LABOUR FORCE SURVEY 2009

AD HOC MODULE:

“ON THE ENTRY OF YOUNG PEOPLE INTO THE LABOUR MARKET”

INSTRUCTIONS TO THE INTERVIEWERS
1. INTRODUCTION:

The ad hoc module on “The entry of young people into the labour market” has been incorporated in the Labour Force Survey (LFS) and covers only the second quarter that is the period April-June 2009.

This module is being conducted in all member states in 2009 and refers only to people aged 15 – 34 years old.

2. SCOPE:

The principle aim of this module is to collect statistical data on the entry of young people (aged 15-34 years old) into the labour market, to help built employment pathways, reduce youth unemployment and make policy goals aimed to prepare the young people to their professional and social life. Particularly the following issues will be considered:

- Orientation of highest level of education attained.
- Highest level of education successfully completed by parents.
- Country of birth of parents.
- Work during studies in formal education.
- First job duration, occupation, type of contract and method used in finding.
- Young peoples´ main activity in the transitional period between school and first job.

3. COVERAGE:

The 2009 LFS ad-hoc module covers only persons aged 15 – 34 years old.

4. THE QUESTIONNAIRE

The questionnaire consists of two parts:

4.1 FIRST PART - DEMOGRAPHIC CHARACTERISTICS

This part (questions HATVOC1 – HATVOC2, STOPDAT1 – STOPDAT3, HATFATH, HATMOTH, COBDF, COBDM), deals with the demographic characteristics of the persons. These questions are incorporated in the demographic section of the core LFS questionnaire.

More specifically:

Questions HATVOC1 – HATVOC2 are to be completed by persons with educational level (HATLEVEL=21-43). These two questions are asked right after the question on HATLEVEL of the core LFS questionnaire.

Questions STOPDAT1 - STOPDAT3 are to be completed by persons with educational level (HATLEVEL=11-60) and are asked after HATYEAR and HATMONTH of the core LFS questionnaire.
The remaining two variables PARHAT (questions HATFATH and HATMOTH) and PARFOR (questions COBDF and COBDM) are to be completed by all persons aged 15 - 34 years old and refer to the highest educational levels and countries of birth of both father and mother of the person respectively. HATFATH and HATMOTH are asked right after the questions on STOPDAT. COBDF and COBDM are asked after the question COUNTRYB (Country of Birth) of the core LFS questionnaire.

4.2 SECOND PART – MAIN PART

This part (questions WORKEDU1 – WORKEDU4, JOBSTA1 – JOBSTA3, JOBDUR, JOBOCC, JOBCONTR, FINDMETH, TRANSACT) follows after the end of the core LFS questionnaire – that is after the questions on EDUCSTAT and COURATT.

5. ANALYSIS OF THE QUESTIONNAIRE

5.1 FIRST PART

Questions HATVOC1 – HATVOC2

Questions HATVOC1, HATVOC2 are to be completed by all persons aged 15 – 34 years old with educational level (HATLEVEL=21-43).

Even though the LFS-core questionnaire already includes variables regarding the highest level of education completed the aim of this question is to differentiate the type of education received by the young people (between general or vocational and more detailed field of study).

Formal education is defined as education and training with the following characteristics:

1. Purpose and format is predetermined
2. It is provided in the system of schools, colleges, universities and other educational institutions
3. It normally constitutes a continuous ladder of education
4. It is structured in terms of learning objectives, learning time and learning support
5. It is normally intended to lead to a certification recognised by national authorities qualifying for a specific education / programme

General orientation programs:
- Lower secondary education (HATLEVEL 21) e.g. first 3 grades of gymnasium
- Upper secondary education (HATLEVEL 32) e.g. lyceum programs

Vocational / technical orientation programs:
- Apprenticeship programmes (HATLEVEL 22)
- Technical or vocational education (HATLEVEL 32) e.g. technical schools
- Post-secondary education (HATLEVEL 43) e.g. 1 year secretarial studies
If the respondent answers to question HATVOC1 that the orientation of the highest level of formal education he received has General orientation then he skips to question STOPDAT1. If he answers Technical / Vocational orientation then he proceeds with question HATVOC2.

In question HATVOC2 we ask from the respondent to describe how the time of this vocational / technical education is divided between school and workplace. By definition vocational is the education that is oriented towards a specific class of occupations or trades and leads to a labour market relevant qualification. An education is only considered vocational if at least (1/4 or 25%) of the programme content is vocational.

**Explanation of Codes**

**Code 1: General education** is the kind of education where less than 1/4 of the programme content was vocational.

**Categories of Vocational education**

**Code 2: Mainly (or solely) school based (>3/4 at school)** is the kind of education where at least 3/4 of the education training hours of the programme were spent in a school, college or a training centre the rest in a working environment.

**Code 3: Combination of school and workplace (1/4-3/4 at school)** is the kind of education where at most 3/4 of the education training hours of the programme were spent in a school, college or a training centre – the rest (at least 1/4) in a working environment.

**Code 4: Mainly workplace based (<=1/4 at school)** is the opposite of code 2. It describes the vocational education in which at least 3/4 of the education training hours of the programme were spent in a working environment, the rest in a school, college or training centre.

**Code 5: With no distinction possible between 2, 3, 4.** Code 5 best describes the cases in which there is difficulty in dividing the time between school and workplace.

**Questions STOPDAT1 – STOPDAT3**

Questions STOPDAT1 – STOPDAT3 are to be completed by persons with educational level (HATLEVEL=11-60).
In question STOPDAT1 we ask from the respondent to state whether and to what extent he engaged into a formal educational program **AFTER** the year and month he completed his highest educational level that was already stated and **regardless of whether the new programme was successfully completed or not**, even though the interviewee can have the intention to return to education in the future.

If the respondent answers YES in question STOPDAT1 he continues to the following questions (STOPDAT2, STOPDAT3) in which he describes the level and the field of the education he attended (STOPDAT2) and proceeds to state the month and year he has successfully completed or just enrolled (and interrupted) formal education (STOPDAT3).

If however, he answers NO / or still attending formal education in question STOPDAT1 then he skips to question HATFATH.

**Note**: Participation in short part-time courses in formal education after entering the labour market should be disregarded in determining the STOPDATE.

**Questions HATFATH, HATMOTH**

In questions HATFATH and HATMOTH we ask the respondent to state the highest educational level successfully completed by his father and mother respectively. The expression **successfully completed** must be associated with **obtaining a certificate or a diploma**.
**Note:** If the father and mother of the respondent belong to the household, the information regarding their highest educational level can be taken from the core LFS without asking the question.

In case of adoption, the respondent gives the highest educational level of the people who adopted him. In case the interviewee grew up with step parents rather than the biological ones, the step parents should be considered here. The data on educational attainment of parents will only be coded according to the three broad categories (code 1: low, code 2: medium and code 3: high).

**Questions COBDF, COBDM**

<table>
<thead>
<tr>
<th>COBDF</th>
<th>Country of birth of father (current geographical borders between countries apply)</th>
<th>ISO CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of birth .............................................</td>
<td>204-205 204-205 204-205 204-205 204-205 204-205</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COBDM</th>
<th>Country of birth of mother (current geographical borders between countries apply)</th>
<th>ISO CODE</th>
</tr>
</thead>
</table>

In Questions COBDF and COBDM the respondent gives the country of birth of his father and mother. The same country codes as the ones used in the core LFS apply. In case of adoption, the respondent gives the country of birth of the people who adopted him. In case the interviewee grew up with step parents rather than the biological ones, the step parents should be considered here.

**Note:**
Current country borders apply.

### 5.2 MAIN PART

**Questions WORKEDU1 – WORKEDU4**

Questions WORKEDU1 – WORKEDU4 are to be completed by all persons aged 15-34 years old.

**Note:** The whole period of studies should be taken into account (not only the last level of education). The duration of this work is about 1 month per year that can be expressed in 4 weeks full-time and 8 weeks part-time job (150 hours per year approximately). The purpose is to identify a job that was important for the respondent giving him a first approach to the labour market. Very minor and occasional jobs are insignificant and should be excluded.

<table>
<thead>
<tr>
<th>Questions WORKEDU1 - WORKEDU4 are to be completed by all persons aged 15-34 years old</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKEDU1</td>
</tr>
<tr>
<td>YES ........................................................................</td>
</tr>
<tr>
<td>NO or worked less than 1 month per year .............................................</td>
</tr>
</tbody>
</table>

If the respondent in question WORKEDU1 answers YES he continues to answer the next three questions (WORKEDU2 – WORKEDU4). If he answers NO or no worked
less than 1 month per year (code 0) then he skips these questions and goes to answer the question on JOBSTA1.

<table>
<thead>
<tr>
<th>WORKEDU1</th>
<th>Have you ever worked as part of an educational programme?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES………………………………………………………………. 1</td>
<td></td>
</tr>
<tr>
<td>NO………………………………………………………………… 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKEDU2</th>
<th>Have you ever worked while studying but outside an educational programme? (work during school holidays is also included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES………………………………………………………………. 2</td>
<td></td>
</tr>
<tr>
<td>NO………………………………………………………………… 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKEDU3</th>
<th>Have you ever worked during an interruption of studies / school which lasted at least 1 academic year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES……………………………………………………………….. 3</td>
<td></td>
</tr>
<tr>
<td>NO………………………………………………………………… 1</td>
<td></td>
</tr>
</tbody>
</table>

**Explanation of codes**

Code 1: Worked as part of an educational programme means that work was a compulsory part of the programme such as in apprenticeship.

Code 2: Worked while studying but outside educational programme means the respondent worked for at least one month per year in a job that was not part of an educational training course, programme etc. (Working during school holidays is also included).

Code 3: Worked during an interruption of studies / school which lasted at least 1 academic year means that the respondent stopped studying or attending any educational / training programme for at least 1 year and during that year of interruption he worked for at least 1 month.

**Questions JOBSTA1 – JOBSTA3**

Questions JOBSTA1 – JOBSTA3 relate to the first job of more than 3 months duration for the same employer and are to be completed by all persons with educational level (HATLEVEL=11-60) who DO NOT currently study in formal education (EDUCSTAT=2).

Question JOBSTA1 – JOBSTA3 would help to analyse the links between education received and employment. A critical point in doing so is the date of leaving formal education for the last time and is considered as the reference point in transition from school to work. As we stated earlier, in questions STOPDAT1 – STOPDAT3, leaving formal education for the last time is regardless of the whether the programme was successfully completed or not.

**Characteristics of this first job:**

- This first job is of more than 3 consecutive months duration for the same employer.
- Only jobs for pay or profit or to help the family business should be taken into account.
• The respondent can undertake this first job as self-employed (with or without employees), as a family worker or as an employee.
• Apprenticeship / unpaid traineeship, compulsory military and summer jobs should be excluded.

Note: This first job could have started before leaving formal education for the last time although it was still the first job after leaving education (as long as it lasted for a period of more than 3 months after leaving formal education).

If the respondent answers YES in question to JOBSTA1 he continues with the next question (JOBSTA2). If the respondent answers NO meaning that he had never had a job of more than 3 months after leaving formal education for the last time then he skips to question TRANSACT.

If the respondent answers YES in question JOBSTA2, that his first job is his CURRENT job, he skips the rest of the questions related to the first job (questions JOBSTA3, JOBDUR, JOBOCC and JOBCONTR) and continues with question FINDMETH. If the respondent answers NO, he continues with the next question (JOBSTA3).

The respondent states the year and month that he started to work in this first job.

Questions JOBDUR, JOBOCC and JOBCONTR

These questions refer to all persons who answered the previous question (JOBSTA3). We want to know the duration in months (JOBDUR), the occupation (JOBOCC) and the type of contract (JOBCONTR) of their first job.
**JOBDUR**

<table>
<thead>
<tr>
<th>JOBDUR</th>
<th>What is the year and month of leaving this first job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year and Month .......................................</td>
<td>222-224 222-224 222-224 222-224 222-224</td>
</tr>
<tr>
<td>Duration of first job in months ..........................</td>
<td>1 1 1 1 1</td>
</tr>
</tbody>
</table>

In question JOBDUR we ask the respondent to state the year and month of leaving his first job. In that way we can calculate the duration (in months) of this first job by subtracting the year and month of starting this job (JOBSTA3) from the year and month of ending this job (JOBDUR).

**JOBOCC**

<table>
<thead>
<tr>
<th>JOBOCC</th>
<th>What was your occupation in this first job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description ................................................</td>
<td>226-229 226-229 226-229 226-229 226-229 226-229</td>
</tr>
</tbody>
</table>

In question JOBOCC we ask the respondent to describe his occupation in this first job. We want to know the occupation when the first job started. The occupation will be then coded according to the ISCO – 88 (COM) classification.

**JOBCONTR**

<table>
<thead>
<tr>
<th>JOBCONTR</th>
<th>Which of the categories below describes your first job’s professional status / contract?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-employed / Employer........................................</td>
<td>1</td>
</tr>
<tr>
<td>Employee, permanent full-time..................................</td>
<td>2</td>
</tr>
<tr>
<td>Employee, permanent part-time..................................</td>
<td>3</td>
</tr>
<tr>
<td>Employee, temporary full-time..................................</td>
<td>4</td>
</tr>
<tr>
<td>Employee, temporary part-time..................................</td>
<td>5</td>
</tr>
<tr>
<td>Family worker..................................................</td>
<td>6</td>
</tr>
</tbody>
</table>

In question JOBCONTR we ask the respondent to state the professional status / type of contact of this first job.

**Distinction between temporary and permanent employees**

Employees with temporary contracts are employees whose main job will terminate either after a period fixed in advance or after the completion of a project / assignment etc. In case that there was a probationary period when starting the job followed by a contract of unlimited duration, the job should be reported as a permanent one.

**Note:** The respondent is asked to state the type of the 1st contract in this first job regardless of whether it changed afterwards, but excluding probationary periods (see above).

**Example:**
An employee started his first job on a permanent part-time basis. Even though he was later given a full-time job, the type of contract we should code here is code 3: employee permanent part-time.
**Question FINDMETH**

Which of the methods below did you use in finding this first job?

<table>
<thead>
<tr>
<th>Method</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via educational institution (school / college / university etc.)</td>
<td>1</td>
</tr>
<tr>
<td>Via PES (Public Employment Services) or the District Employment Office</td>
<td>2</td>
</tr>
<tr>
<td>Via ads in press or on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>Submission of direct (spontaneous) job application to employer</td>
<td>4</td>
</tr>
<tr>
<td>Via family and friends</td>
<td>5</td>
</tr>
<tr>
<td>Job found after previous experience (summer / student job, traineeship / voluntary job) in the same company</td>
<td>6</td>
</tr>
<tr>
<td>Launching private business</td>
<td>7</td>
</tr>
<tr>
<td>Other (e.g. via private employment office)</td>
<td>8</td>
</tr>
</tbody>
</table>

In question FINDMETH we ask the respondent to state the **main successful method** that allowed him to find his first job.

**Explanation of Codes:**

Code 1: The respondent found the first job through an educational institution - either the institution forwarded an ad or a vacancy notice or by facilitating contacts with employers.

Code 2: The respondent found the first job through the Public Employment Office, either directly or via the internet site of the office.

Code 3: The respondent found the first job through advertisements in the press or on the internet.

Code 4: The respondent found the first job through submission of direct (spontaneous) job application to employer. Code 4 applies to both cases 1, 2 below:

- Case 1: The respondent spontaneously (on his own), submitted a job application directly to employers.
- Case 2. The respondent passed a competition to become official in the public sector (governmental examinations) but had the choice of the job place since submission of the application was needed in getting the job (e.g. to work in CYSTAT, semi-governmental organizations etc).

Code 5: The respondent found the first job through his family (family workers are included) and friends. This code would also apply to situations where the person has taken a job as an employee or a family worker in the family business without aiming to take over the family business.

Code 6: The respondent found this first job after having previous experience in the same company (either through summer / student job, traineeship, voluntary job).

Code 7: This code applies for persons who started their own business, as self-employed or for people who work in the family business (family workers) with the long-term intention to take over the family business.

Code 8: The respondent found the first job through a private employment office. Other categories to include here are public school teachers (elementary, lower and upper secondary), military officers, nurses etc i.e. cases where no advertisement for a job is put, but persons put their names on ‘lists’ and wait till their turn comes to be hired.

**Question TRANSACT**

Question TRANSACT is to be completed by all persons whose time from leaving formal education for the last time till beginning their first job was of more than 3
months duration or all persons who do not currently study in formal education and never had a job of more than 3 months duration.

In question TRANSACT we are asking about the main activity the respondent had after leaving formal education for the last time and before starting the first job of duration of at least 3 months. This question will provide important information on the transitional period (longer than 3 months) from school (education) till finding the first job (workplace) and will give an indication of reasons of delaying the entry to the labour market.

**Note:** The question asks about the period after stopping formal education and after holidays if the person took them (i.e. it excludes holidays after stopping education). In cases where there is difficulty in determining which activity was the main activity from all, the one with the longest duration should be chosen.

Code 8 (not employed and not actively looking for a job because of other reasons) includes unpaid apprenticeship.