

Labour Force Statistics

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Labour Force Survey

Life-long learning – additional questions in the second quarter of 2003

Interviewer instructions

Background of the survey

In the second quarter of 2003 an additional survey (so-called ad hoc survey) is carried out in connection with the Labour Force Survey for the needs of the Statistical Office of European Communities, Eurostat, on the subject of life-long learning. The purpose of the survey is to examine participation of the population in education and training arranged in different ways in the course of 12 months prior to the survey. The questions concern not only participation in long-term education leading to a qualification but also shorter courses and training events and self-directed modes of studying.

The target population of the survey is all aged 15 to 74.

At the beginning of 2003, a revised section on education questions was introduced in the basic Labour Force Survey. Some of the ad hoc survey questions are already familiar from it. The major difference between the additional survey and the basic LFS is that in the additional survey questions on participation in studying and education concern a longer time period, **12 months**, while in the basic LFS the reference time is **four weeks**. The questions of the additional survey made in the second quarter partly overlap with the education questions in the basic part, and they are therefore interspersed among one another.

The additional survey requests more detailed information and also on more types of training than the basic LFS. Information on organisers and content of instruction in course training or other such short-term training or studying is asked in open questions and that information is coded at Statistics Finland.

Nowadays studying comprises different elements: e.g. classes, group work, textbook examinations, writing of essays, compositions and theses and possible work practice. In addition to actual classroom teaching, training can contain other modes of instruction (e.g. teaching through TV or video).

Structure of the ad hoc module

The questions of the additional survey on life-long learning are divided into three groups. Questions are made separately on

- education leading to a qualification,
- other participation in education and training ("courses"), and
- different modes of self-directed study.

The questions on modes of self-directed study and use of library are totally new.

In many educational institutions it is possible to pursue either full syllabus studies or study individual subjects. Studies aimed at the completion of the full syllabus in upper secondary (evening) school for adults, for instance, are entered in questions LL1 – LL6. Studying of an individual subject is course training and recorded in questions LL7 – LL16.

Questions LL17.1 – 17.3 are made on self-directed study, which is acquisition of knowledge that does not follow any external syllabus, does not include any instruction by a teacher during studying, and where the results of learning are not tested by any outside organisation. But if a person studies course literature according to some syllabus and takes part in examinations or a proficiency test, that is either studying for a qualification (LL1) or participation in other education and training (LL7).

Structure of the ad hoc module

R12 General basic education



LL1 Education leading to a qualification during 12 months

No	Yes , form of educational institution
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LL2 Education leading to a qualification during 4 weeks



LL1 = 3	LL3	Level of education
LL1 = 5	LL4	Level of education



LL5	Field of education of qualification (open answer)
LL6	Field of education of qualification (code)



LL7 Other education not leading to a qualification (courses) during 12 months

No	Yes
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LL8 Number of courses



Course-specific questions (three latest courses)

LL9	Name of course
LL10	Content / field of course
LL11	Organiser of training
LL12	Work-related
LL13	During working hours
LL14	Number of hours of instruction during 12 months
LL15	Participation in the last 4 weeks
LL16	Number of hours of instruction during 4 weeks



LL17 Self-directed study during 12 months

Studied by reading books, papers

Studied using the Internet

Studied by means of TV, radio or the like

Visited library or other places that supply learning material

R12 General basic education completed

This question inquires about the general basic education completed by the time of interview. A school leaving certificate or matriculation certificate is used as indication of a completed qualification. Questions are not asked about vocational or university education completed because that information is obtained from the Register of Completed Education and Degrees maintained by Statistics Finland.

Alternative 3 is used for students in grades 7 to 9 of comprehensive school and alternative 2 for upper secondary school students. Please note that students in the 10th grade of comprehensive school have completed the comprehensive school syllabus and alternative 2 is entered for them. The lower stage of comprehensive school comprises grades 1 to 6 and the upper stage grades 7 to 9.

General basic education completed abroad is placed into the same group as the equivalent Finnish education. The main rule is that eight to nine grades of basic education correspond to the comprehensive school and 12 grades to the matriculation examination.

NB Those taking the matriculation examination in the survey spring or autumn are students until the end of the term and they have completed the qualification only when they have received the certificate.

Participation in education leading to a qualification

Questions LL1 – LL6 concern participation in education leading to a qualification or a leaving certificate both during 12 months preceding the reference week and during the last four weeks.

LL1 Type of qualification

According to the school system, education leading to a qualification includes

- schooling aiming at comprehensive and upper secondary school leaving certificate,
- education providing a vocational basic qualification in an educational institution or as apprentice training
- studying at polytechnics and studies for lower and higher university degrees and post-graduate degrees.

Studying leading to a vocational qualification **can** also be arranged in folk high schools and sports institutes.

Studying leading to a qualification is reported only in questions LL1 – LL6 and not again in questions about course training or self-directed studies even if the studies had involved these (courses). Studies at open university and summer university are included in education leading to a qualification only if they are part of such education (which the student has the right to study at some university).

If a person studying for the Master of Social Sciences degree at the University of Helsinki has taken part in the summer in a basic sociology course arranged by the Helsinki Summer University, which the student can use for his or her degree, and in the autumn and winter has studied for a textbook examination and worked on his or her the-

sis, these are all studies connected to the degree of the Master of Social Sciences and they are taken into account only in questions LL1 – LL6. If this same student has also taken part in a photography course at folk high school and followed a Spanish course on TV, the photography course is reported in questions LL7 – LL16 and self-directed studies of Spanish in LL17 questions.

Studying at university is a solitary pursuit especially in its more advanced stages, consisting of reading of textbooks and writing of a pro gradu or PhD thesis or participation in work practice. It is not required in questions LL1 – LL6 that the person has taken part in any instruction by a teacher during the last 12 months or the last four weeks. It is sufficient that the person is registered as a student in some educational institution with the intention of completing a qualification and has pursued studies in some way in the course of the previous 12 months.

- Students are students during lectures, holidays, illness, at home or library when reading textbooks or writing essays or a thesis.
- Mere registration in an educational institution **is not** studying. If in the last 12 months the respondent has not taken part in lectures or work practice, read for examinations or written a thesis or studied in any way, the "no" response is chosen in question LL1.

Studying for the MBA degree can be regarded as education leading to a qualification. The MBA programme aims at a further vocational qualification in business administration, and the persons accepted to the programme must have a university degree and several years of work experience.

If during the previous 12 months the person has studied for several qualifications, the education selected is the one where the person is at present or studied last. If a young person has completed the matriculation examination in upper secondary school in the autumn and studies for a polytechnic degree in spring 2003, the response will be according to the polytechnic degree. If the student is included in the Labour Force Survey in summer and is changing to another type of education (e.g. from comprehensive school to upper secondary school), the educational institution where he or she studied in the spring is entered (comprehensive school in this case). This means that only such education for a qualification that has already been started is taken into consideration.

If a young person is studying for a matriculation examination and a vocational qualification at the same time, select alternative 3 (vocational qualification) in this survey.

The level of education must always be established on education leading to a qualification. Because there are different levels of vocational qualifications and university degrees, their level is asked separately either in question LL3 or LL4.

LL5 and LL6 Qualification and its field

Concerning education aiming at a vocational qualification or a university degree, the field of education is inquired both with open response (LL5) and by asking the content area (LL6). Only one code can be given in the response, for which reason in some cases it may be necessary to explain to the respondent that the principal content (e.g. measured by time) is requested here. Write the name and field of the target qualification clearly so that it can be coded on a more accurate level, if needed. The text is needed in LL5 although the case was clear and could be easily placed into the coding below. Unclear cases are coded at Statistics Finland. Appendix 1 presents some special qualifica-

tion titles. You can use Appendix 2 to help classification as it contains examples on how to place qualifications in the classification of fields of education.

Fields of education:

100 Education, Teacher Training

200 Humanities and Arts

-e.g. *Finnish, literature, history, theology, crafts and design, music*

222 Foreign Languages

300 Social Sciences, Business or Law

420 Life Sciences (Biology, Biochemistry)

440 Physical Sciences (Physics, Chemistry, Earth Sciences)

460 Mathematics, Statistics

481 Computing

500 Engineering, Manufacturing, Construction

600 Agriculture and Forestry, Veterinary Medicine

700 Health and Welfare

800 Services

- e.g. *hotel, catering and home economics sector, youth and leisure activities, physical education, beauty care, transport and seafaring, security and military sector*

NB Basic qualifications in information technology and in food industry belong to category 500 (Engineering, Manufacturing, Construction).

- Qualifications in computing (Diploma in Business Information Technology, university degrees in Computing) belong to category 481 (Computing)

- The degree of the Bachelor of Business Administration is placed according to its line of specialisation under Business (300), Computing (481) or Services (800).

Some special qualification titles are given in Appendix 1 and the most general qualifications by field of education in Appendix 2.

“Courses” or other education not leading to a qualification

LL7 Participation in course training

Here information is sought on participation in other education not leading to a qualification in accordance with the school system, which the above questions concerned.

Examples of course training:

- in-service training organised or sponsored by employers
- special interest and language courses at adult education centres
- vocational continuing education courses
- labour market training
- private lessons under teacher's guidance (e.g. music lessons)
- driving school
- confirmation class
- dance school
- other education not leading to a qualification at folk high schools
- individual degree studies at open university
- various courses on physical exercise techniques

- self-development, courses related to manual skills and social awareness
- individual degree courses at summer university are also included in course training when they are **not part of education for a qualification** (which the respondent has the right to study at some university).

The main characteristics of training as intended here are its pre-planned educational content and presence of teacher at least sometimes during the training. In addition to lessons, the course or course entity can involve independent work and/or work practice.

- Military refresher courses **can** be entered as course training if thus reported by the respondent (code 800)
- Giving advice to somebody is not considered training. Independent acquisition of knowledge by reading manuals or handbooks or by following educational programmes is neither training as intended here. Questions are asked about independent study and improvement of knowledge and skills at the end of the survey in questions LL17.1 – LL17.4.

LL8 Number of courses

If the target person has taken part in so-called course training over the last 12 months, it is inquired on how many courses/types of training he or she has participated in the last 12 months.

More details are asked at most about three courses in which the target person has taken part during the previous 12 months. The courses are examined starting from the latest course/training.

LL9 Name of training/course

LL10 Content, subject or field of training or course

LL11 Organiser of training or course

The content of courses is coded at Statistics Finland using these three items of information (LL9, LL10 and LL11). The classification is closely identical with what is used when classifying education leading to a qualification.

If the training was arranged by the employer, just enter “employer”, not the name of the employer. Similarly if a doctor has taken part in training by some pharmaceutical company, enter “pharmaceutical company”, not its name. Examples of other organisers of training: trade unions, the Central Union of Agricultural Producers and Forest Owners, parishes, the Finnish Red Cross, music teachers (private), music institutes, driving schools, sports clubs, software suppliers, etc.

If the training was organised by some educational institution or private training organisation, it is important for coding to know the type of educational institution, e.g. the university continuing education centre, adult education centre, summer university, folk high school, private language school, etc. The name of the educational institution or training centre should also be written down.

LL12 Training related to present or future work or occupation

It is a question of training related to present or future occupation or work if:

- the respondent takes part in training to acquire knowledge and skills necessary for one's present or future occupation or work, to increase one's income or to improve generally one's opportunities on the labour market.

It is a question of other than work-related reason if:

- the respondent has taken part in training for personal, social, community, relationship, household management, hobby or leisure-related reasons.

The respondent's own estimate counts here.

LL13 Participation in training in paid working hours or in own time

This question inquires as to what degree employers support participation in training. If the respondent has taken part in training outside working hours but the employer compensates for this in some way in pay or time off, alternative 1, 2 or 3 is used depending on the size of the compensation.

Alternative 4 (entirely in own time) is used if the **employer has in no way supported** participation in training (e.g. by compensating for participation in pay or time off). In case the respondent has not been employed when taking part in training, alternative 4 is also used.

LL14 Hours of instruction received during 12 months

In course training it is neither required that the person should have taken part in lessons during the survey time, provided the training includes some instruction or guidance by a teacher at some stage of the course. Teaching and guidance can also partly take place through telephone or the Internet. Questions are asked about hours of instruction received during 12 months and four weeks separately and zero is also accepted as an answer.

- For example, labour market training often includes a period of work experience when no instruction is given. The trainee may also have studied independently by doing exercises or been on holiday or ill during the reference period.

The training or course may have started before the reference period and it may have continued after it. Here the hours of instruction received only during the reference period are reported. The hours of instruction do not include:

- travel to the training location,
- work practice, or
- time used for independent study, reading of textbooks or homework.

The number of hours of instruction calculated for one whole training day is usually six (6).

The volume of participation is difficult to estimate because training may be arranged in several ways: individual training days, courses of several training days, training sessions of a few hours individually or as periods of several sessions.

If training is continuous and of long duration, ask first

- how many weeks,
- how many days a week, and
- how many hours a day

the training lasted and count the hours from that.

If the respondent has taken part in more than three courses (the number of hours of instruction was inquired separately) in the last 12 months, ask separately the total number of hours of instruction received in these courses (training events).

LL16 Hours of instruction received during the last 4 weeks

If the respondent has participated in several courses or training events in the preceding four weeks, the hours of instruction in different training sessions during the time in question are added up.

LL17.1 – LL17.3 Self-directed study during 12 months

Questions LL17.1 – LL17.3 of the ad hoc survey on self-directed study are entirely new for the Labour Force Survey. They examine learning and purposeful development of knowledge or skills elsewhere than in formal, organised training or instruction. No minimum duration is set for modes of self-directed study.

In self-directed study the target person is self responsible for study arrangements. It is also a question of self-directed study if the target person has acquired a textbook and followed a course on TV or radio without being instructed by a teacher.

If self-directed study is part of some course/training already examined in the survey, it is not to be included again.

For example, if the target person has studied Spanish on a course arranged by the adult education centre and followed the related educational programme on TV, they form one study entity and are to be reported only in questions LL7 – LL16.

LL17.4 Visits to library during 12 months

The question is new in the Labour Force Survey and it is used to find out how many people have been to a library or other places that supply learning material during the last 12 months. The purpose of visits is not limited to self-directed study or other improvement of knowledge or skills. It is sufficient that the target person has been to the library, even without borrowing anything.

APPENDIX 1. Explanations of some special qualification titles

Vocational Qualification in Crafts and Design (artesaani)

is a basic qualification in crafts and design. The total duration of studies is 2.5 to 3 years. An artesaani works either for some employer or is self-employed in occupations of handicraft, production and services.

Diploma in Crafts and Design (artenomi)

is the corresponding qualification on the lowest level of tertiary education.

Diploma in Media Technology (medianomi)

Main study entities are basics in image and sound, radio, TV and network, digital image and sound processing, audiovisual script and visual narration, and planning and implementation of media content production.

Diploma in Business Information Technology (datanomi)

maintain information systems, participate in user training, sell and market products, act as data processing experts in development projects and implement automatic data processing parts in information systems.

Bachelor of Business Administration (tradenomi)

The degree of the Bachelor of Business Administration can be attained in such programmes as finance and administration, data processing, or library and information services.

Diploma of Optometrist

is an authorised vision care professional. The work consists of surveying and evaluation of vision and the conditions related to it. The tasks include vision examination, prescription of eyeglasses and contact lenses, their fitting and instructions for use and production, sale, maintenance and repair of eyeglasses.

Diploma in Fishery (iktyonomi)

Basic studies offer a comprehensive introduction to the basics of fishery and environmental management, e.g. fishing, water cultivation, fish processing, fish biology, water chemistry, ecology, environmental protection, fishery economics and marketing.

Further Qualification of Artificial Inseminator

Artificial Inseminator inseminates cattle, pigs and sheep and gives advice on artificial insemination and processing, and carries out gestation examinations on farms.

Diploma in Hotel and Restaurant Management (restonomi)

is a broad-based diploma and consists of several programmes, each with specific features. Diploma holders have a comprehensive view of the tourism, catering and home economics sector and its development potentials and the ability to plan, develop, perform and sell services intended for different target groups.

APPENDIX 2. Labour Force Survey

Additional questions on life-long learning, April to June 2003

Questions LL5 and LL6 : Examples of placement of qualifications in the classification of fields of education

100	Education, Teacher Training
	<ul style="list-style-type: none"> - lastentarhanopettaja, luokanopettaja - kasvatustieteen kaikki alemmat ja ylemmät korkeakoulututkinnot - erityisopettaja, erityispedagogiikka, musiikinopettaja, musiikinohjaaja, musiikkipedagogi, kotitalousopettaja, opinto-ohjaaja, tanssinopettaja , teknisen työn opettaja
200	Humanities and Arts
	<ul style="list-style-type: none"> - artesaani, artemi, medianomi, graafisen alan ja viestintäalan perustutkinto - historian, kirjallisuus- ja kulttuuritutkimuksen, musiikkitieteen ja musiikkikasvatuksen, näyttelijätyön ja tanssialan, suomen kielen, taidehistorian ja taidekasvatuksen tutkinnot - musiikin ja esittävän säveltaiteen tutkinnot - filosofian, teologian ja kirkkomusiikin tutkinnot - kuvakäsittelyn, painajan ja kirjansitojan ammattitutkinto
222	Foreign Languages
	<ul style="list-style-type: none"> - vieraiden kielten tutkinnot - fonetiikan, kääntäjän ja tulkin tutkinnot
300	Social Sciences, Business or Law
	<ul style="list-style-type: none"> - merkonomi, tradenomi (talous, hallinto, markkinointi) - automyyjän, huolinta-alan, informatiikan, isännöitsijän, johtamisen, kaupan esimiehen, markkinointiviestinnän, myynnin, ruokamestarin, sihteerin, somistajan, taloushallinnon, ulkomaankaupan, varastomyyjän, viestintätieteen, virastomestarin ja yrittäjän ammattitutkinto - merkantti , oikeusnotaari - aluetieteen, hallintotieteiden, informatiikan, liiketaloustieteen, oikeustieteen, psykologian, sosiaalitieteiden, taloustieteen, valtio-opin, viestintätieteen, ympäristötieteen korkeakoulututkinnot
420	Life Sciences (Biology, Biochemistry)
	<ul style="list-style-type: none"> - biologian ja biokemian alemmat ja ylemmät korkeakoulututkinnot
440	Physical Sciences (Physics, Chemistry, Earth Sciences)
	<ul style="list-style-type: none"> - fysiikan, geofysiikan, geologian, kemian, maantieteen, meteorologian ja tähtitieteen alemmat ja ylemmät korkeakoulututkinnot
460	Mathematics, Statistics
	<ul style="list-style-type: none"> - matematiikan, tilastotieteen ja menetelmätieteiden alemmat ja ylemmät korkeakoulututkinnot

481	Computing
	<ul style="list-style-type: none"> - tietojenkäsittelyn ammattitutkinto, tradenomi (tietojenkäsittely) - datanomi (opisto) - tietojenkäsittelyn ja tietojärjestelmätieteen alemmat ja ylemmät korkeakoulututkinnot
500	Engineering, Manufacturing, Construction
	<ul style="list-style-type: none"> - tietotekniikan perustutkinto - ajoneuvoasentajan, autoalan, automaatiotekniikan, elintarvikealan, kiinteistöhoitoalan, koneenasennuksen, koneistuksen, kone- ja metallialan, levy- ja hitsausalan, paperiteollisuuden, pukuompelijan, puualan, sähköalan, sähkövoimatekniikan, vaatetusalan jne. perus- tai ammattitutkinto - insinöörin tutkinnot ammattikorkeakoulussa - diplomi-insinöörin tutkinnot korkeakoulussa, arkkitehti - kartoittaja, kelloseppä
600	Agriculture and Forestry, Veterinary Medicine
	<ul style="list-style-type: none"> - erä- ja luonto-opiaan, hevostenvälmentäjän, kalatalouden, karjatalouden, luontokartoittajan, maaseutumatkailun, maatalousalan, metsäalan, metsäkoneenkuljettajan, puutarhurin, seminologin, viinintuotannon perus- tai ammattitutkinto - agrologi, hortonomi (AMK), metsätalousinsinööri - agrologi, iktyonomi - maa-, metsä- ja kalatalouden sekä eläinlääketieteen korkeakoulututkinnot
700	Health and Welfare
	<ul style="list-style-type: none"> - hierojan, koulunkäyntiavustajan, lähihoitajan, perhepäivähoitajan, päihdetyön, sosiaalialan ja välinehuoltajan perus- tai ammattitutkinto - sairaanhoitaja, erikoissairaanhoitaja, kättilö, röntgenhoitaja, terveydenhoitaja, bioanalytiikko, fysioterapeutti, farmaseutti, lääketyöntekijä, proviisori, optometrismi, sosionomi, toimintaterapeutti - lääketieteen ja hammaslääketieteen korkeakoulututkinnot
800	Services
	<ul style="list-style-type: none"> - hotelli- ja ravitsemusalan, kokin, tarjoilijan, suurtalouden tutkinnot - parturi-kampaajan, kosmetologin, kauneudenhoitoalan ja hiusalan perustutkinto - lasten, nuorten ja vapaa-ajan ohjaajan tutkinnot - matkailualan tradenomi tai matkailualan ammattitutkinto - liikunnanohjaajan, liikuntapaikan hoitajan, laitoshuoltajan, siivoojan ja siivoustyöohjaajan tutkinto - restonomin ammattikorkeakoulututkinto - ammattilentäjän, kuljetusalan, linja-autonkuljettajan, lastinkäsittelyalan, logistiikan, merikapteenin ja merimiehen tutkinto - poliisin, pelastajan, turvallisuusvalvojan, vankeinhoidon, vartijan jne. tutkinto