INSTRUCTIONS

HOW TO FILL-IN THE LABOUR FORCE SURVEY AD HOC MODULE ON

LIFELONG LEARNING

2003
During the second quarter of 2003, ad-hoc module "Lifelong learning" was included in the Labour Force Survey, studying the participation of everybody aged 15 years or more in different forms of education and training. The data received will give a possibility to study the dependence between education and qualification and participation in the labour market of different groups of population – men and women, young people, unemployed and employed persons, persons with lower degree of education.

1. The questions, included in the ad-hoc module “Lifelong learning” (from question No. 54 to question No. 81) are related to training of interviewees in the regular education system, as well as outside that system – participation in organized courses, seminars, conferences, lectures and etc., and individual training. Participation in organized courses, seminars, conferences, lectures, private lessons and etc., is the so-called non-formal training, which is an important element of the lifelong learning.

2. The questions from No. 54 to No. 57 concern the education within the frames of the education system (regular education), related to people getting higher degree of education or acquiring professional qualification.

The regular education is done in schools, colleges, universities (incl. military schools and academies) or other educational institutions on approved educational programmes in advance and learning time (school classes), including students from organised classes (on the spot) or from extramural studies/distance-learning form of education. As a result of this education a particular degree of education is acquired, excluding the vocational training with enrollment after secondary education, as well as vocational education in vocational schools with enrollment after VIII grade (2-years programmes).

The acquirement of a particular degree of education within the educational system leads to obtaining a document (diploma or certificate) for completed degree, which contains enrollments and seals, required by the law.

3. The question No. 54 concerns all respondent. This question determines whether during the last four weeks the person was enrolled as a student or a student at advanced research programmes in regular training, correspondence courses or other form of education within regular education system. Here the trainees should be included too - students, who were on a traineeship within educational programme.
Each person is considered for a student, who is included in the educational programme of regular education, as described in point 2, irrespectively of the educational form (regular training, correspondence courses, evening courses, and distance learning)

The answer Yes - code 1 is crossed out for persons, who were students during the last four weeks.

For trainees (students), who were on practical lessons (classes) (on-the-job training) or alternate them with "in-school learning", the code 1 is marked too.

Persons, enrolled as regular students and did not attended the lessons during the whole reference period due to vacation, illness, maternity leave or personal/family reasons, the answer "No" - code 2 is pointed out.

4. The question No 55 concerns persons, answered with "No" to question No 54. This question differs from the previous one (question No 54) as regards the length of the reference period - last 12 months (not last four weeks).

The reference period for the ad-hoc module "Lifelong learning" (i.e. for questions related to respondents in different forms of education) is "the last 12 months". This period is deferent for separate household. For example, if the reference period for the household is 7-13 April 2003, the questions on participation of persons in different forms of education concern the period 14 April 2002 - 13 April 2003; if the reference period for the household is 14-20 April 2003, the questions of the module concern the period 21 April 2002-20 April 2003 and so on. The questions No 54 and No 66 are an exception, for which the information is collected for "last four weeks" in order to obtain comparable information related to a regular survey.

Filling-in this question the instructions for question No 54 are applied.

5. The question No 56 is asked to persons, who answered "Yes" on questions No 54 and No 55. The degree of education, which the person will acquire /acquired as a result of his/her education within the educational system and he/she is/ was enrolled as a student, trainee or student at advanced research programmes is crossed out.

- Higher education - Doctor's degree refers only to persons, who will acquire/acquired the qualification and scientific degree "Doctor" in regular, free or correspondence doctorate. Here the persons as doctors or dentists, having a Master's degree should not be considered;
- Higher education - Master's, Bachelor's degree refer to persons, who will graduate/graduated from Bulgarian or foreign university or other higher schools (incl. military) and will acquire/acquired a Bachelor's or Master's degree;
- Higher education - Specialist's degree refers to persons, who will graduate/graduated from colleges, irrespectively whether they are independent schools or within the structure of universities;
- Vocational education with enrollment after secondary education refers to persons, who will complete/completed vocational training/qualification from secondary vocational technical schools, post-secondary vocational school, normally with duration of 2 years, acquiring certificate for vocational qualification;
- Secondary technical education is related to persons, who will graduate/graduated special secondary schools - vocational schools, art schools, seminaries;
- Secondary vocational education concerns persons, who will graduate/graduated secondary vocational technical schools and will acquire/acquired a diploma/certificate for professional qualification;
- Secondary general education refers to persons, who will graduate/graduated secondary schools or unified secondary schools, foreign language schools, sport schools, etc. and will acquire/acquired a diploma/certificate for secondary education.

The relevant type of secondary education to be acquired is specified for students in VIII grade of vocational technical and post-secondary vocational schools with enrollment after VII grade, irrespectively that there is no completed primary education.

- vocational education refers to persons, who will graduate/graduated vocational technical schools or so called vocational classes with enrollment after VI and VII grade;
- primary education refers to persons, who will acquire/acquired a certificate for primary education;
- primary education has persons, who will graduate/graduated successfully IV grade within the existing system.

If the respondent was enrolled in several educational programmes during the last 12 months, the information is given for the last one. For example, if the person completed secondary education during this period and afterwards he/she has been enrolled as a student in higher school, acquiring Bachelor's or Master's qualification degree, the answer concerns the second (last) educational programme.
6. Question No 57 The speciality (profession from secondary vocational technical school and vocational technical school) refers to the degree of education, given in question No 56 (answers 01, 02, 03, 04, 05, 06, 08)

The "Classification on fields of education and training" (for coding the questionnaires from Labour Force Survey) is used for coding of the speciality.

When coding the specialities/professions the contents, main and prevailing purpose of the educational programme should be taken into account. The learning time (number of hours used on the subject) of taught subjects in particular field/direction of education, which forms the highest share of total number of hours of the programme is criteria for prevailing purpose of one programme, giving knowledge and skills in more than one professional direction or field of education. For example, "biotechnology" concerns to 541 "Food processing" and field of education 54 "Manufacturing and processing", as this speciality includes most of the programme subjects in the field of technologies and their volume is larger in comparison of the subjects in the field of Life science (42), 421 "Biology and biochemistry".

As regards the specialities/professions concerning a particular field of education the following particularities for some field of education and professional directions should be considered:

6.1. Field of education 14 "Teacher Training and education science". Mainly specialties leading to acquirement of Specialist's qualification degree from colleges. The specialities, taught in this colleges are classified in this field such as: "physical education" (not in field 81 "Personal services", 813 "Sport"), "music" (not in field 21 "Arts"), "two foreign languages" (not in field 22 "Humanities", 222 "Philology"), etc.

6.2. Field of education 21 "Arts". Mainly specialities leading to acquirement of Bachelor's and Master's degree from higher schools/academies of arts. This field includes specialities taught in secondary schools of arts and some vocational schools (photography, architecture, polygraphy, etc.)

6.3. Field of education 22 "Humanities" Mainly specialities leading to acquirement of Bachelor's and Master's degree from universities. All "philologies " are coded with code 222, excluding the Bulgarian philology, which refers to 223 "Mother tongue" with code 220. This field includes speciality on theology, taught in seminaries.
6.4. The specialities, studied in economic universities concern mainly two field of education, depending on the programmes - field 31 "Social and behavioral science" and 34 "Business and administration".

6.5. Field of education 42 "Life science". This concerns specialities such as "biology" and "ecology", but speciality on Ecology and environmental protection refers to field 85 "Environmental protection", direction 851 with the same name.

6.6. Field of education 48 "Computing". The specialities are coded and related to two separate professional fields - 481 "Computer science" and 482 "Computer use". In principle the first field refers to educational programmes of higher and secondary education related to elaboration of basic and application software, while in second one there are no specialities, studied in educational system. Therefore, code 482 is used only for coding courses, seminars and other forms, improving the qualification outside the formal education. The specialities as Computer systems and technology, where the stress is put on engineering and support of hardware (not software) are related to field 52 "Engineering and engineering trades", 523 "Electronics and automation".

6.7. Field of education 52 "Engineering and engineering trades". Mainly specialities, providing knowledge and skills on engineering design of chemical installations and products, transportation vehicles. In these programmes the stress is put on engineering design, while in the programmes in the field 54 "Manufacturing and processing" it is put on production technology and mining and quarrying of ores and minerals.

6.8. Field of education 72 "Health". Here are specialities, studied in medical universities and colleges, as well as the speciality on kynezitherapy, taught in the National Academy of Sports. The specialities on ocular optics and orthopaedical technician are classified in this field.

6.9. Field of education 76 "Social services". Only courses, seminars and other forms outside the formal education are classified in the first field 761 "Child care and youth services". A limited number of specialities are included in the second field 762 "Social work and counseling".

6.10. Field of education 81 "Personal services" covers broad range of specialities related to tourism, sport, hairdressers and cosmetic services. The field
"Domestic services" does not refer to specialities of formal education. Only seminars, courses, etc. are classified.

6.11. Field of education 86 "Security services". The specialties related mainly to internal defense and military activities are classified. Normally, these specialities are acquired in high military schools together with a military rank (the so-called civil specialities) are classified according to their contents in the other fields of education.

7. The questions from No 58 to question No 77 concern all organised learning activities, irrespectively of their duration outside the regular education, these activities refer to so called non-formal education.

The non-formal education is defined as training, organised like a course, conference, seminar, post-graduated qualification, private lesson or others, irrespectively whether they are connected to the current or future job of the person or they are of general interest - personal, social or domestic purposes. It includes all courses irrespectively of: where they will take place - in the enterprise or outside it; the period - in the working time or outside; whether it is financed by the employer or by the person himself/herself. As distinct from self-learning (question No 78), this training is carried out by direct participation of a provider (lecturer, trainer, instructor).

The non-formal education could be outside the reference period - to start or finish outside it, but the information needed to be obtained concern that period.

The non-formal education is not related to acquirement of qualification degree. It concerns:
- participation in courses and seminars, aiming at getting or improving knowledge and skills in particular fields, irrespectively whether this leads to certificates or not. The attendance of such courses can be related to improvement of professional knowledge (improvement of skills for particular job) or skills for social and personal purposes;
- participation in seminars, courses or lectures, which do not lead to a particular qualification, but can give assistance to vocational guidance of those who start their working life;
- correspondence courses - teaching or other distance learning for improving knowledge or skills;
- private lessons for improving knowledge and skills, especially as a supplement to formal education. This is supplementary training, taught by a private tutor.
The private lessons during free time, for example for studying a foreign language for "leisure" purpose, even if the qualification achieved corresponds to relevant level (e.g. second level of relevant system of language learning) should be considered as a non-formal education.

Below follows some examples for courses and other forms of non-formal education:

- Training courses in job-related skills, organised by the employer at the working place or other premises belonging to the employer. Attending courses, seminars, conferences, organised by the employer at the working place or other employer's premises.
- Courses, seminars provided by an external organisation (not by the employer) with education as its main activity.
- Candidate students
- Participation in study circles. The study circle is defined as a small group of people, who meet regularly over a long period of time, plan and organise their studies under the guidance of an approved leader. The training could be provided by adult education associations.
- Participation in preparatory (advanced) labour market training as a part of labour market policy programme.
- Courses, seminars, conferences and others, organised by trade unions or employers' associations (unions).
- Courses, organised by the Employment Service Agency
- Foreign language courses
- Correspondence courses
- Attending courses for personal/social purposes - art courses, piano lessons, riding lessons, etc.
- Music schools, driving courses, provider of courses in parenthood, hobby activities (e.g. weaving, sports)
- Instructions or private lessons provided by a teacher or adviser
- Other training, courses, seminars, conferences

As regards the sport the non-formal training refers only to programmes, in which the participants (professionals and amateurs) study the rules and technical approaches in the field of the separate sport, prepare themselves for participation in the competitions and study the rules for participation. It is obligatory these programmes to be led by a trainer or instructor. The non-formal education includes courses for trainers, referees, arbiters, as they lead to acquisition of qualification and certificate, allowing practicing the relevant activity. All sport activities
organised non-formal, without a trainer/instructor are not related to non-formal education.

8. **Question No 58** With this question can be specified whether during the last 12 months the person attended qualification courses, seminars, conference, lectures, private lessons or other training outside the formal educational system, not related to acquirement of qualification degree.

The code 2 is crossed out for persons, who do not attend courses, seminars, conferences, lectures, private lessons or other training. They are asked question No 78.

9. **Question No 59.** This question concerns only persons who participated in any kind of activity outside the school. It should be established how many activities the person attended outside the school.

The correct record of the answer to this question is of great importance for further filling-in the questionnaire and no answer is allowed. When filling-in the next questions the instructions for interviewers put in column "code" of the questionnaire should be followed very carefully.

A form of training is each separate course, seminar, conference, post-graduated qualification, lecture, private lesson, etc. The private lessons on particular subject, attended by the person for some period of time (and not separate school hour) are considered for one form of training. For example, if the person attends private lessons on mathematics and English language, it is considered that he/she attends two forms of training. If during the private lessons two subjects are combined and taught by one and the same teacher, for instance Bulgarian language (grammar) and culture, it is considered that he/she attends one form of training.

**If the respondent attended several courses (seminars or other form of training), for which he/she applied separately and attended independently, they are considered as detached ones.**

**If the respondent attended several modules within one course, for which he/she applied and was enrolled only once, it is considered that the person attended one course - for example, course on computer skills, including several modules - Word, Excel, Access.**
If the person participated in one form of training the answer 1 is marked and the questions from No 61 to No 66 are asked.

If the person participated in two forms of training (e.g. two courses, or a seminar and course, or a course and private lessons) the answer 2 is crossed out and questions from No 60 to No 71 are asked. If the person participated in three forms of training, the answer 3 is marked and questions from No 60 to No 76 are asked.

If the person participated in more than three forms of training, the answer 4 is marked and questions from No 60 to No 77 are asked.

More detailed information for the last three forms of training should be included in the questionnaire - these ones which are the closest to the end of the reference period. For each of these forms (courses, lessons) several questions are asked, that is why they are crossed out with letters in the questionnaire:

The most recent form of training - course A.
The last form of training - course B.
The form of training before the last one - course C.

Out-of-school (non-formal) training can exceed the reference period. This means that course A can be ongoing and can finish after the end of the reference period, and course B can start before the beginning of the reference period.

10. **Question No 60** The name of the most recent form of training, attended by a person - course A is written down with words. It is necessary the name of the course to be specified exactly, as the coding will be much easier.

11. **Question No 61** The field of training is coded by Regional Statistical Office, according to the instructions given in question No 57. The Classification on Field of Education and Training is used for coding.

The instructions for classification of specialities and professions, given in question No 57 can be used also for classifying courses, seminars, conferences, etc. Below some particularities that can be faced with when coding the field of training or other similar forms of training outside the formal education are described.

11.1. Literacy courses for illiterates are coded with code 080, while courses and other forms of training, aiming at improving the personal knowledge and skills, but
11.2. Courses on improving the qualification of teachers are coded with code 140, irrespectively the taught subjects, but the lessons given by teachers are coded in the relevant field of education and training. For example, mathematics - 460, English language - 222, Bulgarian language and culture - 220 and so on.

11.3. Courses for secretaries and other office activities, as well as courses for employees of public and local administration related to the implementation of legal basis refer to field 34 "Business and administration". Courses or seminars for lawyers related to the implementation of Labour Code, for example, refer to field 38 "Law".

11.4. Courses for future workers as dressmakers, weavers, etc. refer to field 54 "Manufacturing and processing science", but courses on sewing, cooking, maintenance of house, etc. concern field 81 "Personal services", 814 "Domestic services".

11.5. Courses for doctors and other medical specialists, specialization in the field of medicine are coded with code for the field of education 720 "Health". Courses for expectant mothers concerning health care of little children refer to field 76 "Social services", 761 "Child care and youth services". The code 760 is specified.

11.6. All types of courses for drivers of vehicles are related to field 84 "Transport services", the code is 840.

11.7. Courses for future workers as bricklayers, plasterers, dyers, etc. refer to field 58 "Architecture and building", but courses for repairs of house (the so called self-making) refer to field 81 "Personal services", 814 "Domestic services".

12. Question No 62. The answer 1 is crossed out if the respondent has participated in courses or other form of training in order to obtain knowledge and/or skills for a current/future job, to increase his/her incomes, to increase his/her possibilities for job and to develop his/her carrier in separate field, to improve as a whole his/her opportunities for advancement and promotion. The main aim of the training is given in question No 63.
In case the person takes part in training of general interest just to obtain skills for personal, community, domestic, social or recreation purposes, the answer of question No 62 is 2.

For students, who do not work and do not look for job, the answer 2 is marked.

13. Question No 63 An answer to this question is given only by persons who pointed out that the attended form of training/qualification is related to a job that they do or may do in the future. Answering to this question the main purpose of training/qualification, as it is specified by the respondent from the point of view whether this is related to obtain necessary skills and knowledge for the current or forthcoming (future) job, is defined:
- if the training is aimed at getting knowledge and skills (initial qualification) for taking job, code "1" is marked;
- if the training is aimed at obtaining new knowledge and skills (pre-qualification) for taking other job, code 2 is marked;
- if the training is aimed at obtaining additional qualification needed for current job; adapting technological change, training after a prolonged absence (e.g. maternity leave, illness, national service, etc.), code 3 is marked.
- If the answer does not correspond to any of the above-mentioned answers, code 4 is marked "other, please specify and the purpose of training, given by the person is written down.

The training with one and the same title can be attended with different purpose. For example, if the person attended computer course and this training is related to obtain skills - for example, implementation of new software, code "3" is marked. In case the computer course is related to requirements for applying to a new (other) job, code "1" is marked, if the person starts to work for the first time, and code "2"- if the person has already have a job.

14. Question No 64 This question gives information on the support, provided by the employer as regards the participation of its employees in some form of training. This question shows to which extent the training was carried out within the paid working time, i.e. to which extent the paid working time was used for training instead of working.

If the training was carried out outside the regular working time and these hours are paid, it is considered that the training was conducted during the working time.
The answer to this question should reflect **only the presence of the course itself**, i.e. the time for homework and self-preparation are excluded.

If the person is **self-employed** it is specified whether the training was within the regular working time.

For **unpaid family workers** (persons, who work without salary in a firm, enterprise, hold by a relative of the same household), who attend/attended the relevant form of training, entirely outside the working time, as there are no paid working hours, the code "4" is crossed out.

The code "5" is marked for students, who do not work.

The code "4" is marked for persons on maternity leave.

If the person attends/attended a long-term course (within the reference period of 12 months) and has/had not a job during part of this period, the answer and code should correspond to the status of the person (employed or unemployed) during most of the time of the training. For example, the person attended a course for 8 months during the reference period (last 12 months). During 6 of the months, the person was employed, and during the rest 2 months - unemployed. The answers of the question should correspond to the period of 6 months - the possible codes are from 1 to 4. In case the person was employed 2 months, and during the rest 6 months unemployed, the code 5 is crossed out. If the periods are equal (the person was employed for 4 months and unemployed - 4 months) the answers should be given for the time in which the person was employed - codes from 1 to 4.

**15. The question No 5** concerns the number of hours (school classes or astronomical hours) in which the person studied, but only within the reference period - **LAST 12 MONTHS**, irrespectively the training could be started before or continued after this period.

The hours of training are those, which the person spent on courses, seminars, lectures, conferences, consultancies, private lessons, etc. or individual training. In the answer to this question **only the taught hours** are given (without breaks), excluding the hours for self-preparation and time for traveling.

Only one answer is given to this question. The hours of training can be given in school classes (45 minutes) or astronomical hours (60 minutes). For example, if the length of the course is 10 hours for 45 minutes, code 010 is crossed out in the squares under role "school hours".
If the person can not give the number of hours, additional questions are asked in order to convert the hours of training:

How many weeks did you spend on this training?
How many days per week did you spend on this training?
How many astronomical hours per day in average did you spend on this training?

For example, if the person attended a course with length of 12 weeks, three days per week, 4 hours per day, the number of hours is as follows: 12 (weeks) x 3 (days) x 4 (astronomical hours) = 144 hours (astronomical). The estimated result should be specified under the role "astronomical hours". If this is difficult for the interviewer, only the answers to the additional questions are marked.

16. **Question No 66** This question specifies whether part of the last form of training/qualification (course A) was conducted within the last 4 WEEKS. It ensures comparable information for "the last 4 weeks", which is collected with the regular Labour Force Survey.

17. Proceeding to the next question depends on the answers of the **question No 56**. Please keep strictly the instructions given in question No 66 - column "code" of the questionnaire.

18. **The question No 67** refers to the persons who completed more than one form of training. The name of the last course, attended by the persons and marked with B, is written down with words. It is necessary the name of the course to be written down exactly, as the coding will be much easier.

19. **The questions from No 68 to question No 71** concern course B. They correspond to the questions for course A and the instructions are the same (p. 11-15).

20. **The question No 72** concerns the persons who completed three or more forms of training. The name of the course B is enrolled with words. It is necessary the name of the course to be enrolled exactly, as the coding will be much easier.

21. **The questions from No 73 to question No 76** concern course B. They are equal to the questions for course A and the instructions are the same (p 11-15).

22. **The question No 77** concerns the persons, who take part in more than three forms of training/qualification during the last 12 months, i. e. those who has given
the answer 4 to the question No 59. The total number of hours (school classes or astronomical hours), that the person has spent on all forms of training, including courses A, B and C are marked. It specifies the course hours, in which the person studied, but only within the reference period - LAST 12 MONTHS, irrespectively that the training can be started before or continues after this period. In the answer to the question only the hours of training (without breaks), excluding the hours for self-preparation and time for traveling are given.

Make the following checks: the hours given in question No 77 should exceed the total value of the hours in questions No 65, 71 and 76.

Only one answer should be given to this question - school classes or astronomical hours.

23. Question no 78. This question specifies whether during the last 12 months the person has used each of the four listed methods for self-learning without participation of provider, school or institution, aiming at improving his/her skills/knowledge, i.e. outside the formal educational system and organised courses, seminars, lectures, conferences, etc. There are no requirements for particular minimum hours or days, which the person has spent on self-learning. It is necessary the listed methods to be read to the respondent one by one and he/she should give the answer whether he/she has used each of them, irrespectively of the length. The common for the four listed methods is that they are not organised by a school or institution as training by a provider. The person himself/herself has organises/organised his/her training.

The preparation of homeworks related to the formal and non-formal training is not self-learning. For example, if the person attends private lessons on mathematics and has homework, its preparation is not self-learning.

Visiting a library, training centers or similar organisations, aiming at getting information for improving skills/knowledge is crossed out in case when the person uses on the spot professional bibliography, videotapes, etc., as well as when he/she borrows them.

Getting a videotape, for example a film on foreign language in order to improve the knowledge on this language or a video tape with yogi, aiming at improving skills and obtaining new knowledge, the answer "Yes" for method 3 and 4 is crossed out.
Visiting museums, galleries, aiming at improving skills or obtaining knowledge in particular field (e.g. history, archaeology, ethnography, etc.); studying art collections of a particular artist (e.g. black and white drawings, aquarelles, etc.) in order to prepare a document (report) refer to method 4.

24. Question No 79 The highest degree of education, acquired by the persons is marked. The instructions given in question No 51 applies to this question, having in mind the following:

- higher education refers to persons, acquired Master's, Bachelor's degree before 1996;
- higher education - degree "Specialist" refers to persons, graduated from schools, which had a status of semi-higher universities and acknowledged the equal education. For example, nurses and laboratory assistants, graduated from a semi-higher medical institute and took the relevant examinations before 1996. All other specialists, graduated from semi-higher universities in the past such as teachers, technicians, librarians, etc. have acknowledge higher education - qualification degree "Specialist";
- post-secondary non-tertiary education refers to persons, after acquiring a diploma for secondary education graduated from vocational technical schools;
- Vocational education refers to persons graduated in the past evening courses for workers and acquired a certificate for lower secondary education and vocational qualification;
- Primary education refers to persons, for who the III grade was the last one completed within the primary education. Here are included persons who study during the reference period in VIII grade of the language schools, vocational schools or others with enrollment after VII grade;
- Without primary education are persons, who attended schools, but not graduated successfully, as well as persons, who did not attended schools.

Generally, the degree given in question No 79 should be lower than this one given in question No 59 (in both questions the degree of education is ordered in a descending series).

For example, if the answer to question No 56 is 03 (higher education - specialist's degree) then the possible answers to question No 79 are: 04 (vocational training after secondary school), 05 (secondary technical), 06 (secondary vocational), and 07 (secondary general).

If the respondent acquired a relevant degree of education during the reference period (last 12 months) as a result of his/her studying and did not continue to study
within the formal educational system or acquired the highest degree of education "Doctor", the answers to questions (questions 79-56) are equal. The answers to this question are also equal if the highest degree of education, acquired by the person is higher education - Bachelor's degree - and he/she continues to study for Master's degree. The reason is that these two degrees correspond to one and the same code 2).

25. **Question No 80** The speciality acquired when completing the highest degree of education is specified (given in question No79). The exact speciality is enrolled with words as regards the education, acquired after completion of: higher education (all degrees), vocational training after secondary school, secondary technical, secondary vocational and vocational education (i.e. persons gave answers 01,02,04,05,06,08 to question no 79).

You should having in mind the speciality according to the diploma (certificate), obtained by the person, and not the profession practiced.

For persons, graduated in vocational schools the profession, acquired when finish this school is specified.

If the person completed more than one speciality from one and the same degree of education (e.g. higher education), the last one completed by him/her is specified. For example, if the respondent completed speciality Bulgarian philology and journalism, the last one completed is specified.

For coding the speciality the instructions given in question No 57 (p. 6) are applied.

26. **Question No 81** The year, in which the acquired highest degree of education is specified with four digits. If the person can not point out the year or he/she has no primary education, nothing is specified in the squares.

The questions from No 82 to No 86 correspond to questions from No 60 to No 64 from the regular survey and the instructions are the same.