



**STATISTIKAAMET**

## ESTONIAN LABOUR FORCE SURVEY 2003

### Interviewer's manual appendix

#### OSA J. Studies. Lifelong learning

Since 2001 a module has been added to the Estonian Labour Force Survey questionnaire, the module is prepared in accordance with the respective European Union regulation and has a new topic every year. This module is part of the labour force surveys in the European Union member- and accession countries. The aim of the additional module is to collect more in-depth information about the actual labour market-related areas. In 2001 the areas surveyed concerned the length of working time and organisation of work, in 2002 it was the impact of health disorders on people's capacity for work. In 2003 lifelong learning is surveyed.

The additional block of questions "Lifelong learning" has been added to the questionnaire in Section J after "Studies". All household members of working age answer the questions in this block in the 2<sup>nd</sup> and 4<sup>th</sup> quarter of 2003. The block includes the same questions as the main questionnaire studies section. The period about which the questions are asked is different from that of the main questionnaire. In the main questionnaire studying over the past four weeks is surveyed, but in the module over the past 12 months. In the interest of continuity, the same data over the past four weeks is collected in the 2<sup>nd</sup> and 4<sup>th</sup> quarter in addition to the 12-month reference period. This is why it is extremely important to observe in the case of each question which period is meant. For the more important questions the reference period is printed in bold, which means that when reading out the question, the reference period should be stressed. The questionnaire is designed so that in the 2<sup>nd</sup> and 4<sup>th</sup> quarter the block of questions J23–J40 ("Lifelong learning") is asked and in the 1<sup>st</sup> and 3<sup>rd</sup> quarter the block of questions J15–J22 is asked. In the 2003 questionnaire the studies section of the main questionnaire has been supplemented and improved.

**Questions J01, J02A–J02C.** These questions clarify, whether the interviewee studied in a formal educational system (school of general education, vocational education or higher education). When reading out the questions J02A and J02C, the reference period (during last four weeks, during last twelve months) should be stressed.

**Questions J03–J14.** See "Estonian Labour Force Survey. Interviewer instructions" question J03 – question J14.

**Question J14C.** In accordance with the directional question the interview continues in the 2<sup>nd</sup> and 4<sup>th</sup> quarter with question J23 and data is collected about continuing education, retraining and informal education courses both about the last four weeks and the last twelve months. In the 1<sup>st</sup> and 3<sup>rd</sup> quarter the questions only concern the past four weeks.

**Question J15.** This question clarifies, whether the interviewee participated in any training courses over the past four weeks. In the questionnaire seminars, conferences etc are also to be included. Also the courses that started earlier than four weeks ago or that continue on after the survey week are to be included if part of the course took place during the past four weeks.

Training courses do not include non-taught learning without the assistance from any educational institution or training company (e.g. special language learning programmes on the Internet). Questions concerning non-taught learning over the past four weeks are J22 and J40. In case the interviewee participated in several courses over the past four weeks, the questions should be about the latest one; in case s/he participated in several courses at the same time, the questions should be about the course that was most important to the interviewee. See also “Estonian Labour Force Survey. Interviewer instructions” question J15.

**Questions J16A–J16C.** The topic of the courses should only be asked if it is not already reflected in the table of qualifications. Record the subject of the course, conference, seminar etc and if this does not precisely describe the topic, write down a short explanation of the content (e.g. Estonian language course for non-Estonians, handicraft course, computer course for beginners, the “Äripäev” seminar “What influences the construction market in 2003?”, conference on environmental issues etc). The topics are coded later in the labour force statistics sector.

**Question J17.** Before 2003 option number 9 of the multiple-choice question J17 was “by non-taught learning”, since 2003 self-studying is not regarded as a course. Questions concerning non-taught learning are J22, J39 and J40. See also “Estonian Labour Force Survey. Interviewer instructions” question J17.

**Question J18A.** See “Estonian Labour Force Survey. Interviewer instructions” question J18.

**Question J18B.** The aim of the question is to clarify whether the employer supports participation in courses. By working hours not only the regular working hours is meant here (although it tends to be the case), but the question is whether the employer regards the hours spent at the courses equivalent to the hours spent at work. So in case the interviewee participated in the courses outside paid hours (e.g. 2 hours in the evening), but in return has a shorter working day (e.g. working day is 2 hours shorter), the answer is “during paid hours”. A contrary example is when the interviewee participated in a course during paid hours (e.g. 2 hours during the day) and has to work later (2 hours) the same or some other evening. In this case the answer is “outside paid hours”.

**Question J19.** See “Estonian Labour Force Survey. Interviewer instructions” question J19.

**Question J20.** See “Estonian Labour Force Survey. Interviewer instructions” question J20.

**Question J21.** In question J21 the hours spent at all the courses during the past four weeks should be added up. In case there was just one course, then the time spent at it is recorded. In case any of the courses started earlier than four weeks ago or continue after the survey week, only the time spent at courses during the past four weeks should be included. With the longer courses the interviewee may have difficulties in saying the number of hours spent at them. In that case, depending on the course, ask separate questions about each of the past four weeks or about each day and then add up the hours. Write the calculations down on the dotted line below the question. It has to be kept in mind that the question only concerns the time spent at the courses. It does not include the time spent on home assignments, travelling time (to the place where the course is held), entertainment organised for the course participants etc.

**Question J22.** The question clarifies whether the interviewee did any self-studying with the purpose to improve his/her skills. All the five activities describing non-taught learning have to be read out to the interviewee. It is important to make sure that the answers would reflect only non-taught learning and would not be connected with studies in the formal educational system (reflected in questions J01–J08) or participation in courses, seminars, conferences etc (reflected in questions J15–J21).

**Question J23.** The question clarifies whether the interviewee participated in any courses during the past twelve months. Courses also include seminars, conferences etc. The courses that started more than twelve months ago or that continue on after the survey week are also included if part of the course took place during the past twelve months. Training courses do not include non-taught learning without the assistance from any educational institution or training company (e.g. special language learning programmes on the Internet). The question concerning non-taught learning over the past twelve months is J39.

**Question J24.** Count all the courses, seminars, conferences etc that in whole or partially took place during the past twelve months. In case the interviewee took place in e.g. a series of courses organised by the same training company then these should be regarded as one course if the registration to all the courses took place at the same (the same participants in each stage of the course series). If the series of courses was organised so that there was a separate registration to each course (participants can choose which ones to take part in), then these are regarded as separate courses.

**Questions J25–J34.** In the table of courses record the courses' data starting with the most recent the interviewee participated in, followed by the second most recent etc. This order must strictly be followed! In case the interviewee attended more than three courses over the past twelve months, the data of the three most recent courses should be recorded.

**Question J25.** For multiple choice options see “Estonian Labour Force Survey. Interviewer instructions” question J15.

**Question J27.** See question J16C.

**Question J28.** See question J17.

**Question J29.** See “Estonian Labour Force Survey. Interviewer instructions” question J18.

**Question J30.** See question J18B.

**Question J31A.** This question clarifies the duration of the courses. This question is about the overall duration of the courses. For example, if the courses were/are on every second Tuesday over a two-month period, then the answer is two months, i.e. the multiple choice option no 3. Even if the courses started earlier than twelve months ago or continue on after the survey week, the overall duration of the course should be taken into account.

**Question J31B.** Differently from the previous question, with this question the duration of the part of the course that took place during the past twelve months is specified. In case of the courses that lasted for less than one week, the number of weeks recorded should be 1.

**Question J32.** See “Estonian Labour Force Survey. Interviewer instructions” question J20.

**Question J33.** It is asked how many hours of studying during the course took place during the past twelve months in total. If the course started earlier than twelve months ago or continues on after the survey week, only those hours should be counted that were during the past twelve months. Generally the number of hours should equal the number of weeks in response to question J31B multiplied by the number of hours in response to question J32. If this is obvious based on the previous responses, the interviewer may calculate the hours without having to ask the question. However, in case of courses with a complicated schedule the calculation of exact number of hours may be difficult. In that case, separate questions may be asked, depending on the course, about each month, week or day and thereafter the hours should be added up. The calculations should be written down on the dotted line below the question. It has to be kept in mind that the question only concerns the time spent at the courses (duration of studying). It does not include the time spent on home assignments, travelling time (to the place where the course is held), entertainment organised for the course participants etc.

**Question J36.** If the interviewee participated in more than three courses during the past twelve months, the hours attended at the rest of the courses (in addition to the three in the table of courses) is asked. In case the interviewee finds it difficult to specify the number of hours, separate questions can be asked about each course (if there were more than one) or questions about how many weeks did they last and how many hours per week did s/he attend courses and thereafter add the hours up. The calculations should be written down on the dotted line below the question.

**Question J38.** If the interviewee participated in just one course over the past four weeks, then it is already reflected in the first column of the table of courses. However, the question J38 should still be asked as in the table the number of hours asked was about the last twelve months, in this question about the last four weeks. Only if the course entirely took place during the last four weeks, the response is the same as in the first column of table of courses in question J33. When reading out the question, the reference period “during the past four weeks” should be stressed. See also question J21.

**Question J39.** When reading out the question, the reference period “during the past 12 months” should be stressed. See also question J22.

**Question J40.** When reading out the question, the reference period “during the past four weeks” should be stressed. See also question J22.