

Guidelines for the completion of the questionnaire titled „Life Long Learning”

2003. II. Quarter

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In the second quarter of 2003 following Eurostat guidelines a supplementary survey titled „Life Long Learning” was attached to the Labour Force Survey data collection.

The level and the direction of education and training of the population and of the employed population are an important indicator of every country’s social-economical development. The frequency of, the level of and the time spent on participation in education and training, and the reasons for participation are all required information in our age, since the knowledge-based society and economy are the base for future development. This is why we pay special attention to the development of education and training, to the expansion of the range of participants, and also to the gathering and evaluation of information on this area.

In the February of 2000 the European Committee set up an Expert Committee for the development of a methodology for the measuring of life long learning. This survey serves this aim.

The supplementary questionnaire has to be completed for the 15-74 year old population, who participated in educational or training activities in the past one year (the twelve months preceding the time of the interview). The whole of the educational or training activity may extend outside the examined timeframe. (It may start earlier than one year ago, and it is possible that it will only be completed in the future.)

The emphasis is on the participation in educational and training activities which includes all planned learning activities which imply a continual commitment towards the development of knowledge or skills independent of the framework in which the learning takes place.

If the Labour Force Survey cannot be completed in a household the completion of the supplementary survey is not necessary. The supplementary survey does not have to be completed for members of the household, who did not participate in any kind of organised or independent, but planned, educational or training activities in the past twelve months. On the Economic Activity questionnaire however please mark for question 45 that the basic survey

1. is supplemented by a „Life Long Learning” questionnaire, because the interviewed person is between 15-74 years of age, and has participated in education, training or learning in the past twelve months;
2. is not supplemented by a „Life Long Learning” questionnaire, because the interviewed person did not take part in any kind of educational, training or learning activities in the past twelve months;
3. is not supplemented by a „Life Long Learning” questionnaire, because the interviewed person did not wish to comment on the subject.

Partial completion of the supplementary questionnaire is not permissible. **If possible efforts should be made in order to have the interviewees answer to the questions of the supplementary questionnaire by themselves.**

On the questionnaire bold lettering marks questions, and instructions for skipping questions and coding are in capital letters in textboxes. Code-boxes and written answers should be completed with a pen in legible letters.

Questions 37-43 of the Economic Activity questionnaire and the whole of the „Life Long Learning” questionnaire concern participation in education. The most important differences however can be summarised as follows:

- The reference timeframe in the educational block of the Economic Activity questionnaire are the four weeks preceding the interview, on the supplementary questionnaire however it is the twelve months preceding the interview;
- The Economic activity questionnaire requires detailed answers concerning only the educational form deemed most important to the interviewee (only one!);

the supplementary questionnaire also divides participation in education and training into three blocks (formal, non-formal and informal education), but if the interviewee participated in more than one form of education, then the detailing questions have to be asked concerning all attended forms; (in case of informal education a maximum of three educational or training activities have to be detailed;)

1. **question:** The question has to be asked of every person answering the supplementary questionnaire who has participated in education, training or learning, that is persons who have marked code number 1 for the 45. question of the Economic Activity questionnaire. Code-boxes A/, B/ and C/ each have to be completed, code-boxes cannot be left blank. If the answer to question A/ is 1 (yes), which means that the interviewee took part in formal education in the past twelve months, the questioning has to continue with the 2. question. To those interviewees marking a number 1 for question B/, who have participated in non-formal education, questions 3-11 applies. And question 12 has to be asked of people marking a number 1 for question C/. The number 1 can be marked in all code-boxes, in which case all further questions of the supplementary questionnaire have to be answered.

Pay attention: If the code number for the 38. question on the Economic Activity questionnaire is 1-4 then A/=1, if it is 5-9 then B/=1 and if it is 10 then C/=1 correspondences must hold true.

2. **question:** The question applies to people participating in formal education. The possible answers are given in a format corresponding to the current system of formal education. As we have written in the completion guidelines for the Datasheet and the Economic Activity questionnaire, the grades of the different school types are numbered continually from the first class of elementary school; in accordance with this, on the questionnaire regarding general education:

- (1) is the code for pupils in elementary schools and the 5-8. grades of six and eight year secondary schools. Special elementary schools are also coded (1).
- (2) is the code for pupils in the 9-10. grades of vocational schools (schools providing vocational training in formal education, but *not providing a final examination*)
- (3) Is the code for pupils studying in the 9-12. grades of secondary schools. The pupils of bilingual secondary schools attending the 13. grade should be taken into account under code (3) as well. Code (3) should also be applied for pupils attending 9-12. grades of vocational schools and preparing for a final examination.
- (4) is the code for pupils attending vocational training in the 11-12. grades of vocational schools.
- (5) is the code for pupils attending vocational training grades following their final examination (acquired either from a secondary school or form a vocational school)
- (6) is the code for students undertaking training accredited by the Higher Education Accreditation Committee.
- (7) is the code for students in college level education.
- (8) is the code for students attending university level education, irrelevant of whether they are studying for their first degree or not.
- (9) is the code for students participating in Ph.D. or DLA education.

If the interviewee participated in more than one formal educational or training activity in the past twelve months answers should be given concerning the higher level educational activity, in case of identical levels answers should be given concerning the one started most recently.

The name of the field of education or training and the corresponding three-digit code should be provided according to the number I. aid of the guidelines written for the interviewer. In case the interviewee participated in education or training which concerns 2 (or more) fields of education or training, then information concerning the dominant field (this usually means a higher number of study hours) should be provided on the questionnaire. Attention should

be paid to the fact that if the interviewee participated in post-secondary education or training (codes 5-8) the interviewee may not be younger than 18 years of age, and if the interviewee participated in Ph.D. or DLA education the interviewee may not be younger than 22 years of age.

- question:** this is where the number of non-formal educational and training activities the interviewee participated in during the last twelve months should be marked. Courses, seminars, lecture series, private lessons with different subjects or different frameworks count as different forms of education, training.

In the case of non-formal education questions 4-10 apply to maximum the 3 most recently started educational or training activities. „1/” indicates the educational or training activity started most recently, „2/” marks the one started before that and „3/” marks the third most recently started activity. (If the interviewees answer is indicated by a code of 5 to 9 for the 38. question of the Economic Activity questionnaire, then at least the code-box marked with „1/” has to be completed for questions 4-10 of the supplementary questionnaire.)

- question:** the aim of the participation in education or training should be given; whether it is related to employment opportunities, or whether the interviewee only pursued own interests. If participation is related to future or current employment, please indicate separately whether the aim of the educational or training activity is the acquiring of a first professional degree, or whether it is pursued in order to upgrade current degree, or to acquire a new degree. If the interviewee participated in educational or training activities in order to reach higher revenues, higher wages or a higher wage category, these activities should be indicated among the answers concerning employment.
- question:** the form of the non-formal educational activity should be provided. (at least one of the answers has to correspond to the codes 5-9 of question 38 of the Economic Activity questionnaire)
- question:** This is where it should be noted whether the participation in the non-formal educational or training activity required any previous degree, training or not.
- question:** The answers provided to these questions (Who organised the(se) non-formal educational or training activity(ies)?) should correspond to the answers provided for the 4. question of the supplementary questionnaire. (In the case of participation in educational programs organised by the employer, the work centre or the trade union only codes 1 and 2 are acceptable for question 4.)
- question:** The field of education or training for the non-formal educational activities should be coded based on the number I. aid of the guidelines for completion of the Datasheet and the Economic Activity questionnaire. In the aid at the end of these completion guidelines we have collected the field of education, training of several course types and have also provided the codes for these different fields. Codes 010-090 (general programs) should be marked in case if the interviewee learned based on personal interest, and not in connection to current or future employment (marked code 3 for code-boxes 1/, 2/ and 3/ of question 4) and the field of education, training is not identifiable.
- question:** The answer provided for this question should also correspond to answers provided for questions 4 and 7. In case the educational or training activity took place partially or completely during work time, question 4 had to be marked with codes 1 or 2. In case the interviewee took part in the educational, training activity outside working hours but received (monetary or other) compensation for this time, then this activity has to be marked as taking place during working hours. For employees and members of individual or joint enterprises any one of codes 2-6 may be marked as an answer, but only code number 2 (the education took place outside working hours) may be marked as an answer in the case of helping family members. If the interviewee participated in education, training for a longer period of time, and during that time partly

worked and partly did not work, then the state according to the situation lasting longer should be taken into account.

10. **question:** The time spent on learning in the three above detailed forms of non-formal educational learning should be provided separately. Special attention should be paid to correct completion, since the calculation of the actual time spent on education will follow the formula $\text{week} \cdot \text{day} \cdot \text{hour}$.

Pay attention. The time spent on education does not include the time spent on travel or homework. Only time spent on educational, training activities with the supervision of a teacher, lecturer, instructor etc. should be taken into account.

11. **question:** All further time spent on non-formal education, marked in the 3. question, but not detailed in questions 4-10, should be provided in the form of a **total**. For this question hours will have to be estimated during the completion of the questionnaire. The hours spent on any one course, seminar, private lesson etc. can best be estimated using the formula „ $\text{hour} \cdot \text{day} \cdot \text{week}$ ”. The total number of hours, which should be provided on the questionnaire, is a sum of all the hours spent on the different courses, seminars, private lessons etc.

12. **question:** The third form of participation in education (besides formal and non-formal education) is informal learning. For the interpretation of this concept the information provided in the completion guidelines provided for the Labour Force Survey should be taken into account. If the interviewee marked code number 1 for the 1/C question of the supplementary questionnaire (the interviewee has educated or trained self in past twelve months, that is the interviewee has participated in informal learning), this question has to be answered as well. An answer should be provided in every code-box, no code-box should be left empty.

Pay attention. Coding should take place based on the subjective judgement of the interviewee, independent of actual time spent by the interviewee on the activity. The interviewee may independently decide which of the listed informal modes of learning the interviewee has taken part in during the last twelve months.

AID

(codes for sample course types)

1.	Do it yourself (undefined)	090
2.	Dance course (tango, waltz, etc.)	212
3.	Interior design	214
4.	Weaving by hand (handicrafts) (<i>weaving: see also lines 13. and 29.</i>)	215
5.	Lace laying by hand (handicrafts) (<i>lace laying: see also lines 14. and 29.</i>)	215
6.	Dressmaking, tailoring and sewing (handicrafts) (<i>sewing: see also lines 15. and 30.</i>)	215
7.	Feng-shui, astrology	221
8.	Basic education (writing, reading, etc.) for immigrants	222
9.	Foreign language	222
10.	Social knowledge, behaviour, norms, laws	310
11.	Conflict handling	313
12.	Genealogy, lineage research	322
13.	Industrial weaving (industrial) (<i>weaving: see also lines 4. and 29.</i>)	542
14.	Industrial lace laying (industrial) (<i>lace laying: see also lines 5. and 29.</i>)	542
15.	Dressmaking, sewing (industrial) (<i>sewing: see also lines 6. and 30.</i>)	542
16.	Informatics, computer science, programming	481
17.	Computer utilisation (<i>the majority of computer courses should be coded here</i>)	482
18.	Handling of stress, relaxation (<i>handling of stress: see also line 32.</i>)	726
19.	Oriental healing therapies (acupuncture, Reiki, etc.)	726
20.	Psycho-, mental therapy (does not provide a degree)	726
21.	Child nurture, child and youth care	761
22.	Cook course (hotel, restaurant cook) (<i>cooking: see also line 31.</i>)	811

23.	Board games, monopoly, bridge, chess	812
24.	Collecting of coins, stamps and other objects	812
25.	Sporting activities, physical activities with the aim of health preservation	813
26.	Joga, aiurveda	813
27.	Martial arts (tai-chi, kung-fu, qigong etc.)	813
28.	Ridding	813
29.	Embroidering (home) (<i>weaving, lace laying: see also lines 4., 13. and 14.</i>)	814
30.	Sewing (home) (<i>sewing: see also lines 6. and 15.</i>)	814
31.	Cooking (home) (<i>cooking: see also line 22.</i>)	814
32.	Workplace stress prevention (<i>handling of stress: see also line 18.</i>)	862