vacant accommodation. Any derelict accommodation should be excluded from your listing. Any business accommodation, for example shops, should also be excluded from your listing.
- c. **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 interview at all households found at the selected 'household'. Therefore in this example, if you had found two households living together within the first floor flat LH side, you would interview both households.

(2) Concealed multi-household addresses (England and Wales, and Scotland)

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 greater than one (see page D8). 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 2.7 of the instructions). 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 SIU to establish which part(s) of the address you want.

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.

TO BE RETURNED TO FIELD WITH  
CALLS & CONTACT/OUTCOME SHEET

PRE-SELECTED MULTI-HOUSEHOLD  
SELECTION SHEET (A)

Area 12345

Serial No. 17

List of Households

| H/Hld No. | DESCRIPTION OF HOUSEHOLDS<br>eg location and surnames | No. of h/hlds found at address | Interview at households | Outcome code |
|-----------|---|--------------------------------|-------------------------|--------------|
| (1)       | (2)   | (3)                            | (4)                     | (5)          |
| 1         | Ground floor, front, LH side                          |                                | No interview            |              |
| 2         | Ground floor, back                                    | 2                              | No interview            |              |
| 3         | Ground floor, front, RH side                          | 3                              | No interview            |              |
| ④         | First floor, front LH side                            | 4                              | 2                       |              |
| 5         | First floor, back (Vacant)                            | 5                              | 2                       |              |
| 6         | First floor, front, RH side                           | 6                              | 2                       |              |
| 7         | Second floor, front                                   | 7                              | No interview            |              |
| 8         | Second floor, back                                    | 8                              | 5                       |              |
| 9         | Third floor   | ⑨                              | 4                       |              |
| 10        |   | 10                             | 6                       |              |
| 11        |   | 11                             | 11                      |              |
| 12        |   | 12                             | 7, 11                   |              |
| 13        |   | 13                             | 4, 9                    |              |
| 14        |   | 14                             | 9                       |              |

IF MORE THAN 14 HOUSEHOLDS PLEASE TURN OVER

Procedure

- Note down the households on the table above. This must be done systematically. If numbered then list in numerical order, ie flat 1,2,3, etc or flat A,B,C, etc. Otherwise start at the lowest floor and work in a clockwise direction.
- Ring the number of households found at column 3. Read column (4) to identify which households are selected for interview. Ring the selected household numbers in column (1).
- Return this multi-household sheet to your regional office with the completed questionnaires for that address.

| H/hld<br>No. | DESCRIPTION OF HOUSEHOLDS<br>eg location and surnames | No. of<br>h/hlds<br>found at<br>address | Interview at<br>households | Outcome<br>code |
|--------------|---|---|----------------------------|-----------------|
| (1)          | (2)   | (3)                                     | (4)                        | (5)             |
| 15           |   | 15                                      | 4,8                        |                 |
| 16           |   | 16                                      | 2,5                        |                 |
| 17           |   | 17                                      | 9,13                       |                 |
| 18           |   | 18                                      | 11,14                      |                 |
| 19           |   | 19                                      | 8,18                       |                 |
| 20           |   | 20                                      | 11,17                      |                 |
| 21           |   | 21                                      | 16,17,21                   |                 |
| 22           |   | 22                                      | 14,17                      |                 |
| 23           |   | 23                                      | 10,18                      |                 |
| 24           |   | 24                                      | 11,13,19                   |                 |
| 25           |   | 25                                      | 1,17,24                    |                 |
| 26           |   | 26                                      | 5,11,16                    |                 |

IF MORE THAN 26 HOUSEHOLDS  
RING SAMPLING  
GHS 2354 FES 2366  
NTS 2354 (2352/  
LFS(C) 2352 LFS(A) (2355/  
(2357  
ANSWER PHONE 01-831-7738

EDITING INSTRUCTIONS FOR 1989 LFS(A)



## GENERAL INFORMATION

### 1.1 Purpose

The Labour Force Survey is commissioned annually by the Department of Employment (DE) and provides valuable information on the labour force. It is a means by which comparable figures can be obtained throughout the EEC on such things as how many people are in a job, how many are looking for work (as opposed to claiming benefit), what qualifications people have, and the way people change their jobs.

### 1.2 Annual/Continuous Surveys

Before 1983, the Labour Force Survey was held every two years. In 1983 the DE decided that a more regular update of the figures was needed and made the LFS a continuous survey (i.e. interviewing would take place every month). To satisfy EEC requirements on sample size, an annual boost is carried out in the Spring quarter to supplement the continuous survey. These instructions deal chiefly with the annual boost, or LFS(A).

Continuous survey - LFS(C) - data for March, April and May is used as part of the LFS(A) sample. The LFS(C) does not ask all the questions included in the LFS(A). Therefore in the Spring quarter supplementary questions are asked on the LFS(C).

### 1.3 Field details

There will be around 74,000 responding households in Great Britain - 54,000 LFS(A) and 20,000 from the LFS(C) with supplements. In addition Northern Ireland has a set sample of 5,300 addresses. The addresses were drawn randomly from the postcode address file (England, Wales & Scotland) and ratings lists (Northern Ireland). For statistical purposes, some of the addresses from 1988 are included in the 1989 sample, and some from 1989 will be re-interviewed in 1990.

Interviewing will take place in March, April and May. Many of the interviews will be "Face to face" - the interviewer calls on the household in person. Some households in England and Wales will be interviewed by telephone. Interviewers code occupation and industry in England and Wales face to face interviews. Occupation and industry on telephone interviews and qualifications on all questionnaires are coded by PAB in London.

#### 1.4 Outline of PAB tasks

Primary Analysis Branch carry out all pre-keying work on the LFS(A). This involves preliminary checking of the questionnaires. For example whether the correct number of questionnaires are present; whether the outcome questions are coded correctly; that the serial number has been correctly entered, etc. The questionnaires are then categorised, sorted and boxed up into batches.

England, Wales, Scotland, Northern Ireland and LFS(C) Spring Quarter have all been allocated separate batch numbers as follows:

|                  |                 |
|------------------|-----------------|
| England          | Batches 01 - 55 |
| Wales            | Batches 56 - 60 |
| Scotland         | Batches 61 - 66 |
| Northern Ireland | Batches 67 - 72 |
| LFS(C) Spring    | Batches 76 - 94 |

There should usually be 20 boxes to a batch. Questionnaires should be in household and address order within each batch. When the questionnaires have been batched up, they are then sent to Data Preparation (Titchfield) where the information is keyed into a computer database. After this they are returned to PAB.

#### 1.5 Outline of post Data Prep PAB tasks.

(This is a summary of the editing processes on the LFS(A) carried out by PAB in Rooms 301). Questionnaires will arrive in PAB in batches as outlined above. The data representing these questionnaires will be run through range checks a batch at a time. Cases failing the checks will be printed out, and we will examine each case in error. On determining the correction needed, we will amend the questionnaires and the corresponding line on the printout. When an entire batch has been looked at, we will use the annotated printout to screen edit the corresponding computer file. The range checks are re-run on the corrected data. Once all range check errors have been eliminated, stage two edits (continuity and consistency) will be run in the same manner.

## SIR AND EDITING

### 2.1 Introduction

SIR is a database management system.

A database is a collection of associated information.

SIR is a complex package which enables information to be input, sorted, checked and extracted from a database. The information is sorted into numbered records:

Record One - Address, interview summary, household details.  
Record Two - (Scotland only) Additional household details.Plus  
Crime details  
Record Five - Person details.

### 2.2 Flow of Data

Information from the questionnaire is keyed onto computer files a batch at a time. These files are then run through the Pre Edit Check (PECK). These checks ensure that only valid addresses are being used, and to check for duplicate serial numbers and duplicate records. If necessary, amendments are made at this stage to correct wrong addresses and to eliminate duplicates.

Following PECK all data is loaded into the database (Dataload). Before records can be accepted into the database they must satisfy the range check conditions. Records which fail these conditions are output to an error file and a printout is produced which identifies the specific problems. After making the necessary corrections to the data on screen, another Dataload takes place. This process is repeated until there is nothing left in the error file.

At this stage all the records for a batch will be in the database. They are checked for continuity and consistency errors by running them through the main edit program (Editrun). All records which fail these checks will be copied from the database onto an error file (they will still exist in the database). We will examine the file and amend the data as required before reading the file back into the database. The corrected records will overwrite the existing records in the database. In practice, the Editrun procedures will take much of our time in the PAB's editing process.

### 2.3 Role of PAB

At Dataload (range checks) and Editrun (main edit), PAB will receive printout showing the lines of data in error and the types of error detected. We compare the printout with the actual questionnaires and make the appropriate corrections. Once the printout has been amended, the corresponding computer error file is edited on screen.

## 2.4 Editing the Printout

The edit printout shows case number (serial no. of schedule) followed by lines of data from the relevant record and the accompanying error message(s).

The case number should enable you to find the schedules in the box. The first two digits in the data line (columns 1 and 2) show the record number in error (refer to master schedule to see where the records are on the questionnaire). On record 01 the batch number appears at columns 4 to 5, followed by the serial number at columns 6 to 14. On records 02, and 05 the batch number is omitted but the serial number (comprising area, stint, address and household nos.) appears as before. On record 05 the specific person number appears at columns 16 to 17.

The error message(s) defines the nature of the problem(s). Examine the schedule to determine the error and if any amendments are necessary or possible. If an amendment is to be carried out, alter the information on the schedule in red pen and make the corresponding alteration on the printout - also in red.

1. To insert figures, write them in the correct columns on the printout.
2. To change figures, ring them in red and write the correct figure in a convenient space as close as possible to the one to be changed.
3. To delete a figure at the first range check stage (Dataload), ring it in red and write a space symbol( ) as close as possible.
4. To delete a figure at the edit stage, ring it in red and write an asterisk (\*) as close as possible.
5. For any of these amendments it is often helpful to underline the relevant column number(s) which need to be altered. See the consecutive numbers 1 to 80 immediately below the case number.

N.B. Some edit checks denote possible errors, i.e. the situation may be acceptable but is unusual or prone to interviewer mis-coding. In such situations you are asked to check the data - you may not need to correct anything. Messages relating to these possible errors are clearly described as 'Warnings' or 'Possible Errors'.

## LFS(A) QUESTIONNAIRE E CALLS AND OUTCOME

Each household or household space will have an 'E' Questionnaire completed for it. There will always be a record 1, irrespective of whether an interview was obtained or not.

### RECORD ONE

#### REISSUE - Seq 1 Col 29-30 (Qn 1 GB)

Applies on a face to face interview. This question is asked in England, Scotland and Wales; it does not appear on Northern Irish schedules.

Telephone interviews reissued to face to face interviewers are supposed to use the original 'E' questionnaire. Telephone interview details (TELINT, TCALLS, TOUTCOM1, TNUMSPAC) will still remain on the schedule and will be entered into the database along with the face-to-face details.

If REISSUE is not answered (NA), check TOUTCOM1. If TOUTCOM1 is coded 21 to 29, code REISSUE to 1; if TOUTCOM1 OR TOUTCOM2 is any other code - including NA - , code REISSUE to 2.

#### TELINT - Seq 1 Col 31-32 (Qn 2 GB)

Applies to telephone interviews only. This question does not apply on Northern Irish schedules. If the questionnaire has been reissued (see REISSUE and TOUTCOM2), leave the answer at TELINT. This also applies to the other 'Telephone' details - TCALLS etc. This may appear to contradict the continuity on the questionnaire but it is acceptable to the edit program.

#### FCALLS - Seq 1 Col 33-34 (Qn 4 GB, Qn 1 NI)

Applies to face-to-face interviews. If missing, add up the number of calls and enter the total in the box. If 9 or more calls made, recode to 9.

"No answers" are not allowed; at least one call must have been made by the interviewer.

**FFIRSCON - Seq 1 Col 35-36 (Qn 5 GB)**

Applies to face to face interviews.

The Department of Environment asked for this question to be included in the survey.

The value in FFIRSCON denotes the number of calls made up to and including the first contact made with the household. It may differ from FCALLS if an interviewer has had to spread the interview over more than one call. FFIRSCON should never have a greater value than FCALLS.

If blank, try to determine the correct value by studying the calls box.

**TCALLS - Seq 1 Col 37-38 (Qn 7 GB)**

Applies to telephone interview. This question does not apply on Northern Irish schedules. If missing, add up the number of calls and enter the total in the box. If 9 or more calls made, recode to 9.

"NA" not allowed; at least one call must have been made by the interviewer.

**TFIRSCON - Seq 1 Col 39-40 (Qn 8 GB)**

Applies to telephone interview. This question does not apply on Northern Ireland schedule.

The value at TFIRSCON denotes the number of calls made up to and including the first contact with the household. See also the instructions for FFIRSCON.

**TOUTCOM1 and TOUTCOM2 - SEQ 1 COL 41-42 and 43-44 (QN 9 GB)**

Applies to telephone interview.

If code 01 is ringed there should be an E (pink, yellow & blue) questionnaire, an A (buff) questionnaire, and the number of B (white) questionnaires to equal the number of adults 16 years and over in the household.

If code 02 is ringed there should be either a pink, yellow or blue schedule and a buff schedule and at least one white schedule but not enough to equal the number of adults 16 years and over in the household.

If codes 06 to 15 are ringed there should be either a pink, yellow or blue schedule only. If only one code is ringed, and is in the range 21-29, see HOUTCOME for the number of schedules. Refer to S/V if pink, yellow or blue schedule and buff schedules only.

NA not allowed. If blank the correct value will have to be inserted at the Range Check stage.

Where TOUTCOM1 and TOUTCOM2 are both ringed, the value of TOUTCOM2 should exceed that of TOUTCOM1. TOUTCOM1 can be in the range 01-29 and TOUTCOM2 must be in the range 21-29.

**TNUMSPAC - Seq 1 Cols 45-46 (Qn 10 GB)**

Applies if TOUTCOM1 is coded 01 or 02.

Code 01 should be ringed or a number entered in the boxes. If NA, try to establish the correct code by looking at Qn 11B on questionnaire A. If the answer is not available leave Qn 10 blank.

At Range Check stage, where '00' is rejected, recode to 01.

**NUMSPACE - Seq 2 Cols 43-44 (Qn 11 GB, Qn 2 NI)**

Applies if face-to-face interview. Refer to S/V if blank.

At Range Check stage, where '00' is rejected, recode to 01.

**HOUTCOME - Seq 2 Cols 45-46 (Qn 12 GB, Qn 3 NI)**

Applies if face-to-face interview.

If coded 01 to 16 the number of schedules which should appear is as per TOUTCOM1. HOUTCOME must apply if TOUTCOM1 is 21 to 29.

NA not allowed. If blank the correct value will need to be inserted at the Range Check stage.

**TELEPHON - Seq 2 Col 47-48 (Qn 13 GB)**

Applies if HOUTCOME is 01 or 02.

Do not recode if coded 1 and TELENO or TELEPER are NA. If coded 2, delete any answer at TELEPER.

Leave blank if NA at TELEPHON, TELENO and TELEPER.

**TELENO - Seq 2 Cols 49-68 (Qn 14 GB)**

Leave NA blank.

**TELEPER - Seq 3 Cols 19-38 (Qn 15 GB)**

Does not apply in Northern Ireland. Leave NA blank.

**MINUTES - Seq 3 Cols 39-41 (Qn 16 GB)**

Leave NA blank.

**AFORMNO - Seq 3 Cols 42-43 (Qn 17 GB, Qn 5 NI)**

NA not allowed. If AFORMNO not completed count number of buff schedules and enter the number in the boxes. There will normally be 1 buff schedule per household. In households containing more than 9 members, a second buff schedule should have been completed.

**CDCOMP - Seq 3 Col 44-45 (Qn 18 GB)**

Applies if HOUTCOME or TOUTCOME are 01 or 02.

If coded 1 there should be a C/D (green) questionnaire attached for a Scottish address. Code 2 applies if the household has a Scottish address but the interviewer has omitted a housing questionnaire. Code 3 applies to all English and Welsh addresses (REGION = 1 to 24).

NA not allowed.

**BFORMNO - Seq 3 Cols 46-47 (Qn 19 GB)**

NA not allowed. If BFORMNO not completed count the number of white schedules. There must be at least one.

**PARTIAL - Seq 3 Col 48-49 (Qn 20 GB, Qn 7 NI)**

NA not allowed. If PARTIAL not completed count the people in the household box aged 16 or over and compare with the number of white schedules. Ring the appropriate code.

**TELREF 1-12 - Seq 1 Col 47-70 (Qn 22 GB)**

Applies if TOUTCOM1 or TOUTCOM2 is 6-15, 26-28.

Leave NA blank.

**PTFREF 1-12 - Seq 2 Col 19-42 (Qn 22 GB Qn 8 NI)**

Applies if HOUTCOME is 6-15.

Leave NA blank.

**RECORD ONE** instructions continue at NUMINHH on the A Questionnaire.

**LFS(A) QUESTIONNAIRES C/D SCOTTISH HOUSEHOLD/CRIME**

These questionnaires apply to responding Scottish households only. Questionnaire C is found on the front and inside page of the green schedule; Questionnaire D is found on the inside and back pages.

All questions apply to Record 2 only.

**RECORD TWO**

Record 2 errors will primarily be concerned with mistakes in the continuity. Specific instructions for each question are not required. Most errors can be corrected by examining the schedule and identifying where the interviewer may have followed the wrong continuity. For example if the code 1 is ringed at C4 and a value also appears at C5, this is a mistake as the interviewer should have proceeded to C6.

Mistakes can also occur at such questions as D16 and D17 which are 'multicode' questions, i.e. more than one code may apply. Watch out for any repetition in the multicode questions and for codes being entered in the wrong columns.

Examples: if code 2 appears more than once at D16 (Seq 2 Cols 27-38) this is an error and all but one 2 should be deleted; if codes 2 and 5 only have been ringed at D17 (Seq 2 Cols 39-46) they should appear in the first four columns which apply to this question - cols 39-40 and 41-42 and not in the second and fifth columns

Three Record 1 variables - TENURE, MORTGAGE and LANDLORD are derived in Scotland from the answers to SCOWN, SCMORT and SCRENT The derivations are as follows:

**TENURE - Rec 1 Seq 3 Col 58-59**

Using SCOWN (Rec 2 Seq 1 Col 23-24)

If SCOWN = 1, TENURE = 1  
If SCOWN = 2, TENURE = 2  
If SCOWN = NA, TENURE = NA

**MORTGAGE - Rec 1 Seq 3 Col 60-61**

Using SCMORT (Rec 2 Seq 1 Col 25-26)

If SCMORT = 1, MORTGAGE = 1  
If SCMORT = 2, MORTGAGE = 2  
If SCMORT = NA, MORTGAGE = NA

LANDLORD - Rec 1 Seq 3 Col 62-63

Using SCRENT (Rec 2 Seq 1 Col 27-28)

If SCRENT = 1, LANDLORD = 1  
If SCRENT = 2, LANDLORD = 2  
If SCRENT = 3 or 4, LANDLORD = 3  
If SCRENT = 6, LANDLORD = 4  
If SCRENT = 5 or 7, LANDLORD = 10

## LFS(A) QUESTIONNAIRE A

Questionnaire A is on the buff schedule. It includes questions from both Records 1 and 5. Questions 1 to 7 (the 'household box') and Qns 18 onwards apply to Record 5; Qns 9 to 16 (and REFWEEK at the top of the questionnaire) apply to Record 1.

### RECORD FIVE

#### QUESTION 1 HEAD OF HOUSEHOLD

This information is used for classification purposes; there is no code to be entered. The definition of Head of Household is as stated in the Interviewer's Handbook:

"In a household containing only husband, wife and children under 16 (and boarders) the husband is always the HOH."

In many cases therefore the HOH will be male. The same applies where a couple give their marital status as 'cohabiting'. There will be situations when the above definition does not apply and in such cases the interviewer establishes "in whose name the accommodation is owned or rented. The person named in reply to this question should be recorded as HOH". Exceptionally neither of the above methods of deciding HOH will apply in which case refer to S/V. One example might be 2 people of the same sex holding a joint tenancy.

#### RELTOHOH - Seq 1 Col 18-19 (Qn 2)

NA not allowed.

"Common law" wife should be coded 9 (MARSTAT should be coded 2 - cohabitee; FAMUNIT should be the same as the common law husband).

Code 3 includes adopted children. Foster children should be coded 3 only if they've lived in the household for 6 months or more. Code to 10 if a foster child has been in the household for less than 6 months. Use code 3 where there is no indication of how long a foster child has lived in a household. Son/daughter in law should be coded 8.

Cohabitee/girlfriend should be coded 9. In such a case the cohabitee should be in the same family unit as the HOH and any children should also be in that family unit. Refer any difficulties or unclear cases to S/V.

Treat cohabiting couples with children exactly as married couples with children.

If RELTOHOH and FAMUNIT conflict accept the former as correct and code FAMUNIT accordingly. See also instructions for MARSTAT and FAMUNIT. Refer problems to S/V.

SEX - Seq 1 Col 20-21 (Qn 3)

NA not allowed. If blank try to establish the answer by looking through the schedules. Check RELTOHOH. Interview check questions on buff and white schedules can filter certain people on the basis of age and sex. If it is impossible to establish sex, toss a coin. Heads for females, tails for males.

DOBD, DOBM, DOBY - Seq 1 Cols 22-27 (Qn 4)

NA not allowed. Check that the information has been keyed correctly.

If the day of birth is missing (DOBD) impute it from the list of random days available from the supervisors. There are lists for months of 31, 30 and 28 days. Use the first number not ticked off and then tick that number.

If the month is missing impute using the minute hand or display of a watch. The first five minutes apply to January, the next to February and so on. For example if the time is 28 past 2, the month will be June and the code entered 06.

If the year is missing and the age is supplied impute the year by reference to the chart with the interviewer's prompt cards. Bear in mind whether or not the respondent has had a birthday at the time of the interview. See REFWEK on the front of the buff schedule or the final entry in FCALLS/TCALLS.

If the year and age are missing impute the age from the random age tables - one for children and one for adults. Cross off each age as it is used. Use the chart again to determine the year of birth corresponding to the age and whether or not the respondent has had a birthday. If the whole date of birth and age are missing impute the age, month and day in that order and calculate the year as above.

89 in DOBY refers to 1989, 90 refers to 1890, 95 refers to 1895 etc.

N.B. All imputed dates of birth must be consistent with the information on the schedules for that person. In particular see the interviewer check questions. See also instructions for AGE.

AGE - Seq 1 Cols 28-29 (Qn 5)

NA not allowed. If the age was not coded but the date of birth was supplied the edit program should have automatically derived the age. Thus the printout may show a value in Cols 27-28 even if AGE on the questionnaire is blank.

In the event of a discrepancy between age and date of birth, an error message will appear on the printout. We generally assume that the date of birth is correct so amend age to agree with date of birth. Don't, however, change across the ages of 16, 19, 60, 65, or 70 without checking the appropriate interview check questions on the A and B questionnaires. If correction of age would give an error at these questions, amend the date of birth instead.

| <u>Age</u>         | <u>Relevant Interviewer check question</u> |
|--------------------|--|
| 16                 | If B Questionnaire present, 16 or over     |
| 60 (women)         | A24, B2 and B126                           |
| 60 (men and women) | B111                                       |
| 65 (men)           | A24, B2 and B126                           |
| 65 (women)         | B88 and B108                               |
| 70 (men)           | B88 and B108                               |

N.B. all these questions will not necessarily apply to every respondent

Remember that it is the age at the end of the reference week that is required. If the respondent has had a birthday between the end of the reference week and the date of the interview, we want the age at the end of the reference week.

If age and date of birth missing impute the missing values as per the instructions for DOBD, DOBM, DOBY.

If the respondent is female with children in the household impute an age so that she was at least 15 when her first child was born and up to 45 when her last was born. Similarly, if the person's mother is in the household the same rules apply.

If you know the respondent's age falls within a specific range, use the next number in the random age table within that range.

If both husband and wife's ages and dates of birth are missing impute the same age for each. If one is missing use the same age and year of birth as the spouse.

MARSTAT - Seq 1 Col 30-31 (Qn 6)

NA not allowed. Code 3 applies to all children under 16. Code 1 applies if RELTOHOH = 2 and description is wife. Code 2 applies if RELTOHOH = 9.

If MARSTAT cannot be deduced from other information on the schedule impute it from the the random marital status chart. The list covers people 25 and over and assumes age and sex are known. If the person is under 25 and MARSTAT is missing assume they are single and code to 1. On the list cross off each code as it is used.

FAMUNIT - Seq 1 Col 32-33 (Qn 7)

Check that RELTOHOH and MARSTAT have been correctly coded and that they are consistent.

The FAMUNIT numbering may have to be changed if people coded to the same family unit do not meet the following conditions.

A Family Unit comprises

- a married couple or cohabiting couple on their own
- or a married couple, cohabiting couple or single parent and their never married children, provided these children have no children of their own within the household
- or it can comprise one person only, e.g. a divorced daughter without children

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

Members of the HOH's family unit should be numbered 1, the next family unit 2 and so on. In the simple case of a mother, father and young child living together, they should be numbered 1. If grandmother was in the same household, they would still be 1 while she should be coded to family unit 2.

In general family units cannot span more than one generation, that is grandparents and grandchildren cannot belong to the same family unit. The exception is where it is established that the grandparents are responsible for looking after the grandchildren, e.g. if the parents have died or are living abroad.

Adopted and step children have the same family unit as their adoptive/step parents. A foster child should be given a separate family unit to 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           | 3           |
| 06      | Sister-in-law ) each other     | 3           |
| 07      | Niece (single, daughter of 04) | 2           |

If the son (03) had been married at any time (i.e. married, divorced, widowed or separated), he would form a separate family unit of his own.

If the relationship to HOH is coded 2 the person should be married and in the same family unit as HOH.

If the relationship to HOH is coded 10 the family unit should be different to that of HOH.

Refer other discrepancies between RELTOHOH, MARSTAT, and FAMUNIT to S/V.

D ONE

RECORD ONE continues here from the E questionnaire.

NUMINH - Seq 3 Cols 52-53 (Qn 9)

NA not allowed. If blank establish the answer from the household box.

NUMADULT - Seq 3 Cols 54-55 (Qn 10)

NA not allowed. If blank establish the answer from the household box.

NUMHHLDS - Seq 3 Cols 56-57 (Qn 11B)

Accept numbers appearing here. If blank check TNUMSPAC or NUMSPACE on Questionnaire E. If either is coded 01 enter 01 at NUMHHLDS. Bear in mind, however, that NUMSPACE includes vacant household spaces while NUMHHLDS does not.

TENURE - Seq 3 Col 58-59 (Qn 13)

In Scotland TENURE MORTGAGE and LANDLORD are derived from the C/D questionnaire. Thus values will appear in the relevant columns on the printout even though the interviewer may have been routed past these questions.

TENURE may have been set by the edit program if blank. If any written notes have been made the interviewer's instructions may be helpful. NAs are acceptable if there is no way of establishing the correct answer.

MORTGAGE - Seq 3 Col 60-61 (Qn 14)

See instructions for TENURE. If blank leave as NA.

LANDLORD - Seq 3 Col 62-63 (Qn 15)

See instructions for TENURE. If blank leave as NA.

FURNISH - Seq 3 Col 64-65 (Qn 16)

This does not apply to Scottish households. If blank leave as NA.

REFWEEKD, REFWEEKM, REFWEEKY - Seq 3 Cols 66-71

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

|                     |  |  |
|---------------------|--|--|
| Monday 3rd April    |  | all have reference week ending Sunday 2nd April, i.e. the week from 27th March to 2nd April. |
| Wednesday 5th April |  |  |
| Friday 7th April    |  |  |
| Saturday 8th April  |  |  |

Every REFWEEKD should be a Sunday in February, March, April or May. If any error appears with regards to REFWEEKD check the date of the final call at FCALLS or TCALLS on Questionnaire A and amend REFWEEKD accordingly. A list of the thirteen valid REFWEEKD/REFWEEKM dates is given below;

26/02, 05/03, 12/03, 19/03, 26/03, 02/04, 09/04,  
16/04, 23/04, 30/04, 07/05, 14/05, and 21/05.

RECORD FIVE

NATION - Seq 1 Cols 34-35 (Qn 18)

This is pre-coded by the interviewer ringing 01 or 06. The interviewer should write in any other nationality. Consult the Index of Country chart and enter the 2 digit code in the boxes.

In the event of dual nationality:

if either is British, code to British (01)  
if neither is British, code to 1st mentioned.

Code 'Anglo-Indian' to India (34)  
'Greek Cypriot' and 'Turkish Cypriot' to Cyprus (39)  
'Not known', 'Stateless', 'Eurasian' to (95).

Where the question has been left blank code to 95. Do not give children their parents' nationality code to 95.

COUNTRY - Seq 1 Cols 36-37 (Qn 19)

For general procedure see instructions for NATION. The codes in the Index of Country chart apply to both NATION and COUNTRY.

If two countries have been entered, code the first. Again do not give children their parents' country of birth; code to 95.

Code Continent or general areas such as 'Africa' or 'Caribbean' to 95.

ARRIVAL - Seq 1 Cols 38-39 (Qn 20 GB)

ARRIVAL and ETHNIC do not apply to Northern Ireland households.

Leave blank if NA.

**OYACCOM - Seq 1 Col 42-43 (Qn 22)**

Leave blank if NA.

**OYLADIST - Seq 1 Cols 44-46 (Qn 23)**

Leave blank if NA.

**Inside UK - town and county entered by interviewer**

Allocate district code from area code list supplied: e.g. Bodmin, N Cornwall = 113; Northern Ireland = 490 (districts within N Ireland are not given separate codes). Where necessary consult the Index of Place Names for England and Wales to find the district name. If inside UK is suggested but part not known code to 491. For example if the place name Henley is given but no county indicated, use 491 as there are 11 different Henleys in Britain.

**Outside UK - country entered by interviewer**

Allocate code from Index of Country chart, prefixed by 5: e.g. France = 568. If outside UK is suggested but 'not known' or 'elsewhere' entered code to 595.

**Scotland**

In the case of Scottish place names, refer to the Index of Scottish Place Names. There are a number of stages to be followed before the code for a Scottish place name will be ascertained.

1. Find the place name in the alphabetical index and ascertain the county and the two letters which appear in the column headed DC: e.g. place name = Glenglassaugh, county = Banff, DC letter = CN.
2. Turn to Appendix 8 at the rear of the index. Find the county and then locate the small burgh or district of county which the two letters indicate: e.g. county = Banff, CN = Cullen.
3. Then ascertain the new region and district from the next two columns: e.g. Grampian (Region) and Moray (District).
4. Refer to the Scottish area code list supplied: e.g. Grampian/Moray = 423.

**Further example:**

Place name = Quothquan, county = Lanark, DC lettering = L7. In Appendix 8 county = Lanark, district of county = No.7 = Strathclyde (Region) and Lanark (District). The code for Strathclyde/Lanark is 450.

Please note that sometimes a number will replace the second letter in the DC column. Also occasionally there will be a dash in the DC column. In the latter case when referring to Appendix 8 check for the place name under the county, e.g. the place East Calder appears under Midlothian county as a district of county. Its own Region/District is Lothian/West Lothian.

Refer any difficulties to S/V.

MOVED - Seq 1 Col 49-50 (Qn 25)

Leave NA blank.

NUMMOVE - Seq 1 Col 49-50 (Qn 26)

Use code 8 if the number of moves is 8 or more. Leave NA blank.

MOVEEMP/CASHTIME - Seq 1 Cols 51-52/53-54 (Qn 27-28)

Again use code 8 if the number of moves is 8 or more. Leave NA blank. If 28 is answered, 27 should be coded 1.

IOUTCOME - Seq 1 Col 55/56

One code in the range 1 - 4 is automatically ascribed by the edit program and is the outcome of the individual white schedule - Questionnaire B. IOUTCOME is the individual's response; HOUTCOME (or TOUTCOM1) is the household's response.

Code 1: means there is an individual schedule with a personal response.

Code 2: means there is an individual schedule with a proxy response, i.e. someone has answered the schedule on behalf of the individual to whom it applies.

If PERSONNO = INFTNO (Rec 5, Seq 2, Cols 16-17 + 19-20) the IOUTCOME will be 1 and if PERSONNO and INFTNO are different the IOUTCOME will be 2.

Code 3: means there is an individual non-response; i.e, there is no individual schedule, even though the person concerned lives in the household and is 16 or over. If PARTIAL on the E Questionnaire is coded 2, at least one person in the household should have an IOUTCOME of 3.

Code 4: means that the person is aged under 16 and therefore has no white schedule.

As IOUTCOME is automatically derived you will not be able to alter it at the edit stage. However as some error messages refer to IOUTCOME it is useful to keep in mind the varying conditions which produce a specific IOUTCOME code.

## LFS(A) QUESTIONNAIRE B

Questionnaire B is on the white schedule. There should be one white schedule for each responding adult (16 years or over). All questions apply to Record 5.

### General Information

Questionnaire B contains information about employment, qualifications, training and health for each adult in the household. It is the main source of information for the Annual Labour Force Survey and a primary statistical source for the numbers of people in this country defined as 'economically active'. A person is seen as economically active if he or she is working or looking for work. Other sources of employment statistics tend to distinguish only between those working and those claiming benefit. Thus on LFS an unemployed person claiming benefit or a housewife whose husband works are seen in terms of the labour force as economically active if they are looking for work.

### General Instructions

There are certain questions on this schedule where, if they apply to the respondent, a code is required. In some instances the edit program may have already inserted a code. The following instructions will indicate when no answers (NAs) are not acceptable and a code has to be inserted to replace a missing value. For other questions an NA is acceptable: in many instances it will have to stand as it may not be possible to impute the answer. Do not be tempted to make a 'best guess' if the answer could be one of several possibilities. If in doubt refer problem to supervisor.

At most questions on Questionnaire B only one code is expected. However at METHM1 - METHM12 (Seq 5 Cols 33-56 Qn 106), for example, multicodeing is allowed and up to 12 codes can apply. Similarly at QUALS M1-M3 (Seq 6 Cols 31-36 Qn 128) all the codes which apply should have been ringed and the first three mentioned should have been keyed at the relevant columns. There should be no repetition of codes in a multicode question and no blanks between codes. For example it is an error at QUALSM1-M3 if codes appear in columns 31-32 and 35-36 but not in 33-34.

## RECORD FIVE

### Person number to whom this questionnaire relates

See PERSONNO on Questionnaire A (Rec 5 Seq 1 Cols 16-17 at the left of the household box). This number should correspond with the figures entered in the boxes at the top left of the white schedule. On the printout PERSONNO should appear at columns 16-17 of all Record 5 sequences. If the person number is incorrect at the Edit stage, a Casewrite will have to be done for the relevant case. Refer all such examples to S/V.

For example in the household box on Questionnaire A:

Person 01 = HOH  
Person 02 = Wife  
Person 03 = Child under 16  
Person 04 = Mother-in-law

but there are B Questionnaires for persons 01 02 03 instead of 01 02 04. This case will have to be edited using the Casewrite procedure.

It is not possible to make such an adjustment by just changing the person numbers on the edit.

If the person number is incorrect at the range check stage, it may be possible to alter it. Again please refer to supervisor.

### INFTNO - Seq 2 Cols 19-20 (top of front page of schedule)

If the person providing the information is not a member of the household (a visiting relative for example) leave blank.

### SCHEME - Seq 2 Col 21-22 (Qn 3)

This question applies to all responding men aged 16-64 and women aged 16-59. If NA the program may have made an automatic correction. NAs are not acceptable but the edit program should filter them out. If there are any problems look at Interviewer Check Qn 2 or refer to S/V.

### YTSETEMP - Seq 2 Col 23-24 (Qn 4)

Applied to those coded 1 or 4 at SCHEME. For Northern Ireland schedules those coded 2 should have been reset automatically to 3.

WORKING - Seq 2 Col 25-26 (Qn 5)

This question applies to all responding adults aged 20 and over or aged 16-19 and not on the YTS scheme. NAs are not acceptable but the edit program should filter them out. Refer any problems to S/V.

JOBAWAY - Seq 2 Col 27-28 (Qn 6)

Applies to all who have been coded 2 at WORKING. NAs are not acceptable but the edit program should filter them out.

INDCODE / OCCCODE - Seq 2 Cols 39-41 / 42-44 (Qns 15,16)

In the majority of cases the occupation and industry have been coded by the interviewers or by PAB at the Pre-Edit stage. If these boxes are blank refer to a member of the team who is familiar with the occupation and industry code procedure.

EMPLOYEE / MANAGE / EMPLOYER - Seq 2 Cols 45-46 / 47-48 / 49-50 (Qns 17,18,19)

The respondent's occupation should have already been coded. Also coded will be the respondent's employment status at EMPLOYEE - whether employee, self-employed or on a Government Scheme. If an employee it should have been coded at MANAGE whether manager, foreman/supervisor, or not manager or supervisor. If self-employed EMPLOYER should indicate whether the respondent works on own or with employees. Every working respondent should also answer EMPLOYNO which gives the size of the workplace. The edit program compares the answers given with a matrix of allowable combinations and reject cases which fail the matrix.

If job fails the matrix:

1. Check that the information has been keyed correctly and that you are looking at the right B Questionnaire!
2. Having done this, see the matrix chart showing employment status for each occupation code. Check that the status on the questionnaire is consistent with that allowed by the matrix and, if not, amend accordingly.
3. The general rule is to accept the OCCCODE given and to alter EMPLOYEE, MANAGE, EMPLOYER or EMPLOYNO. However if the matrix indicates that EMPLOYEE has been wrongly coded, i.e. that the respondent seems to have incorrectly described himself as an employee or self-employed, please refer to a member of the team familiar with the occupation coding rules.

4. Note that there is a check between INDCODE and EMPLOYNO. The majority of errors which fail this check will be cases where an industry such as British Rail has been followed by, say, code 2 at EMPLOYNO. There are some INDCODES which will only accept code 6 at EMPLOYNO. We have no list of these so please refer problems to S/V.

5. There are books giving detailed breakdowns of occupation and industry codes. You may have access to these but unless you are certain that an OCCCODE or INDCODE is incorrect, refer projected amendments to S/V.

Some of the common examples that fail the matrix are:

Persons of professional standing such as engineers, doctors, accountants, solicitors, etc. whose occupation code means that they should be coded 3 at MANAGE (i.e. not manager or supervisor), often describe themselves to an interviewer as a manager and thus are coded to 1.

Shop assistants (OCCCODE 125) cannot be self-employed. If coded 125 and 2 at EMPLOYEE look at the written job title to see if they are shopkeepers or shop assistants. If described as shopkeeper recode OCCCODE to 101; otherwise change EMPLOYEE from 2 to 1 and insert 3 at MANAGE.

Self-employed farmers cannot be in a large establishment (code 6 at EMPLOYNO). In such instances recode EMPLOYNO to 5.

Teachers, even if Heads of Department, cannot be managers or supervisors. They should be coded as not manager or supervisor - 3 - at MANAGE. Head teachers on the other hand must be coded as managers - code 1.

If OCCCODE and INDCODE are answered but any of Qns 17 to 20 are NA when they should be coded, refer to the employment status matrix chart as in some instances only one employment status is permissible. Do not be tempted to impute an answer if there is more than one possibility. If EMPLOYNO is NA refer to S/V as there are some industries where only one code is allowed and therefore an answer can be imputed.

EMPLN - Seq 2 Col 55-56 (Qn 23) / OYCIRCS - Seq 5 Col 67-68  
(Qn 114)

In some cases there is a discrepancy between the length of time the respondent has been continuously employed by present employer at EMPLN and their situation a year ago at OYCIRCS.

If EMPLN indicates that the respondent has been working for a year or more (codes 4-8) then accept this and amend OYCIRCS to 1 if necessary. Do not go on to impute answers at Qns 115-125 from those at 15 - 20,28.

The exception to the above are those who work on a casual/supply basis for the same employer, e.g. supply teachers, casual workers, temps, agency nurses. Look at the job description to see whether the respondent falls into this category and see whether coded full-time at FTPTWORK (Qn 28). If full-time and OYCIRCS is coded as not working (codes 3,5-9) then delete the code at EMPLN, leave as NA and accept the code at OYCIRCS. If part-time at FTPTWORK and OYCIRCS is 3,5-9 recode OYCIRCS to 1.

#### FTPTWORK - Seq 2 Col 63-64 (Qn 28)

There is a consistency check between this question and the usual basic number of hours at USUHR. If full time USUHR is expected to be more than 15; If part time USUHR is expected to be less than 40.

This is an opinion question and therefore the informant's answer should be accepted and the error message ignored unless it is clear that it is an interviewer or keying error. For example if FTPTWORK is coded 1 (full time), WHYPTJOB has been answered as to why the respondent chose a part time job and USUHR is entered as 10 hours, then recode FTPTWORK to 2 (part time).

#### HOURS QUESTIONS (Qns 36 - 50)

##### Calculation of hours worked

Fractions should have been rounded to the nearest whole number, e.g.  $36 \frac{3}{4} = 37$ ;  $1/2$  hours to the nearest even number, e.g.  $37 \frac{1}{2} = 38$ ,  $36 \frac{1}{2} = 36$ ;  $1/2$  hour work only a week should round down to 00 hours.

##### Overtime hours greater than usual basic hours

There is a consistency check between USUHR and the amount of overtime done. The program prints out all cases where the overtime hours are greater than USUHR. This check is intended to pick up interviewer/keying errors; in general the respondent's answers should be accepted. If you think there may be an error refer to S/V.

#### TOTACT1/TOTACT2 - Seq 3 Cols 31-32/39-40 (Qn 43 & 47)

All cases where nil hours have been entered at TOTACT1 - TOTACT2 are printed out as the majority will need re-coding. However it is possible for the respondent to have worked  $1/2$  hour in a part-time job and this may have been legitimately coded to 00.

If 'Yes' is coded at WORKING (Qn 5) but TOTACT1/2 is coded 00 because the respondent was away from work all week because of the reasons given at WHYLESS (Qn 49), then WORKING should be recoded to 2 and JOBAWAY to 1 while the reason for absence transferred from WHYLESS to WHYAWAY. Follow the continuity from 'W' at check Qn 42 and delete the codes at TOTACT1/TOTACT2, ACTHR, ACTPOTHR, ACTUOTHR, ACTEQUUSU and WHYLESS.

#### ACTEQUUSU - Seq 3 Col 41-42 (Qn 48)

There are consistency checks between this question and TOTUSU1/TOTUSU2 and TOTACT1/TOTACT2. Correct any obvious discrepancies at ACTEQUUSU, but be wary of any minor differences, especially where TOTACT1/TOTACT2 and TOTUSU1/TOTUSU2 indicate that fewer hours were worked last week but ACTEQUUSU is coded 3 - same number of hours. It is quite likely that the value of TOTUSU1/TOTUSU2 has been 'artificially' increased as a result of taking an average number of hours worked over the last four weeks in circumstances where the number of hours worked tends to vary from week to week. If in doubt, refer to S/V as adhoc decisions may have to be made depending on each set of circumstances.

#### On Call

Hours on call should be accepted as overtime and in the absence of any notes to the contrary assume they are paid. Where respondent has been unable to give exact figures of usual hours on call, interviewers should have left the coding boxes blank and made covering notes beside the relevant question. Refer all these cases to S/V as an adhoc decision will be made on each individual case.

#### Regular work patterns not on a weekly basis, e.g. oil rig workers

Some respondents spend 2 weeks or 4 weeks at work and then have 1 week or 2 weeks off. Whilst they are at work they may work 12 hours a day, 7 days a week so their time off makes up for their loss of evenings and weekends.

Code as follows: USUHR should be the average over the last 4 weeks. However if all you know is that they work for example 2 weeks on and 2 weeks off (and 12 hours per day, 7 days a week whilst working), then USUHR should be the average per week of this working pattern - in this case 42 hours.

If in such a case the respondent was actually at work during the reference week, TOTACT1/TOTACT2 should be the number of hours worked that week - in this case 84. ACTEQUUSU should be coded to 'more than usual' (code 1) and HRSVARY should be coded to 'yes' (code 1).

If in the same case the respondent was off work during the reference week follow the continuity from 'W' at check Qn 42. HRSVARY should be coded 1; check also that WORKING, JOBAWAY and WHYAWAY have been coded correctly.

2 jobs included in totals of hours

If the respondent has two jobs and the number of hours worked in the second job has been included in the 'Hours' section (Qns 36-47) refer to S/V for breakdown of hours. It may be that some information needs to be transferred to the 'Second Job Last Week' section.

SHIPTTYP to MONPRI - Seq 3 Cols 49-58 (Qns 52-56)

These questions do not apply in Northern Ireland.

INDCODE2 to EMPLOYER2 - Seq 3 Cols 67-78 (Qns 61-65)

For problems with the occupation or industry codes or problems with employment status (i.e. where job fails census matrix), see the instructions for INDCODE to EMPLOYER earlier.

ACTHRS2 - Seq 4 Cols 21-22 (Qn 67)

If respondent has a second job but the number of hours for this job have been entered in the earlier 'Hours' section, refer to S/V for the correct breakdown.

WHENLEFT / OYCIRCS - Seq 4 Cols 39-40 and Seq 5 Col 67-68 (Qns 75 and 114)

In some cases there is a discrepancy between the time when the respondent left his last job and the respondent's situation a year ago. The edit program expects that if the respondent left his last job more than a year ago (coded 05-10 at WHENLEFT) then OYCIRCS should be coded as not working (3,5-9).

If WHENLEFT is coded 5 (left last job 12 - 18 months ago) and OYCIRCS is coded 1 or 2 (working a year ago) code as follows: see LOOKTIME (Qn 101) to see if respondent has been looking for work for more than a year. If LOOKTIME is coded 06-10 recode OYCIRCS to 3 (unemployed - actively seeking work); otherwise delete entry at OYCIRCS and leave as NA.

If WHENLEFT is coded 06-10 (left last job more than 18 months ago) and OYCIRCS is coded 1 or 2 (working a year ago) refer to S/V. What are required at Qns 75 - 82 are details of respondent's last job including any temporary or part time work. Refer all these cases to S/V as ad hoc decisions may have to be made depending on each set of circumstances.

INDCODEL to EMPLOYERL - Seq 4 Cols 41-52 (Qns 76-80)

For problems with the occupation or industry codes or problems with employment status (i.e. where job fails census matrix), see the instructions for OCCCODE to EMPLOYER earlier.

METHM1-M12, and MAINWAY - Seq 5 Cols 33-56 (Qns 106 & 107)

If METHM1-M12, applies but none of the codes has been ringed then enter '12' (Do anything to find work). Also enter 12 at MAINWAY - column 57-58.

OYCIRCS - Seq 5 Col 67-68 (Qn 114)

For instructions on how to deal with inconsistencies between OYCIRCS and EMPLN or OYCIRCS and WHENLEFT, see the sections on EMPLN and WHENLEFT.

Include in code 2 respondents on strike a year ago.

OYIND to OYEMPLER - Seq 5 Cols 71-73 TO Seq 6 Cols 23-24 (Qns 116-123)

For problems with the occupation or industry codes or problems with employment status (i.e. where job fails census matrix), see the instructions for OCCCODE to EMPLOYER earlier.

QALCHECK - Seq 6 Col 29-30 (Qn 127)

If code 3 (Don't know) has been entered at QALCHECK but a qualification has been ringed at QUALSM1-M3 recode QALCHECK to 1. Again if coded 3 but QUALSM1-M3 is blank code QUALSM1 to 17 (Don't know).

QUALSM1-M3 - Seq 6 Cols 31-36 (Qn 128)

Although the interviewer will have coded all qualifications which apply, only the first 3 given will have been keyed in columns 31-36.

In general accept whatever qualifications are entered but note the following:

All foreign qualifications at degree, teaching, nursing or any level should be coded to 15. Delete instances where they are coded to anything else and if necessary amend the printout so that the codes are in the correct order. Foreign qualifications therefore should never be subject coded.

Phds, MPhils, MSCs, MAs should always be higher degrees - code 1. But MAs from Oxford, Cambridge or Scottish Universities count as first degrees.

If the interviewer has specified a qualification but failed to ring the code and it has therefore not been keyed, ring the code on the schedule and amend the printout. Again this may involve re-ordering the codes on the printout.

#### Coding OFFICE USE boxes for level of qualification and subject

Qualifications at 01 (Higher degree), 02 (First degree), 03 (Other degree level qual.) and 08 (Nursing qual.) have to be coded for subject in the OFFICE USE ONLY boxes below the question and at cols 37-45 (SUBJETM1-M3) on the printout. Qualifications at other codes do not have to be subject coded. Messages on the printout will indicate where subject coding is necessary.

The program has allocated cols 37-39 (OFF USE box 1) for the first code ringed, 40-42 (box 2) for the second code ringed and 43-45 (box 3) for the third code ringed. For example if 02 is the first code ringed the subject code should be entered at SUBJETM1 - Cols 37-39. However the program does not take into account the fact that only certain qualifications (i.e. 01, 02, 03 and 08) will be subject coded below. So if codes 03, 04 and 08 are ringed the program has allocated the middle box - SUBJETM2 Cols 40-42 - to code 04 even though only 03 and 08 will be coded further. In order to avoid continuity error messages on subsequent runs code the level and subject in the box where it is expected. In the above example of 03, 04 and 08 code the subject for 03 in the first box and for 08 in the third box.

Note that it is quite acceptable for a respondent to have, say, two first degrees or three nursing qualifications. If, as is quite common, more than one nursing qualification is specified code up to three in the OFFICE USE boxes. The program will accept this. If respondent has two higher degrees, one first degree and a degree level qualification, codes 01, 02 and 03 will have been keyed but the two higher degrees and the first degree only should be subject coded. Leave QUALSM1-M3 as coded.

#### To code level of qualification

Enter the second digit of the code(s) ringed at QUALSM1-M3 in the first part of the three digit coding box. Thus only 1, 2, 3 and 8 may appear at columns 37, 40 and 43.

#### To code subject

See Qualified Manpower Index of subjects and code the subject as a two digit figure in the second and third parts of the coding box.

As an example: if the respondent has a first degree in French and 02 is coded at QUALSM1 (Cols 31-32), then 2 should be entered at column 37 and the French subject code of 94 entered at columns 38-39. Thus SUBJETM1 should read 294.

Notes on subject coding

1. If subject not stated code as 00; if subject inadequately described code as 01.
2. A Phd or MPhil can be done in any subject. If subject not stated do not assume it is philosophy, instead code to 00.
3. If MA, BA, MSc, BSc are specified but subject not stated do not code to a general arts or science subject, instead code to 00.
4. Where BEd is given but no subject stated assume education is subject and code accordingly to 03.
5. For combinations of subject in one qualification (e.g. joint first degree) see codes at the end of each section. Some combinations have a specific code. A combination of, say, an engineering subject with an applied science subject should be coded to 44. If these combinations do not have a specific code take the first subject mentioned.

APPTRADE - Seq 6 Cols 52-54 (Qn 132)

The code to be entered should be an occupation not an industry code. If NA refer to S/V.

EDLASTWK and FUTURE - Seq 6 Cols 63-64 and 67-68  
(Qns 138 and 140)

In a number of cases the interviewers have followed the wrong continuity from Interviewer Check Qn 137 and asked EDLASTWK instead of FUTURE and vice versa. In these situations it is permissible to transfer information from one question to another. So if FUTURE is coded 2 'No' but EDLASTWK should apply, delete the code at FUTURE and enter 2 at EDLASTWK. In this instance you may have to leave JOBTRAIN (Qn 139) as NA but see TRAINPLC to determine whether it is possible to impute an answer.

TRAINOCC - Seq 7 Cols 29-31 (Qn 147)

The code to be entered should be an occupation not an industry code. If NA refer to S/V.

LIMITT and HEALTHM1-M3 - Seq 7 Cols 38-45 (Qns 151-153)

If respondent has health problems noted at Qn 152 enter the ringed codes at HEALTHM1-M3.

If LIMITT is NA where it should apply and HEALTHM1-M3 are also blank do not make any amendments.

SN 2722

**QUESTIONNAIRE A  
GREAT BRITAIN**

**1989 LABOUR FORCE SURVEY (A)**

**D0769**

**REFERENCE WEEK ENDS SUNDAY** Day   Month   Year  **8**  **9**

Interviewer's name

Interviewer's number

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Address No           |                      | Household No         |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

| Ring Per No | 2 Relationship to HOH WRITE IN AND ENTER CODE |  |  |  |  |  |  |  |  |  | 3 Sex |   | 4 Date of birth |     |       | 5 Age | 6 Is married, living together, single, widowed divorced or separated? |   |   |   |   |   | 7 Family Unit |      |   |
|-------------|---|--|--|--|--|--|--|--|--|--|-------|---|-----------------|-----|-------|-------|---|---|---|---|---|---|---------------|------|---|
|             | Relationship to HOH                           |  |  |  |  |  |  |  |  |  | Code  | M | F               | Day | Month | Year  |   | M | C | S | W | D | Sep.          | Code |   |
| 01          | HOH   |  |  |  |  |  |  |  |  |  | 0     | 1 | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    | 1 |
| 02          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 03          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 04          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 05          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 06          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 07          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 08          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |
| 09          |   |  |  |  |  |  |  |  |  |  |       |   | 1               | 2   |       |       |   |   | 1 | 2 | 3 | 4 | 5             | 6    |   |

|  |  |  |   |
|--|--|--|---|
| <p><b>8 Telephone interviewers only</b><br/>Is any part of this address (READ OUT ADDRESS) separately occupied by anyone you have not told me about?</p> <p>Yes <input type="checkbox"/> 1</p> <p>No <input type="checkbox"/> 2 → 9</p>  | <b>SKIP TO</b>   | <p><b>13 TENURE</b><br/>Does your household own or rent this accommodation?</p> <p>Owens / is buying <input type="checkbox"/> 1 → 14</p> <p>Rents / rent free <input type="checkbox"/> 2 → 15</p>  | <b>SKIP TO</b>  |
| <p><b>9-12 INTERVIEWER CHECK</b></p> <p><b>9</b> Check that person no is ringed for each person in household and ENTER TOTAL NO OF PERSONS IN HOUSEHOLD → <input type="text"/> <input type="text"/> → 10</p> <p>If 10 or more persons, continue on another Questionnaire A, starting on row below HOH and renumbering person nos as 10, 11 etc</p> <p><b>10</b> ENTER TOTAL NO OF PERSONS AGED 16 AND OVER IN HOUSEHOLD → <input type="text"/> <input type="text"/> → 11</p> <p><b>11A</b> Enter at top of page the HOUSEHOLD NO to which this questionnaire refers, then go to 11B</p> <p><b>11B</b> ENTER TOTAL NO OF HOUSEHOLDS AT THIS ADDRESS (DO NOT INCLUDE VACANT HOUSEHOLD SPACES) → <input type="text"/> <input type="text"/> → 12</p> <p><b>12</b> ADDRESS IS IN ENGLAND OR WALES (AREAS 01-24) → 13</p> <p>ADDRESS IS IN SCOTLAND (AREAS 25-27) → 17</p> | <p><b>14</b> Is this accommodation owned outright or being bought with a mortgage or loan?</p> <p><input type="checkbox"/> 1 → 17</p> <p><input type="checkbox"/> 2 → 17</p> | <p><b>15</b> Who is this accommodation rented from? (Who is it provided by?)</p> <p><b>CODE ORGANISATIONS</b></p> <p>FIRST Local Authority or Council <input type="checkbox"/> 1</p> <p>THAT New Town Corporation or Commission <input type="checkbox"/> 2</p> <p>APPLIES Housing association or co-operative or housing charitable trust <input type="checkbox"/> 3</p> <p>Property company <input type="checkbox"/> 4</p> <p>Employer <input type="checkbox"/> 5</p> <p>Other organisation <input type="checkbox"/> 6 → 16</p> <p><b>INDIVIDUALS</b></p> <p>Relative of household member <input type="checkbox"/> 7</p> <p>Employer <input type="checkbox"/> 8</p> <p>Other individual private landlord <input type="checkbox"/> 9</p> | <p><b>16</b> Does your landlord provide this accommodation furnished READ OUT partly furnished or unfurnished?</p> <p><input type="checkbox"/> 1 → 17</p> <p><input type="checkbox"/> 2 → 17</p> <p><input type="checkbox"/> 3 → 17</p> |
| <p><b>17</b> Ask A18-28 for each household member in turn, first ring person number at top of each column → 18</p>   |  |  |   |

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?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06<br>→19         | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06<br>→19         | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06<br>→19         |
| 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01<br>06<br>→21<br>→20  | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01<br>06<br>→21<br>→20  | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01<br>06<br>→21<br>→20  |
| 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR  | →21                     | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR  | →21                     | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR  | →21                     |
| 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10                                       | →22                     | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10                                       | →22                     | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10                                       | →22                     |
| 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 →24<br>2 →23<br>3 →29 | 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 →24<br>2 →23<br>3 →29 | 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 →24<br>2 →23<br>3 →29 |
| 23 Where was living one year ago?<br>IF IN UK Town County<br>IF OUTSIDE UK Country  | 998<br>→24              | 23 Where was living one year ago?<br>CODE Same as person 01 OR ENTER<br>IF IN UK Town County<br>IF OUTSIDE UK Country   | 998<br>→24              | 23 Where was living one year ago?<br>CODE Same as person 01 OR ENTER<br>IF IN UK Town County<br>IF OUTSIDE UK Country   | 998<br>→24              |
| 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          |
| 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 →26<br>2 →29          | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 →26<br>2 →29          | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 →26<br>2 →29          |
| 26 How many times did move in the last 12 months for those reasons?   | No of times<br>→27      | 26 How many times did move in the last 12 months for those reasons?   | No of times<br>→27      | 26 How many times did move in the last 12 months for those reasons?   | No of times<br>→27      |
| 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 →28<br>2 →29          | 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 →28<br>2 →29          | 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 →28<br>2 →29          |
| 28 For how many moves did get money help from the employer concerned?<br>Enter number of times  | →29                     | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times  | →29                     | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times  | →29                     |
| 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                         | 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                         | 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>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                         |
|---|----------------------------|---|----------------------------|---|----------------------------|
| 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 → 19              | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 → 19              | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 → 19              |
| 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 → 21<br>06 → 20         | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 → 21<br>06 → 20         | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 → 21<br>06 → 20         |
| 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | → 21                       | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | → 21                       | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | → 21                       |
| 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10 →                                     | → 22                       | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10 →                                     | → 22                       | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10)<br>Specify codes 09 / 10 →                                     | → 22                       |
| 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 → 24<br>2 → 23<br>3 → 29 | 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 → 24<br>2 → 23<br>3 → 29 | 22 Is living in the same accommodation as a year ago?<br>Yes<br>No<br>Baby under 1 year   | 1 → 24<br>2 → 23<br>3 → 29 |
| 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998 → 24                   | 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998 → 24                   | 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998 → 24                   |
| 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X → 25<br>Y → 29           | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X → 25<br>Y → 29           | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X → 25<br>Y → 29           |
| 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 → 26<br>2 → 29           | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 → 26<br>2 → 29           | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes<br>No  | 1 → 26<br>2 → 29           |
| 26 How many times did move in the last 12 months for those reasons?   | No of times → 27           | 26 How many times did move in the last 12 months for those reasons?   | No of times → 27           | 26 How many times did move in the last 12 months for those reasons?   | No of times → 27           |
| 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 → 28<br>2 → 29           | 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 → 28<br>2 → 29           | 27 Did get any money help towards moving from the employer concerned?<br>Yes<br>No  | 1 → 28<br>2 → 29           |
| 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | → 29                       | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | → 29                       | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | → 29                       |
| 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                            | 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                            | 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>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?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 →19            | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 →19            | 18 What is nationality?<br>UK / British<br>Irish Republic<br>Other (SPECIFY)  | 01<br>06 →19            |
| 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 →21<br>06 →20        | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 →21<br>06 →20        | 19 In what country was born?<br>UK / Britain<br>Irish Republic<br>OTHER (SPECIFY PRESENT NAME)  | 01 →21<br>06 →20        |
| 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | →21                     | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | →21                     | 20 In what year did first arrive in the United Kingdom?<br>ENTER LAST 2 DIGITS OF YEAR →  | →21                     |
| 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10) →<br>Specify codes 09 / 10                                     | →22                     | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10) →<br>Specify codes 09 / 10                                     | →22                     | 21 SHOW CARD A21 / READ OUT<br>To which of these groups do you consider belongs?<br>ENTER CODE (01-10) →<br>Specify codes 09 / 10   | →22                     |
| 22 Is living in the same accommodation as a year ago?<br>Yes 1 →24<br>No 2 →23<br>Baby under 1 year 3 →29   | 1 →24<br>2 →23<br>3 →29 | 22 Is living in the same accommodation as a year ago?<br>Yes 1 →24<br>No 2 →23<br>Baby under 1 year 3 →29   | 1 →24<br>2 →23<br>3 →29 | 22 Is living in the same accommodation as a year ago?<br>Yes 1 →24<br>No 2 →23<br>Baby under 1 year 3 →29   | 1 →24<br>2 →23<br>3 →29 |
| 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998<br>→24              | 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998<br>→24              | 23 Where was living one year ago?<br>CODE Same as person 01<br>OR ENTER<br>IF IN UK Town<br>County<br>IF OUTSIDE UK<br>Country  | 998<br>→24              |
| 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          | 24 CHECK Man aged 16-64 / Woman aged 16-59<br>Others  | X →25<br>Y →29          |
| 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes 1 →26<br>No 2 →29  | 1 →26<br>2 →29          | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes 1 →26<br>No 2 →29  | 1 →26<br>2 →29          | 25 Did move at any time in the last 12 months because of his / her job or to look for work?<br>Yes 1 →26<br>No 2 →29  | 1 →26<br>2 →29          |
| 26 How many times did move in the last 12 months for those reasons?<br>No of times  | →27                     | 26 How many times did move in the last 12 months for those reasons?<br>No of times  | →27                     | 26 How many times did move in the last 12 months for those reasons?<br>No of times  | →27                     |
| 27 Did get any money help towards moving from the employer concerned?<br>Yes 1 →28<br>No 2 →29  | 1 →28<br>2 →29          | 27 Did get any money help towards moving from the employer concerned?<br>Yes 1 →28<br>No 2 →29  | 1 →28<br>2 →29          | 27 Did get any money help towards moving from the employer concerned?<br>Yes 1 →28<br>No 2 →29  | 1 →28<br>2 →29          |
| 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | →29                     | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | →29                     | 28 For how many moves did get money help from the employer concerned?<br>Enter number of times →  | →29                     |
| 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                         | 29 IF MORE HOUSEHOLD MEMBERS go to next column<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over |                         | 29 IF MORE HOUSEHOLD MEMBERS go to continuation 'A' questionnaire<br>IF NO MORE HOUSEHOLD MEMBERS check age at A5 and complete a white 'B' questionnaire for each person aged 16 or over<br>Under 16s end here. |                         |

Person Number to whom this questionnaire relates →

SN 2722

INTERVIEWER NAME  
(telephone only)

| Address No           |                      | Household No         |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Person Number of respondent providing information →

|   |   |   |                      |
|---|---|---|----------------------|
| <p><b>1 ENTER REFERENCE WEEK</b></p> <p>Week ending Sunday</p> <p>Day <input type="text"/> <input type="text"/></p> <p>Month <input type="text"/> <input type="text"/></p> <p style="text-align: center;">8 9</p>   | SKIP TO                                   | <p><b>8 What was the main reason that you were away from work (last week)?</b></p> <p>Maternity leave <span style="float: right;">03</span></p> <p>Other leave holiday <span style="float: right;">04</span></p> <p>Sick or injured <span style="float: right;">05</span></p> <p>Attending a training course away from own workplace <span style="float: right;">06</span></p> <p>Laid off / short time / work interrupted by bad weather <span style="float: right;">09</span></p> <p>labour dispute at own workplace <span style="float: right;">10</span></p> <p>economic and other causes <span style="float: right;">11</span></p> <p>Other personal / family reasons <span style="float: right;">12</span></p> <p>Other reasons <span style="float: right;">13</span></p> | SKIP TO              |
| <p><b>2 INTERVIEWER CHECK</b></p> <p>Men aged 16-64, women aged 16-59 <input checked="" type="checkbox"/></p> <p>Men aged 65 or more, women aged 60 or more <input type="checkbox"/></p>  | → 3<br>→ 5                                | <p><b>9 INTERVIEWER CHECK</b></p> <p>In a job but away from paid work last week (B6 CODED 1) <input checked="" type="checkbox"/></p> <p>On YTS / ET and temporarily away from an employer (B4 CODED 4) <input type="checkbox"/></p>   | → 10<br>→ 15         |
| <p><b>3 [Last week, that is] in the seven days ending Sunday (DATE AT B1) were you on any of the following government schemes</b></p> <p>READ OUT COMPLETE LIST</p> <p>[Youth Training Scheme (YTS)] 1 → 4</p> <p>Community Industry 2 → 14</p> <p>Job Training Scheme (JTS) 3 → 14</p> <p>Employment training (ET) 4 → 4</p> <p>Voluntary Projects Programme (VPP) 5 → 14</p> <p>None of these? 6 → 5</p>                                    | → 4<br>→ 14<br>→ 14<br>→ 4<br>→ 14<br>→ 5 | <p><b>10 Was the job / business that you were in / away from (last week)</b></p> <p>CODE FIRST THAT APPLIES</p> <p>a permanent job? 1 → 15</p> <p>a seasonal, temporary or casual job? 2 → 11</p> <p>or a job done under contract or for a fixed period of time? 3 → 11</p>   | → 15<br>→ 11<br>→ 11 |
| <p><b>4 (Last week) on your YTS / Employment Training were you</b></p> <p>CODE FIRST THAT APPLIES</p> <p>with an employer providing work experience or practical training? 1 → 14</p> <p>on a project providing work experience or practical training? 2 → 60</p> <p>at a college or training centre? 3 → 60</p> <p>temporarily away from an employer or project? 4 → 7</p> <p>temporarily away from a college or training centre? 5 → 60</p> | → 14<br>→ 60<br>→ 60<br>→ 7<br>→ 60       | <p><b>11. Did you take that type of job rather than a permanent job because</b></p> <p>CODE FIRST THAT APPLIES</p> <p>You had a contract which included a period of training? 1 → 12</p> <p>You could not find a permanent job? 2 → 12</p> <p>You did not want a permanent job? 3 → 12</p> <p>Or was there some other reason? (please specify) 4</p>  | → 12<br>→ 12<br>→ 12 |
| <p><b>5 Did you do any paid work [last week, that is] in the seven days ending Sunday (DATE AT B1), either as an employee or as self-employed?</b></p> <p>Yes 1 → 10</p> <p>No 2 → 6</p>  | → 10<br>→ 6                               | <p><b>12. Did you get the work that you were doing (last week)</b></p> <p>READ OUT</p> <p>through a private employment agency (or business) 1 → 13</p> <p>through a Jobcentre 2 → 15</p> <p>or in some other way? 3 → 15</p>  | → 13<br>→ 15<br>→ 15 |
| <p><b>6 Even though you were not working, did you have a job or business that you were away from (last week)?</b></p> <p>Yes 1 → 8</p> <p>No 2 → 74</p> <p>Waiting to take up a new job / business already obtained 3 → 74</p>  | → 8<br>→ 74<br>→ 74                       | <p><b>13 Were you being paid for that work</b></p> <p>READ OUT</p> <p>by the people you actually did it for 1 → 15</p> <p>or by the private employment agency [or business]? 2 → 15</p>   | → 15<br>→ 15         |
| <p><b>7 INTERVIEWER STATEMENT</b></p> <p>I am going to be asking some questions in which the terms "work", "job" or "employed" are used. In your case could you please regard these questions as referring to your time spent on your Government Scheme</p>   | → 8                                       |   |                      |

**14 INTERVIEWER STATEMENT**

I am going to be asking some questions in which the terms "work", "job" or "employed" are used. In your case could you please regard these questions as referring to your time spent on your Government Scheme

**15 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**

CODE →

**16. What was your (main) job (last week)?**

(a) ENTER JOB TITLE

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

CODE →

**17 ASK (OR RECORD IF ON GOVERNMENT SCHEME (B3 coded 1-5))**

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

Employee

Self-employed

Government Scheme

**18 ASK OR RECORD**

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

Manager

Foreman / supervisor

Not manager or supervisor

**19 ASK OR RECORD**

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

On own / with partner(s)

With employees

SKIP TO

→ 15

→ 16

→ 17

→ 18

→ 19

→ 20A

→ 20A

→ 21

→ 20B

**20A. How many employees were there at the place where you worked?**

**20B How many people did you employ at the place where you worked?**

PROMPT 1 - 2

AS 3 - 5

NECESSARY Don't know, but under 6

6 - 24

Don't know, but under 25

25 or more

**21 INTERVIEWER CHECK**

On Government Scheme (B3 coded 1-5)

Others

X

Y

**22. Are you the owner-manager of this business?**

Yes

No

**23 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

**24 Have you left any paid job within the last three months?**

Yes

No

**25 Did you leave because the employer was**

CODE FIRST

THAT APPLIES

closing down?

or cutting back on staff?

or for some other reason?

**26 From that job did you take**

READ OUT

COMPLETE LIST

redundancy with payment

redundancy without payment

neither of these?

**27 INTERVIEWER CHECK**

On Government Scheme (B3 coded 1-5)

Others

X

Y

**28 In your present job were you working**

READ OUT

OUT

full-time

or part-time?

**29 Which of the following best 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)

SKIP TO

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→ 30

→ 28

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→ 29

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→ 29

→ 30

|   |  |   |
|---|--|---|
| <p>30 Did you have any days off work (last week) because you were sick or injured?</p> <p>Yes → 31<br/>No → 36</p>  | <p>SKIP TO</p> <p>1 → 31<br/>2 → 36</p>  | <p>38. Thinking of your [main] job / business, how many hours per week do you usually work, excluding mealbreaks and overtime?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 39</p> <p>IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS OR CODE 99 OR MORE HOURS 99</p>   |
| <p>31 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</p> <p>ENTER NO OF DAYS → <input type="text"/> → 32</p>   | <p>SKIP TO</p> <p>1 → 32</p>   | <p>39 How many hours paid overtime do you usually work per week?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 40</p> <p>IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS</p>   |
| <p>32 Last week, did you get or expect to get</p> <p>CODE FIRST THAT APPLIES</p> <p>1 Continued payment of wages from your employer?</p> <p>2 Statutory sick pay (SSP) from your employer?</p> <p>3 → 33 Sickness benefit or invalidity benefit from DSS?</p> <p>4 None of these?</p> <p>5 Don't know</p>   | <p>SKIP TO</p> <p>1 → 33<br/>2 → 33<br/>3 → 33<br/>4 → 33<br/>5 → 33</p>   | <p>40 How many hours unpaid overtime do you usually work per week? IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 41</p> <p>41. INTERVIEWER TOTAL A+B+C AND CHECK TOTAL USUAL HOURS WITH RESPONDENT</p> <p>ENTER TOTAL HOURS → <input type="text"/> <input type="text"/> → 42</p> <p>OR CODE 99 OR MORE HOURS 99</p>  |
| <p>33 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</p> <p>1-3 days (not including Sunday) → 1</p> <p>4-6 days (not including Sunday) → 2</p> <p>More than 1 week - 2 weeks → 3</p> <p>More than 2 weeks - 3 weeks → 4</p> <p>More than 3 weeks - 4 weeks → 5 → 34</p> <p>More than 4 weeks - 8 weeks → 6</p> <p>More than 8 weeks - 3 months → 7</p> <p>More than 3 months - 6 months → 8</p> <p>More than 6 months → 9</p> | <p>SKIP TO</p> <p>1 → 34<br/>2 → 34<br/>3 → 34<br/>4 → 34<br/>5 → 34<br/>6 → 34<br/>7 → 34<br/>8 → 34<br/>9 → 34</p> | <p>42. INTERVIEWER CHECK NB PRIORITY CODING</p> <p>Did no paid work last week (B5=2) or was on YTS / ET and temporarily away from employer (B4=4)</p> <p>Was sick all last week (B31=6) → W → 50</p> <p>Able to separate basic hours from overtime? Yes (B36=1) → Y → 44</p> <p>No (B36=2) → Z → 43</p> <p>X → 44</p> <p>43. Thinking now about (last week, that is) the seven days ending Sunday how many hours did you actually work in your [main] job / business (excluding mealbreaks)?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 48</p> <p>OR CODE 99 OR MORE HOURS 99</p> |
| <p>34 Did this spell of sickness or injury end (last week)?</p> <p>Yes → 1</p> <p>No → 2 → 35</p>   | <p>SKIP TO</p> <p>1 → 35<br/>2 → 35</p>  | <p>44. Thinking now about (last week, that is) the seven days ending Sunday how many hours did you actually work in your [main] job / business, excluding mealbreaks (and overtime)?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 45</p> <p>OR CODE 99 OR MORE HOURS 99</p>   |
| <p>35 How many other spells did you have away from work owing to sickness during the last 12 months?</p> <p>ENTER NUMBER → <input type="text"/> → 36</p> <p>(ENTER 99 FOR 'DON'T KNOW, BUT AT LEAST ONE')</p>   | <p>SKIP TO</p> <p>1 → 36</p>   | <p>45 ASK (OR RECORD IF ALREADY TOLD NEVER DOES PAID OVERTIME)</p> <p>How many hours paid overtime did you actually work last week?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 46</p>   |
| <p>36 [I should like to ask some questions now about the hours which you work in your [main] job [or business] in asking these questions we try to find out how much paid and unpaid overtime people work as well as the basic hours which are worked] Do you ever do any work which you would regard as paid or unpaid overtime?</p> <p>Yes → 1 → 38</p> <p>No → 2 → 37</p>  | <p>SKIP TO</p> <p>1 → 38<br/>2 → 37</p>  | <p>46 ASK (OR RECORD IF ALREADY TOLD NEVER DOES UNPAID OVERTIME)</p> <p>How many hours unpaid overtime did you actually work last week?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 47</p>   |
| <p>37 How many hours per week do you usually work, excluding mealbreaks, in your [main] job / business?</p> <p>ENTER HOURS → <input type="text"/> <input type="text"/> → 42</p> <p>IF VARIES, TAKE AVERAGE OVER LAST 4 WEEKS OR CODE 99 OR MORE HOURS 99</p>  | <p>SKIP TO</p> <p>1 → 42<br/>99 → 42</p>   | <p>47 INTERVIEWER TOTAL D+E+F AND CHECK TOTAL ACTUAL HOURS WITH RESPONDENT</p> <p>ENTER TOTAL HOURS → <input type="text"/> <input type="text"/> → 48</p> <p>OR CODE 99 OR MORE HOURS 99</p>   |
| <p>38 ASK OR RECORD (Last week) did you work more hours than usual</p> <p>fewer hours than usual</p> <p>or the same number of hours as usual?</p>   | <p>SKIP TO</p> <p>1 → 50<br/>2 → 49<br/>3 → 50</p>   | <p>48 ASK OR RECORD (Last week) did you work more hours than usual</p> <p>fewer hours than usual</p> <p>or the same number of hours as usual?</p>   |

49 ASK OR RECORD

What was the main reason that (last week) you did fewer hours than usual?

- Number of hours worked / overtime varies
- Bank Holiday
- Maternity leave
- Other leave / holiday
- Sick or injured
- Attending a training course away from own workplace
- Started new job / changed jobs
- Ended job and did not start new one that week
- Laid off / short time / work interrupted by bad weather
- labour dispute at own workplace
- economic and other causes
- Other personal / family reasons
- Other reasons

SKIP TO

01 → 51

02

03

04

05

06

07

08 → 50

09

10

11

12

13

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

- Yes
- No

1 → 51

2 → 51

51 Do you do shiftwork at all?

- Yes
- No

1 → 52

2 → 53

52. SHOW CARD B52

What type of shiftwork do you work?

- PROMPT Three-shift working
- AS Continental shifts
- NECESSARY 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(specify)

01

02

03

04 → 54

05

06

07

08

09

10 → 55

11 → 54

53 What times of day do you usually work?

- ASK OR RECORD During the day
- Evenings only
- At night
- Both lunchtime and evenings
- Other time of the day
- It varies / no usual pattern

1

2

3 → 54

4

5

6

54 In the four weeks ending Sunday (DATE AT B1) did you work on any Saturday or Sunday?

- Yes
- No

1 → 55

2 → 57

55. 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)?

SKIP TO

1

2 → 56

3

56 ASK OR RECORD

[May I just check] in the (last four weeks) did you work on any of the days Monday - Friday as well?

- Weekends only
- Monday - Friday as well

1

2 → 57

57 Are you a member of

- A trade union?
- A staff association?
- Both?
- or Neither?

1

2 → 58

3

4

58 SECOND JOB LAST WEEK

(Last week) did you do any other paid work or have any other paid job / or business in addition to the one you have just told me about?

- Yes
- No

1 → 59

2 → 68

59 Was that because you changed jobs (last week)?

- Yes, changed jobs during the week
- No

1 → 68

2 → 61

60 (Last week) did you do any paid work or have any other paid job or business in addition to the YTS / ET you have just told me about?

- Yes
- No

1 → 61

2 → 74

61 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

→ 62

CODE →

62. What was your second job (last week)?

(a) ENTER JOB TITLE

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

SKIP TO

SKIP TO

LOOKING FOR ANOTHER JOB

68 Were you looking for a different or additional paid job or business (last week)?

Yes ..

No

1 → 69

2 → 108

69 Were you looking

READ OUT for a new job to replace  
AND CODE your present [main] job  
FIRST THAT or for an additional job?  
APPLIES

1 → 70

2 → 92A

70 Why were you looking for another job?

- CODE Present job may come to an end
- UP TO Present job is to fill in time
- THREE before finding another job
- Pay unsatisfactory in present job
- Journey to work unsatisfactory in present job
- Respondent wants to work longer hours than in present job
- Respondent wants to work shorter hours than in present job
- Other aspects of present job unsatisfactory
- Other reasons

1

2

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7

8

→ 71

→ 63

CODE →

63 In your second job were you working as an employee or were you self-employed?

Employee

Self-employed

1

2

→ 64

→ 65

64 ASK OR RECORD

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

Manager

Foreman / supervisor

Not manager or supervisor

1

2

3

→ 66A

65 ASK OR RECORD

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

On own / with partner(s)

With employees

1

2

→ 67

→ 66B

66A. How many employees were there at the place where you worked?

66B How many people did you employ at the place where you worked?

1 - 2

PROMPT

AS 3 - 5

NECESSARY Don't know but under 6

6 - 24

Don't know but under 25

25 or more

1

2

3

4

5

6

→ 67

71 INTERVIEWER CHECK

Code 5 ringed at previous question (B70)

Code 6 ringed at previous question (B70)

Others

X

Y

Z

→ 92A

→ 73

→ 72

72. In the job that you were looking for, would you rather work longer hours than in your present job, or would you rather work shorter hours?

Longer

Shorter

The same

Don't know / No preference

1

2

3

4

→ 92A

→ 73

→ 92A

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

Yes, would still prefer shorter hours

No, would not prefer shorter hours

Don't know

1

2

3

→ 92A

67 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

→ 68



|   |                |  |                |
|---|----------------|--|----------------|
| <p>86 Were you looking for any kind of paid work (last week)?</p> <p>Yes 1 → 92A</p> <p>No 2 → 87</p>   | <p>SKIP TO</p> | <p>95 If you could not find / had not found a part-time job would you [have] accept[ed] a full-time job?</p> <p>Yes, would accept a full-time job 1</p> <p>No, would not accept a full-time job 2 → 96</p>   | <p>SKIP TO</p> |
| <p>87 Were you looking for a place on YTS / ET?</p> <p>Yes 1 → 92A</p> <p>No 2 → 88</p>   |                | <p>96 If a job (or YTS / ET place) had been available last week would you have been able to start within two weeks?</p> <p>Yes 1 → 98</p> <p>No 2 → 97</p>   |                |
| <p>88 INTERVIEWER CHECK</p> <p>Man aged 16 -69 / Woman aged 16 - 64 <input checked="" type="checkbox"/> → 89</p> <p>Man aged 70 or over / Woman aged 65 or over <input type="checkbox"/> → 154</p>  |                | <p>97 Why would you not have been able to start within two weeks?</p> <p>Must complete education 1</p> <p>CODE ONE ONLY (MAIN REASON)</p> <p>Cannot leave present job within two weeks 2</p> <p>Personal or family responsibilities 3 → 98</p> <p>Own illness or injury 4</p> <p>Other reason 5</p>  |                |
| <p>89 (Last week)</p> <p>CODE FIRST THAT APPLIES</p> <p>Were you waiting to take up a job that you had already obtained? 1 → 92B</p> <p>Were you waiting for the results of an application for a job or being assessed by an ET training agent? 2</p> <p>Was the reason you were not looking for work because you were temporarily sick or injured? 3 → 92A</p> <p>Or was the reason you were not looking for work because you were on holiday? 4</p> <p>None of these 5 → 90</p> |                | <p>98 INTERVIEWER CHECK NB PRIORITYCODING</p> <p>Looking for work (last week) (B68 OR B66 OR B87 CODED 1) <input type="checkbox"/> S → 101</p> <p>Not yet started looking for paid work (B90 CODED 8) <input type="checkbox"/> T → 108</p> <p>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 (B89 CODED 1, 2, 3 OR 4) <input type="checkbox"/> U</p> <p>Not looking for work (last week) but would like a job (B91 CODED 1) <input type="checkbox"/> V → 99</p> |                |
| <p>90 May I just check, what was the main reason you were not looking for work (last week)?</p> <p>On YTS / ET 1</p> <p>Student 2</p> <p>Long-term sick or disabled 3 → 91</p> <p>Looking after family / home 4</p> <p>Retired from work 5</p> <p>Doesn't want / need employment 6 → 108</p> <p>Believes no jobs available 7 → 91</p> <p>Not yet started looking 8 → 92A</p> <p>Any other reason 9 → 91</p>   |                | <p>99. Thinking of the 4 weeks ending Sunday (DATE AT B1) were you looking for paid work (or a YTS / ET place) at any time in those 4 weeks?</p> <p>Yes 1 → 101</p> <p>No 2 → 100</p>  |                |
| <p>91 Even though you were not looking for work (last week) would you like to have a regular paid job at the moment, either a full or part-time job?</p> <p>Yes 1 → 92B</p> <p>No 2 → 108</p>   |                | <p>100 INTERVIEWER CHECK</p> <p>CODED U AT CHECK 98 <input checked="" type="checkbox"/> → 101</p> <p>CODED V AT CHECK 98 <input type="checkbox"/> → 108</p>  |                |
| <p>LOOKING FOR WORK</p> <p>92A. Were you / Will you be looking for work</p> <p>92B Will you be working / Would you like work as an employee 1 → 93</p> <p>or as self-employed? 2 → 96</p> <p>No preference 3 → 93</p>   |                | <p>101 How long have you been / were you looking for paid work / an additional or replacement job?</p> <p>PROMPT AS NECESSARY</p> <p>Not yet started 01 → 108</p> <p>Less than 1 month 02</p> <p>1 month but less than 3 months 03</p> <p>3 months but less than 6 months 04</p> <p>6 months but less than 12 months 05 → 102</p> <p>12 months but less than 18 months 06</p> <p>18 months but less than 2 years 07</p> <p>2 years but less than 3 years 08</p> <p>3 years but less than 4 years 09</p> <p>4 years but less than 5 years 10</p> <p>5 years or more 11</p>      |                |
| <p>93 Were you / Will you be looking for / Will you be working / Would you like full-time 1 → 94</p> <p>or part-time[work]? 2 → 95</p> <p>No preference 3 → 96</p>  |                | <p>102 INTERVIEWER CHECK</p> <p>No paid job (last week) or on YTS / ET at college (B6 CODED 2 OR 3 OR B4 CODED 3 OR 5) <input checked="" type="checkbox"/> → 103</p> <p>Paid job (last week) or on Community Industry / VPP or on YTS / ET with employer (B5 or B6 CODED 1 or B3 CODED 2 or 5, or B4 CODED 1, 2 or 4) <input type="checkbox"/> → 105</p>   |                |
| <p>94 If you could not find / had not found a full-time job would you [have] accept[ed] a part-time job?</p> <p>Yes would accept a part-time job 1 → 96</p> <p>No, would not accept a part-time job 2</p>   |                |  | <p>145</p>     |

|  |   |  |   |
|--|---|--|---|
| <p>103 What were you doing before you started to look for paid work? Were you</p> <p>READ OUT AND CODE ONE ONLY (MAIN ACTIVITY)</p> <p>working<br/>in full-time education or training or on a government scheme<br/>looking after the family or home or were you doing something else?</p>   | <p>SKIP TO</p> <p>1 →105<br/>2 →104<br/>3 →105<br/>4</p>                                    | <p>108 INTERVIEWER CHECK</p> <p>Man aged 18-69 / Woman aged 16-64</p> <p>- not on YTS / Community Industry / JTS / ET (B3 CODED 5, 6 OR BLANK)</p> <p>- on YTS / Community Industry / JTS / ET (B3 CODED 1-4)</p> <p>Man aged 70 or over / Woman aged 65 or over</p> | <p>SKIP TO</p> <p>X →109<br/>Y →114<br/>Z</p> |
| <p>104. May I just check, were you</p> <p>READ OUT AND CODE ONE ONLY</p> <p>at school / sixth form college on YTS<br/>or were you in some other full-time education or training, or on some other government scheme?</p>   | <p>1<br/>2 →105<br/>3</p>   | <p>109 Have you attended an unemployment benefit office in the last 4 months?</p> <p>Yes 1 →110<br/>No 2 →114</p>  | <p>1 →110<br/>2 →114</p>                      |
| <p>105 INTERVIEWER CHECK</p> <p>CODED 2 AT B99</p> <p>CODED 1 OR BLANK AT B99</p>  | <p>X →108<br/>Y →108</p>  | <p>110 So may I just check, were you claiming unemployment benefit (last week)?</p> <p>Yes 1 →114<br/>No 2 →111</p>  | <p>1 →114<br/>2 →111</p>                      |
| <p>106. In the 4 weeks ending Sunday (DATE AT B1) did you do any of these things</p> <p>Visit a Jobcentre?<br/>Visit a careers office?<br/>Visit a Professional and Executive Recruitment office?<br/>Visit a Jobclub?<br/>Have your name on the books of a private employment agency?<br/>Advertise for jobs in newspapers or journals?<br/>Answer advertisements in newspapers or journals?<br/>(IF CODE 7 RINGED, RING CODE 8 ALSO)<br/>Study situations vacant columns in newspapers or journals?<br/>Apply directly to employers?<br/>Ask friends, relatives, colleagues or trade unions about jobs?<br/>Wait for the results of an application for a job?<br/>Do anything else to find work?</p> | <p>01<br/>02<br/>03<br/>04<br/>05<br/>06<br/>07 →107<br/>08<br/>09<br/>10<br/>11<br/>12</p> | <p>111 INTERVIEWER CHECK</p> <p>Person aged 60 or over</p> <p>Person aged 16-59</p>  | <p>X →114<br/>Y →112</p>                      |
| <p>107 IF ONLY ONE CODE IS RINGED AT B106 ENTER IT IN THE BOX BELOW</p> <p>IF TWO OR MORE METHODS ARE RINGED AT B106 ASK FOR MAIN METHOD AND ENTER</p> <p>CODE → <input type="text"/> →108</p>   | <p>→108</p>   | <p>112. Were you signed on at an Unemployment Benefit Office (last week) to claim Income Support as an unemployed person?</p> <p>Yes 1 →114<br/>No 2 →113</p> <p>113 or in order to get credits for National Insurance contributions?</p> <p>Yes 1<br/>No 2 →114</p> | <p>1 →114<br/>2 →113<br/>1<br/>2 →114</p>     |

**SITUATION ONE YEAR AGO**

114 I should like to ask you now about your situation twelve months ago, that is in (MONTH OF INTERVIEW) 1988  
Were you

- CODE FIRST THAT APPLIES
- 1 Working in a paid job or business?
  - 2 Laid off, or on short time at firm?
  - 3 Unemployed, actively seeking work?
  - 4 On a special government scheme?
  - 5 A full-time student or pupil?
  - 6 Retired from paid work?
  - 7 Looking after the family or home?
  - 8 Long-term sick or disabled?
  - 9 None of these?

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

- 1 Yes, the same
- 2 No, different

116 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

CODE →

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

- 1 Yes, exactly the same
- 2 No, different

118 IF DIFFERENT JOB

(a) ENTER JOB TITLE

(b) What did you mainly do in that job?

CODE →

SKIP TO

119 INTERVIEWER CHECK

Same job with same firm / organisation  
(B115 CODED 1 AND B117 CODED 1)  X → 120

Change of job or firm / organisation  
(B115 CODED 2 OR B117 CODED 2)  Y → 121

120. INTERVIEWER REFER BACK TO OCCUPATION AND INDUSTRY (LAST WEEK) / IN LAST JOB AND CHECK B121-B125 WITH RESPONDENT → 121

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

Employee 1 → 122

Self-employed 2 → 123

122. ASK OR RECORD

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

Manager .. 1

Foreman/supervisor 2 → 124A

Not manager or supervisor 3

123. ASK OR RECORD

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

On own / with partner(s) .. 1 → 125

With employees 2 → 124B

→ 117 124A. How many employees were there at the place where you worked?

124B How many people did you employ at the place where you worked?

PROMPT 1 - 2 1

AS 3 - 5 2

NECESSARY Don't know but under 6 3

6 - 24 4 → 125

Don't know but under 25 .. 5

25 or more 6

125 In that job were you working

READ full-time 1 → 126  
OUT or part-time? 2

126. INTERVIEWER CHECK

Man aged 16 - 64  X → 127

Woman aged 16 - 59  Y

Man aged 65 or over/Woman aged 60 or over  Z → 154

→ 119

127. I should like to ask you now about education and training

PROMPT Do you have any qualification from school or college?  
 IF NEEDED FROM Do you have any qualification connected with work (or YTS)?  
 LIST AT 128 No qualifications  
 Don't know

SKIP TO  
 1 → 128  
 1 → 128  
 2 → 129  
 3 → 128

128 Which qualifications do (you think) you have?

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

Higher degree (SPECIFY)

First degree (SPECIFY)

CODE ALL THAT APPLY Other degree level of 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

further education

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 A / S Level

'O' Level or equivalent (including CSE grade 1) / SLC (Lower), SCE (Ordinary), SUPE (Lower or Ordinary), GCSE

CSE (other than grade 1)

YTS Certificate

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  
 16  
 17

129. How old were you when you finished your continuous full-time education?

ENTER AGE FINISHED CONTINUOUS FULL-TIME EDUCATION →

Still in continuous full-time education  
 Never had any full-time education

SKIP TO  
 → 131  
 98 → 130  
 99 → 131

130 ASK (OR RECORD 'OTHER' IF PERSON AGED 20 OR OVER)

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

School

Other full-time education

1 → 151  
 2 → 131

131. Are you doing, or have you completed, a recognised trade apprenticeship?

Yes (completed)

Yes (still doing)

No (including apprenticeship begun but discontinued)

1 } → 132  
 2 }  
 4 → 133

132 Can you describe what you did in your apprenticeship?

And what was the title of the job for which you were apprenticed?

CODE →

→ 133

133 Are you at present enrolled on any full-time or part time education course? Include distance learning and correspondence courses as well as any other full or part-time courses, but exclude leisure classes

Yes

No

1 → 134  
 2 → 137

134 SHOW CARD B134

What kind of course is that?

PROMPT A sandwich course

AS NECESSARY Studying at university, polytechnic or college full-time

Training for a qualification in nursing, physiotherapy, or a similar medical subject

A part-time course at university, polytechnic or college, including day release and block release

Open Tech

Open University

Open College

Any other correspondence course

1  
 2 → 137  
 3  
 4 → 135  
 5  
 6  
 7 → 137  
 8

OFFICE USE ONLY

Three sets of empty boxes for office use only.

|   |  |                 |  |  |                      |
|---|--|-----------------|--|--|----------------------|
| <p>135 Is that course<br/> <b>READ</b> block release<br/> <b>OUT</b> day release<br/> both block and day release<br/> or some other kind of part-time course?</p>   | 1<br>2<br>3<br>4   | SKIP TO<br>→136 | <p>142. Where was the main place that you did this education or training (in the last 4 weeks)?</p> <p><b>PROMPT</b> On premises belonging to your employer<br/> <b>AS NECESSARY</b> another employer</p> <p><b>CODE ONE ONLY</b></p> Private training centre<br>Skill centre<br>Employment Rehabilitation Centre<br>Community Project<br>Government or local authority training workshop<br>ITeC (Information Technology Centre)<br>At home (Open University / Open Tech or other correspondence course)<br>Open college<br>College of further education<br>Other educational institution<br>None of these / (Don't know) | 01<br>02<br>03<br>04<br>05<br>06<br>07<br>08<br>09<br>10<br>11<br>12<br>13             | SKIP TO<br>→143      |
| <p>136 Do you attend that course<br/> <b>READ</b> just in the daytime<br/> <b>OUT</b> just in the evenings<br/> or both?</p>  | 1<br>2<br>3  | →137            |  |  |                      |
| <p>137 <b>INTERVIEWER CHECK</b><br/> Paid job (last week) or on YTS / ET with employer (B5 OR B6 CODED 1 OR B4 CODED 1,2 OR 4)<br/> No paid job (last week) or on YTS / ET at college (B6 CODED 2 OR 3 OR B4 CODED 3 OR 5)</p>                              | <input type="checkbox"/> X<br><input type="checkbox"/> Y | →138<br>→140    |  |  |                      |
| <p>138 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)?</p> <p>Yes<br/>No</p>            | 1<br>2   | →139<br>→151    |  |  |                      |
| <p>139 Was / Is that training<br/> <b>READ</b> 'on the job' training only<br/> <b>OUT</b> or training away from your job<br/> or both?</p>  | 1<br>2<br>3  | →146<br>→141    |  |  |                      |
| <p>140 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)?</p> <p>Yes<br/>No</p>                         | 1<br>2   | →141<br>→151    |  |  |                      |
| <p>141 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?</p> <p>ENTER HOURS → <input type="text"/></p> <p>No training (last week)</p> | <input type="text"/><br>00                               | →142            | <p>143 Who paid the fees for this training?</p> <p><b>CODE ALL THAT APPLY</b></p> Employer / potential employer<br>YTS / ET<br>Other government or local authority organisation<br>Self / family / relative<br>Other<br>No fees<br>Don't know  | 1<br>2<br>3<br>4<br>5<br>6<br>7  | →144                 |
|   |  |                 | <p>144 <b>INTERVIEWER CHECK</b></p> Employee (B17 CODED 1)<br>Self-employed (B17 CODED 2)<br>Others  | <input type="checkbox"/> X<br><input type="checkbox"/> Y<br><input type="checkbox"/> Z | →145<br>→146<br>→147 |
|   |  |                 | <p>145. While you were receiving this training did your employer pay your basic wages</p> <p><b>READ</b> in full<br/> <b>OUT</b> in part<br/> or not at all?</p>   | 1<br>2<br>3  | →146                 |
|   |  |                 | <p>146 Was this training meant for your current job?</p> <p>Yes<br/>No<br/>Don't know</p>  | 1<br>2<br>3  | →148<br>→147         |

|  |   |  |
|--|---|--|
| <p>147 Was this training for a specific occupation?</p> <p>No<br/>Don't know<br/>Yes (SPECIFY) <input checked="" type="checkbox"/></p> <p>(a) ENTER JOB TITLE</p> <p>(b) DESCRIBE FULLY THE MAIN ACTIVITY OF THE JOB</p>   | <p>997<br/>998</p> <p>→148</p> <p>SKIP TO</p>   | <p>152 Do you have</p> <p>CODE ALL THAT APPLY</p> <p>Problems or disability connected with arms, legs, hands, feet, back or neck (including arthritis or rheumatism)?</p> <p>Difficulty in seeing?</p> <p>Difficulty in hearing?</p> <p>Skin conditions, allergies?</p> <p>Chest or breathing problems, asthma, bronchitis?</p> <p>Heart, blood pressure or blood circulation problems?</p> <p>Stomach, liver, kidney or digestive problems?</p> <p>Diabetes?</p> <p>Depression, bad nerves?</p> <p>Epilepsy?</p> <p>Other health problems or disabilities?</p> <p>01<br/>02<br/>03<br/>04<br/>05<br/>06 →153<br/>07<br/>08<br/>09<br/>10<br/>14</p> |
| <p>148 Did the training end in the (last 4 weeks)?</p> <p>Yes, ended in (last 4 weeks)<br/>No, still continuing</p>  | <p>CODE →</p> <p>1<br/>2</p> <p>→149</p>  | <p>153 IF ONLY ONE CODE IS RINGED AT B152 ENTER IT IN THE TOP BOXES AT B153</p> <p>IF TWO OR MORE CODES ARE RINGED AT B152 ASK</p> <p>Which of these health problems or disabilities affects you the most?</p> <p>PRIORITY CODE UP TO THREE PROBLEMS OR DISABILITIES IN INFORMANTS OWN ORDER OF SERIOUSNESS</p> <p>1 →<br/>2 → →154<br/>3 →</p>  |
| <p>149 On the days you attended, did the course average six hours or more of study or instruction per day?</p> <p>Yes<br/>No</p>   | <p>1<br/>2</p> <p>→150</p>  | <p>154 GO TO NEXT PERSON AGED 16 OR OVER</p>   |
| <p>150 What was / is the total length of the training course?</p> <p>Less than 1 week<br/>1 week but less than 2 weeks<br/>2 weeks but less than 3 weeks<br/>3 weeks but less than a month<br/>1 month but less than 2 months<br/>2 months but less than 3 months<br/>3 months but less than 6 months<br/>6 months but less than 1 year<br/>1 year but less than 2 years<br/>2 years but less than 3 years<br/>3 years or more<br/>Ongoing / No definite limit</p> | <p>01<br/>02<br/>03<br/>04<br/>05<br/>06 →151<br/>07<br/>08<br/>09<br/>10<br/>11<br/>12</p> |  |
| <p>151 Do you have any health problems or disabilities which limit the kind of paid work that you can do?</p> <p>Yes<br/>No</p>  | <p>1 →152<br/>2 →154</p>  |  |

Interviewer's name

SN 2722

|            |  |              |  |
|------------|--|--------------|--|
| Address No |  | Household No |  |
|            |  |              |  |

Interviewer's number

|   |   |   |  |
|---|---|---|--|
| <p><b>ASK ALL</b></p> <p>1 Type of accommodation occupied by the household</p> <p>Whole house / bungalow</p> <ul style="list-style-type: none"> <li>detached</li> <li>semi-detached</li> <li>terraced, end of terrace</li> </ul> <p>Purpose-built flat or maisonette in block</p> <p>'4 in a block'</p> <p>Other type of block</p> <ul style="list-style-type: none"> <li>- with lift</li> <li>- without lift</li> </ul> <p>Part of house or bungalow / converted flat or maisonette / rooms in house or flat</p> <ul style="list-style-type: none"> <li>- with lift</li> <li>- without lift</li> </ul> <p>Caravan / mobile home / houseboat</p> <p>Other (SPECIFY)</p> | <p>01</p> <p>02 → 3</p> <p>03</p> <p>04</p> <p>05</p> <p>06 → 2</p> <p>07</p> <p>08</p> <p>09</p> <p>10 → 3</p> | <p><b>CONDENSATION / MOULD GROWTH</b></p> <p>8 Many places are affected by condensation on the walls or ceilings</p> <p>In this accommodation are you troubled by condensation on the walls or ceilings (at any time during the year)?</p> <p>PROBE THAT</p> <p>CONDENSATION ON WALLS OR CEILINGS IS BEING TALKED ABOUT - NOT CONDENSATION ON WINDOWS OR WINDOW FRAMES</p> <p>Yes</p> <p>No</p> <p>May be condensation or may be another source of damp</p> | <p>1 → 9</p> <p>2 → 10</p> <p>3 → 9</p>  |
| <p>2 ASK OR RECORD</p> <p>Entryphone system</p> <p>Yes</p> <p>No</p>  | <p>1</p> <p>2 → 3</p>   | <p><b>ASK ABOUT PERSON 01 ONLY</b></p> <p>10 How long have you (P01) yourself been living in this accommodation?</p> <p>Less than 1 year</p> <p>1 year but less than 2 years</p> <p>2 years but less than 3 years</p> <p>3 years but less than 5 years</p> <p>5 years but less than 10 years</p> <p>10 years but less than 20 years</p> <p>20 years but less than 30 years</p> <p>30 years but less than 40 years</p> <p>40 years or more</p>               | <p>1</p> <p>2 → 11</p> <p>3</p> <p>4</p> <p>5</p> <p>6 → 18</p> <p>7</p> <p>8</p> <p>9</p> |
| <p>3 Does your household own or rent this accommodation?</p> <p>Owms / is buying</p> <p>Rents / rents free</p>  | <p>1 → 4</p> <p>2 → 5</p>   | <p>11 (May I just check) which month and year did you (P01) move in here?</p> <p>Month</p> <p>Year</p>  | <p>8</p> <p>→ 12</p>   |
| <p>4 Is the accommodation owned outright or being bought with mortgage or loan?</p>   | <p>1</p> <p>2 → 6</p>   | <p>12 INTERVIEWER CHECK ON 11</p> <p>Month of move is 13 or more months ago</p> <p>Month of move is 12 or fewer months ago</p>  | <p>X</p> <p>Y</p> <p>→ 18</p> <p>→ 13</p>  |
| <p>5 Who is the accommodation rented from?</p> <p>Local Authority or Council</p> <p>New Town Corporation</p> <p>Scottish Special Housing Association / Scottish Homes</p> <p>Other housing association or cooperative</p> <p>Housing charitable trust</p> <p>Hotel/boardng house</p> <p>Property company</p> <p>Some other person / organisation</p>  | <p>1</p> <p>2</p> <p>3</p> <p>4 → 7</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p>                                     | <p>13 I would like to talk briefly about the accommodation you (P01) were living in a year ago this is in (MONTH OF INTERVIEW) 1988</p> <p>Was that accommodation a private residence or something different, such as a hotel?</p> <p>Private residence</p> <p>Something different (SPECIFY)</p>  | <p>1 → 14</p> <p>2 → 16</p>  |
| <p>6 Did you buy or acquire this accommodation from</p> <p>READ a Local Authority or Council</p> <p>OUT a New Town Corporation</p> <p>the Scottish Special Housing Association / Scottish Homes</p> <p>some other kind of housing association</p> <p>or from somebody else?</p>   | <p>1</p> <p>1</p> <p>1 → 7</p> <p>2</p> <p>3</p>  | <p>14 Was that accommodation owned or rented in your (P01 s) name or was it in someone else s name?</p> <p>In P01 s name</p> <p>In someone else s name</p>  | <p>1 → 15</p> <p>2 → 18</p>  |
| <p>7 AGE OF BUILDING</p> <p>When was the building first built?</p> <p>PROMPT Before 1919</p> <p>IF Between 1919 and 1944</p> <p>NECESSARY Between 1945 and 1964</p> <p>IF DK</p> <p>CODE YOUR 1965 or later</p> <p>ESTIMATE Don't know but after 1944</p> <p>Neither informant nor interviewer able to give estimate</p>  | <p>1</p> <p>2</p> <p>3</p> <p>4 → 8</p> <p>5</p> <p>6</p>   | <p>15 Was the accommodation in which you (P01) lived one year ago owned or rented?</p> <p>Owned / being bought</p> <p>Rented / rented free</p>  | <p>1 → 16</p> <p>2 → 17</p>  |

1989 LABOUR FORCE SURVEY (A)

1989 LABOUR FORCE SURVEY (A)

D0769

D0769

QUESTIONNAIRE C  
SCOTLAND

QUESTIONNAIRE D  
SCOTLAND

|   |  |                       |  |  |
|---|--|-----------------------|--|--|
| <p>16 Was this accommodation<br/>Owned outright?<br/>Being bought with mortgage or loan?</p>  | <p>1<br/>2</p>                                     | <p>SKIP TO<br/>18</p> | <p>The next group of questions which I should like to ask is about crime prevention, and whether you may have been the victim of housebreaking</p>   | <p>SKIP TO</p>   |
| <p>17 Who was the accommodation rented from?<br/>Local Authority or Council<br/>New Town Corporation<br/>Scottish Special Housing Association<br/>Other housing association or co-operative<br/>Housing charitable trust<br/>Hotel / boarding house<br/>Property company<br/>Some other person / organisation</p> | <p>1<br/>2<br/>3<br/>4<br/>4<br/>5<br/>6<br/>7</p> | <p>18<br/>19</p>      | <p>[The questions concern any address at which you (P01) have lived during the last year, that is since March / May 1988 ]<br/>We are interested in any incidents of housebreaking whether or not they were reported to the police<br/>1 During the last 12 months, ie since March / May 1988 has anyone got into your home and stolen anything?<br/>Yes<br/>No</p>  | <p>1 → 2<br/>2 → 3</p>   |
| <p>18 We are interested in future moves that people plan to make<br/>At this moment, are you seriously thinking of moving from this address in the course of the next 12 months?<br/>Yes<br/>No</p>   | <p>1<br/>2</p>                                     | <p>19<br/>Q16 D</p>   | <p>2 How many times has this happened in the last 12 months?<br/>Once<br/>Twice<br/>Three times or more</p> <p>3 [Apart from this] in the last 12 months has anyone broken into your home and attempted to steal anything?<br/>Yes<br/>No</p>  | <p>1 → 2<br/>2 → 3<br/>1 → 4<br/>2 → 5</p>   |
| <p>19 If you move will it be to a private residence or to something different such as a hotel?<br/>Private residence<br/>Something different (SPECIFY)<br/>Don't know / undecided</p>   | <p>1<br/>2<br/>3</p>                               | <p>20</p>             | <p>4 [In the last 12 months] how many times has this happened?<br/>Once<br/>Twice<br/>Three times or more</p> <p>5 [Apart from this] in the last 12 months has anyone who was in your home with your permission (such as workmen or acquaintances) stolen from it?<br/>Yes<br/>No</p>  | <p>1 → 2<br/>2 → 3<br/>1 → 4<br/>2 → 5<br/>1 → 6<br/>2 → 7</p>                     |
| <p>20 Will you be (READ OUT)<br/>buying<br/>renting from a local authority or housing association (include Scottish Special Housing Association)<br/>renting privately<br/>or making some other arrangement? (SPECIFY)<br/>Don't know / undecided</p>   | <p>1<br/>2<br/>3<br/>4<br/>5</p>                   | <p>Q16 D</p>          | <p>6 [In the last 12 months] how many times has this happened?<br/>Once<br/>Twice<br/>Three times or more</p> <p>7 INTERVIEWER CHECK<br/>No incident experienced (D1=2 D3=2 AND D5=2) <input checked="" type="checkbox"/> X<br/>One or more incidents experienced (Any of D2 D4 D6=1 3) <input type="checkbox"/> Y</p> <p>8 [I would like to ask some questions now about the last time that someone stole or attempted to steal from your home ] Could you tell me in which month it happened?<br/>Month <input type="text"/><br/>Year <input type="text"/></p> | <p>1 → 2<br/>2 → 3<br/>1 → 4<br/>2 → 5<br/>1 → 6<br/>2 → 7<br/>1 → 8<br/>2 → 9</p> |
|   |  |                       | <p>9 INTERVIEWER CHECK<br/>Is date at 8 within last 12 months? Yes <input checked="" type="checkbox"/> X<br/>No <input type="checkbox"/> Y</p> <p>10 ASK OR RECORD<br/>Did it / this last incident happen at this address or a previous address?<br/>This address<br/>Previous address</p> <p>11 Was this address a private residence or something else, such as a hotel or hostel?<br/>Private residence<br/>Something else</p>   | <p>10 → 11<br/>1 → 12<br/>2 → 11<br/>1 → 12<br/>2 → 28</p>                         |

|   |  |                                       |   |   |
|---|--|---------------------------------------|---|---|
| <p>12 Did it happen at the weekend, that is between 6pm on Friday and 6am on Monday, or during the rest of the week?</p> <p>6pm Friday - 6am Monday<br/>Rest of week<br/>Don't know</p>   | <p>1<br/>2<br/>3</p>                               | <p>SKIP TO<br/>13<br/>14</p>          | <p>20 ASK OR RECORD<br/>Was anything actually stolen?<br/>Yes<br/>No</p>  | <p>1 → 21<br/>2 → 23</p>                          |
| <p>13 At what time of day did it happen? (PROMPT WITH CATEGORIES AS NECESSARY)</p> <p>During morning (6 01am to 12 noon)<br/>During afternoon (12 01pm to 6pm)<br/>During evening (6 01pm to midnight)<br/>During night (12 01am to 6am)<br/>Morning / afternoon (can't say which)<br/>Afternoon / evening (can't say which)<br/>Evening / night (can't say which)<br/>Don't know</p>   | <p>1<br/>2<br/>3<br/>4<br/>5<br/>6<br/>7<br/>8</p> | <p>14</p>                             | <p>21 Could you tell me what was stolen?</p> <p>CODE ALL THAT APPLY</p> <p>Cash<br/>Credit Cards<br/>Other items</p>  | <p>1<br/>2 → 22<br/>3</p>                         |
| <p>14 ASK OR RECORD<br/>Which of these descriptions best fits the way the person / people who did it got into the house / flat / room?</p> <p>READ OUT COMPLETE LIST CODE ONE ONLY<br/>Used false pretences or was invited in by yourself or someone in your household<br/>Walked through unlocked door<br/>Broke in or forced their way in<br/>Some other way<br/>Don't know</p>   | <p>1<br/>2<br/>3<br/>4<br/>5</p>                   | <p>20<br/>18<br/>15<br/>15<br/>18</p> | <p>22 What, roughly, was the value of the stolen [cash] [and goods]? [Assume that the goods were replaced with new items] [If cheque book / guarantee card / credit card stolen, include any actual loss sustained as a result]</p> <p>Under £25<br/>£25 - £99 99<br/>£100 - £499 99<br/>£500 - £999 99<br/>£1000+<br/>Nil<br/>Don't know</p> | <p>1<br/>2<br/>3<br/>4 → 23<br/>5<br/>6<br/>7</p> |
| <p>15 Did they break in / get in through a door a window or some other way?</p> <p>Door (including patio door or French window)<br/>Window<br/>Ceiling<br/>Other way<br/>Don't know</p>   | <p>1<br/>2<br/>3<br/>4<br/>5</p>                   | <p>16<br/>17<br/>18</p>               | <p>23 Was the incident reported to the police?<br/>Yes<br/>No<br/>Don't know</p>  | <p>1 → 24<br/>2 → 26<br/>3</p>                    |
| <p>16 How did they get through the door?</p> <p>CODE ALL THAT APPLY</p> <p>Door not locked<br/>Had key<br/>Forced / broke lock<br/>Broke / cut / removed door panel or panel adjacent to door<br/>Forced their way in when door was opened<br/>Other<br/>Don't know</p>   | <p>1<br/>2<br/>3<br/>4<br/>5<br/>6<br/>7</p>       | <p>18</p>                             | <p>24 Did the police find out who did it?<br/>Yes<br/>No / not yet<br/>Police identified suspect, no proof yet<br/>Don't know</p>   | <p>1 → 25<br/>2<br/>3 → 26<br/>4</p>              |
| <p>17 How did they get through the window?</p> <p>CODE ALL THAT APPLY</p> <p>Window open / could be opened<br/>Forced window lock / catch<br/>Broke / cut out glass<br/>Other<br/>Don't know</p>  | <p>1<br/>2<br/>3<br/>4<br/>5</p>                   | <p>18</p>                             | <p>25 Has court action or any other action, been planned or taken against the offender(s)? (PROMPT WITH CATEGORIES AS NECESSARY)<br/>Yes - action taken / planned<br/>(Police say) none planned or taken<br/>Don't know / not yet</p>   | <p>1<br/>2 → 26<br/>3</p>                         |
| <p>18 Were you or anyone else at home when it happened?</p> <p>Yes<br/>No<br/>Don't know</p>  | <p>1<br/>2<br/>3</p>                               | <p>20<br/>19<br/>20</p>               | <p>26 INTERVIEWER CHECK<br/>Something stolen (D20=1)<br/>Nothing stolen (D20=2)</p>   | <p>X → 27<br/>Y → 28</p>                          |
| <p>19 How long was the period that the flat / room / house was empty, during which the theft / attempted theft took place? (PROMPT WITH CATEGORIES AS NECESSARY)</p> <p>Under 2 hours<br/>2 and less than six hours<br/>6 and under 12 hours<br/>12 and under 24 hours<br/>1 and less than 3 days<br/>3 and less than 7 days<br/>7 days or more<br/>Don't know</p> <p>CHECK Period is that between last household member leaving home and the first one returning</p> | <p>1<br/>2<br/>3<br/>4<br/>5<br/>6<br/>7<br/>8</p> | <p>20</p>                             | <p>27 Were the stolen goods recovered including goods recovered by the police but not yet returned to you?<br/>Yes - all<br/>Yes - some<br/>No<br/>Don't know</p>   | <p>1<br/>2 → 28<br/>3<br/>4</p>                   |
|   |  |                                       | <p>28 I should like to turn now to insurance arrangements for the contents of your home. Are you insured now against theft of some or all of the contents of your home?<br/>Yes<br/>No</p>  | <p>1<br/>2 → 29</p>                               |
|   |  |                                       | <p>29 INTERVIEWER CHECK<br/>Has insurance and has experienced a break-in (D28=1 AND D7=Y)<br/>Has insurance and has not experienced a break-in (D28=1 AND D7=X)<br/>Has no insurance (D28=2)</p>  | <p>X → 30<br/>Y → 33<br/>Z → 32b</p>              |
|   |  |                                       | <p>30 Have you changed the insurance arrangements on the contents of your home since you were broken into?<br/>Yes<br/>No<br/>Don't know</p>  | <p>1 → 31<br/>2 → 32a<br/>3 → 33</p>              |

|  |  |  |   |   |
|--|--|--|---|---|
| <p>31 How have you changed your insurance cover?<br/>(NB CODE 4 CAN BE ENTERED ALONG WITH CODES 2, 3 OR 5)</p> <p>Taken it out for the first time<br/>Increased cover<br/>Decreased cover<br/>Changed insurance companies<br/>Other<br/>Don't know</p>   | <p>SKIP TO</p> <p>1<br/>2<br/>3 → 33<br/>4<br/>5<br/>6</p> | <p>37 Could you tell me if your home has any of the following?<br/>CODE ALL THAT APPLY</p> <p>Security chains or bolts on doors<br/>Double locks / deadlocks on any / all outside doors<br/>Burglar alarm<br/>Windows fitted with locks needing special keys<br/>Bars or grilles on windows<br/>Dog in home<br/>Lights on time or sensor switch<br/>Safe<br/>Security markings on property in home<br/>None of these</p> | <p>SKIP TO</p> <p>01<br/>02<br/>03<br/>04 → 38<br/>05<br/>06<br/>07<br/>08<br/>09<br/>10 → 46</p>   |   |
| <p>32 a Which of these statements best describes why you haven't increased your cover?<br/>b Which of these statements best describes why you have no insurance cover?</p> <p>READ OUT COMPLETE LIST<br/>CODE ONE ONLY</p> <p>Haven't got around to it yet<br/>Can't afford it<br/>Don't think it's worth it<br/>Insurance company unhelpful<br/>[32 a ONLY Think cover is adequate]<br/>Other</p>   | <p>1<br/>2<br/>3 → 33<br/>4<br/>5<br/>6</p>                | <p>38 INTERVIEWER CHECK</p> <p>Has the respondent lived at an address broken into during the last 12 months (ie D7=Y)?</p> <p>Yes <input type="checkbox"/> X<br/>No <input type="checkbox"/> Y</p>   | <p>→ 39<br/>→ 41b</p>   |   |
| <p>QUESTIONS 33-36 RELATE TO THE RESPONDENT, WHETHER OR NOT THEY ARE P01</p> <p>33 SHOW CARD</p> <p>Using the categories on this card, could you tell me how worried you are by the possibility of a break-in while you are at home [or someone in your household is at home]?</p> <p>Very worried<br/>Fairly worried<br/>Not very worried<br/>Not at all worried</p>  |  | <p>1<br/>2<br/>3 → 34<br/>4</p>  | <p>39 ASK OR RECORD</p> <p>Have you acquired any of these since you were [last] broken into?<br/>CODE ALL THAT APPLY</p> <p>Security chains or bolts on doors<br/>Double locks / deadlocks on outside doors<br/>Burglar alarm<br/>Windows fitted with locks needing special keys<br/>Bars or grilles on windows<br/>Dog in home<br/>Lights on timer or sensor switch<br/>Safe<br/>Security markings on property in home<br/>None of these</p> | <p>01<br/>02<br/>03<br/>04<br/>05 → 40<br/>06<br/>07<br/>08<br/>09<br/>10</p> |
| <p>34 SHOW CARD</p> <p>Looking at the card again, how worried are you about the possibility of a break-in when you leave your home empty overnight?</p> <p>Very worried<br/>Fairly worried<br/>Not very worried<br/>Not at all worried</p> <p>SPONTANEOUS ONLY Never leave home empty overnight</p>  | <p>1<br/>2<br/>3 → 35<br/>4<br/>5 → 37</p>                 | <p>40 Since you were broken into have you had a visit from a police crime prevention officer?</p> <p>Yes<br/>No<br/>Don't know</p>   | <p>1 → 43<br/>2 → 41a<br/>3 → 43</p>  |   |
| <p>35 I would like you to think about the last time you and your household were away from home for more than two nights. Did you do any of the following things?<br/>CODE ALL THAT APPLY</p> <p>Ask someone to keep an eye on your home<br/>Ask someone to come in and make sure everything was alright<br/>Ask someone to come and stay in the house<br/>None of these things</p> <p>SPONTANEOUS ONLY Household never goes away together for more than two nights</p> | <p>1<br/>2 → 36<br/>3<br/>4 → 37<br/>5 → 37</p>            | <p>41 a Since you were broken into have you asked for a visit from a police crime prevention officer?<br/>b During the last twelve months (that is since MONTH OF INTERVIEW 1988) have you asked for a visit from a police crime prevention officer?</p> <p>Yes<br/>No</p>   | <p>1 → 43<br/>2 → 42</p>  |   |
| <p>36 Who did this for you?<br/>CODE ALL THAT APPLY</p> <p>People from next door/opposite<br/>Other neighbour<br/>Police<br/>Other<br/>SINGLE CODE ONLY Can't remember</p>   | <p>1<br/>2<br/>3 → 37<br/>4<br/>5</p>                      | <p>42 Did you know that the police force has crime prevention officers who will visit your home to advise on security?</p> <p>Yes<br/>No</p>   | <p>1<br/>2 → 43</p>   |   |
|  |  | <p>43 Enter person number of respondent providing information</p>  | <p>End</p>  |   |



| 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              |                               |              |

**7 Calls made on household by telephone**  
 ENTER TOTAL NUMBER OF CALLS MADE (IF 9 OR MORE CODE 9) → 8

**8 ENTER NUMBER OF CALLS MADE TO FIRST CONTACT (IF 9 OR MORE CODE 9)**  
 (IF NON-CONTACT OR INELIGIBLE CODE TOTAL No OF CALLS AS AT Q7) → 9

**9 OUTCOME FOR THIS HOUSEHOLD OR IF INELIGIBLE THIS ADDRESS**  
 Full interview achieved  
 All A and B questionnaires completed → 01

Part interview achieved → 10  
 A questionnaire and at least one B completed,  
 but one or more B questionnaires not completed → 02

Outright refusal (see Supervisor before using this code) → 06  
 Circumstantial refusal → 07  
 Non-contact → 08

**Ineligible**  
 vacant → 09  
 under construction → 10  
 holiday accommodation → 11  
 second residence → 12  
 derelict/demolished (including no trace of address) → 13  
 non-residential → 14 → 22  
 institution → 15

**CODE ONE ONLY**      **NOT TO BE RE-ISSUED TO THE FIELD**

Incorrect phone number for sampled address → 21  
 Number unobtainable → 22  
 Prefers field visit → 23  
 Refusal → 28

**TO BE RE-ISSUED TO THE FIELD**  
 No reply → 28  
 Other reason → 29

**10 NUMBER OF HOUSEHOLDS AT THIS ADDRESS (SEE A11B)**  
 One household only → 01 → 14 (back page)  
 More than one household  
 ENTER NUMBER → [ ] → REFER TO SUPERVISOR

|   |                      |                       |
|---|----------------------|-----------------------|
| <b>11 NUMBER OF HOUSEHOLD SPACES AT THIS ADDRESS (INCLUDING VACANT SPACES)</b><br>(at time of first call)   | <input type="text"/> | <b>SKIP TO</b><br>12  |
| <b>12 OUTCOME FOR THIS HOUSEHOLD OR IF INELIGIBLE, THIS ADDRESS</b>   |                      |                       |
| Full interview achieved<br>All A and B questionnaires completed   | 01                   | → 13                  |
| Part interview achieved<br>A questionnaire and at least one B completed<br>but one or more B questionnaires not completed                               | 02                   |                       |
| No B questionnaires completed   |                      |                       |
| Outright refusal  | 06                   |                       |
| Circumstantial refusal  | 07                   |                       |
| Non-contact   | 08                   |                       |
| <b>Ineligible</b>   |                      |                       |
| vacant  | 09                   |                       |
| under construction  | 10                   | → 22                  |
| holiday accommodation   | 11                   |                       |
| second residence  | 12                   |                       |
| derelict/demolished (including no trace of address)   | 13                   |                       |
| non-residential   | 14                   |                       |
| institution   | 15                   |                       |
| No sample selected at this address (Scotland only)  | 16                   |                       |
| <b>13 DOES RESPONDENT HAVE THE USE OF A TELEPHONE?</b>  |                      |                       |
| Yes   | 1                    | → 14                  |
| No  | 2                    | → 16                  |
| (IF EX DIRECTORY TELEPHONE NUMBER MENTION THAT WE MAY WISH TO RECALL)   |                      |                       |
| <b>14 ENTER TELEPHONE NUMBER (GIVE FULL STD CODE)</b>   |                      |                       |
| <input type="text"/>  | → 15                 |                       |
| Refused <span style="float: right;">x</span>  |                      |                       |
| <b>15 ENTER NAME OF MAIN RESPONDENT</b>   |                      |                       |
| <input type="text"/>  | → 16                 |                       |
| Refused <span style="float: right;">x</span>  |                      |                       |
| <b>16 TOTAL LENGTH OF INTERVIEW(S) AT THIS HOUSEHOLD (in minutes)</b>   |                      |                       |
| <input type="text"/>  | → 17                 |                       |
| <b>17 ENTER No OF A QUESTIONNAIRES ATTACHED</b>   |                      |                       |
| <input type="text"/>  | → 18                 |                       |
| <b>18 C/D SCOTTISH QUESTIONNAIRE (AREA Nos 01 24 CODE 3)</b>  |                      |                       |
| Attached  | 1                    |                       |
| Not attached  | 2                    | → 19                  |
| Not required  | 3                    |                       |
| <b>19 ENTER No OF B QUESTIONNAIRES ATTACHED</b>   |                      |                       |
| <input type="text"/>  | → 20                 |                       |
| <b>20 INTERVIEWER CHECK</b> Is the number of B questionnaires attached (E19) the same as the number of persons aged 16 and over in the household (A10)? |                      |                       |
| Yes   | 1                    | → END                 |
| No  | 2                    | → 21                  |
| <b>21 CODE FULLY ON INSIDE PAGE THE REASON FOR PARTIAL RESPONSE OUTRIGHT OR CIRCUMSTANTIAL REFUSAL NON-CONTACT INELIGIBLE OUTCOME</b>                   |                      |                       |
|   |                      | → 22<br>(inside page) |

