

CENTRAL STATISTICAL OFFICE
LABOUR AND LIVING CONDITIONS DIVISION

EXPLANATORY NOTES
CONCERNING COMPLETION
OF THE **LFS** MODULE QUESTIONNAIRE

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

Warsaw 2009

PART I

GENERAL REGULATIONS

§ 1

Legal basis of the survey

The survey on "ENTRY OF YOUNG PEOPLE INTO THE LABOUR MARKET" is included in the Programme of statistical surveys of the public statistics for the year 2009, which comprises the legal basis of the survey. It is one of the surveys mentioned in the programme of the module surveys of the Labour Force Survey (LFS), which are to be carried out in the European Union Member States in the years 2007– 2009 (European Commission Regulation No. 384/2005 dated 7 March 2005). The legal act introducing the above module survey in the Community Member States is the European Commission Regulation No. 207/2008 dated 5 March 2008.

§ 2

General information about the survey

The module survey is a supplementary survey carried out with the core survey. In case of the LFS modules, they comprise surveys devoted to particular issues connected with the labour market conducted one-time (or periodically) on the sample of dwellings selected to the LFS in a particular quarter.

§ 3

Survey objective

1. The module survey objective is extending the range of the information obtained in the core survey.

The main goal of the module survey "Entry of young people into the labour market" carried out in each of the Community Member States is *"collection of a comprehensive and comparable set of data on transition of young people into the labour market in order to monitor progress towards the common objectives of the Community's Employment and the process of social integration. European Employment Guidelines include several political recommendations significant for the employment of the youth, underlying that more efforts should be undertaken to build employment pathways for young people and to reduce youth unemployment. These guidelines also refer to the targets and benchmarks set in the*

European Employment Strategy since 2003 for the reduction of early school-leaving, the rise in educational attainment levels and the ‘new start’ for unemployed youth. The Council Decision 2006/702/EC of 6 October 2006 on Community Strategic Guidelines on Cohesion calls upon Member States to pay special attention to” implementing the European Youth Pact by facilitating access to employment for young people, by easing the transition from education to work, including through career guidance, assistance in completing education, access to appropriate training and apprenticeships”.

2. In particular, the survey results will serve to determine:
 - the time elapse between leaving the formal education for the last time and the start of the first significant job (of more than 3 months),
 - whether the fact of having a job when participating in education (occupational experience) accelerated finding the first job,
 - duration and method of work search,
 - expectations about the first job,
 - whether the first job is in compliance with the attained education and the fields of education for which this compliance is most often observed,
 - whether the first job was in compliance with the learned occupation,
 - characteristic of the first job,
 - priorities of the first job selection,
 - whether the factors such as the young people’s background (determined by the parents’ educational level, occupation, origins), sex, region of residence influence their position on the labour market,
 - the number of young people who re-enter education after leaving formal education,
 - whether the practice obtained in the course of education (in a form of occupational practice) facilitates finding the first job.

§ 4

Form and range of the survey

1. The survey ”Entry of young people into the labour market” comprises a one-time survey within the framework of the Labour Force Survey and is carried out as the sample survey on the sample of households drawn to the LFS in the second quarter of 2009.

2. The survey subjects are persons who were born in the years 1974-1994 members of the households selected to the survey for whom the ZD File was completed.

§ 5

Survey organization

Applies § 4 of the “Explanatory Notes for the Labour Force Survey”.

§ 6

General methodological principles

1. The module survey ”Entry of young people into the labour market” is carried out with the use of additional LFS questionnaire coded with the symbol ZD-I.
2. The person whom the questionnaire concerns should provide the answers for the questions included in the questionnaire. However, in exceptional cases (e.g. temporary absence of the person, lack of possibility to contact the person) the interview may be carried out with another household member on the condition that he/she can provide adequate information within the survey range.

§ 7

The interviewer’s proceedings during the interview

Applies § 7 “Explanatory Notes for the Labour Force Survey”.

§ 8

General rules of questionnaire completion

1. Applies § 8 “Explanatory Notes for the Labour Force Survey”.

§ 9

The way of proceeding in case of refusal or lack of possibility to carry out the interview

1. In case of the respondent’s refusal to complete the questionnaire, the interviewer should explain the objective of the survey and assure that obtained information will be used exclusively for statistical purposes.

2. If the respondent continues refusing or in other case of inability to complete the interview only the address part of the module questionnaire should be completed. Therefore, in item 07 one of the following symbols should be coded:

- 1 - there is ZD File, but there is no module questionnaire**, because the **respondent refused to** provide information concerning the subject scope of the module survey,
- 2 - there is ZD File, but there is no module questionnaire**, due to the **absence** of the **person** whom the questionnaire concerns, and inability or unwillingness of other persons to supply information concerning that person.

§ 10

Obligation to keep statistical confidentiality

Applies § 10 “Explanatory Notes for the Labour Force Survey”.

PART II

DETAILED RULES OF THE ZD-I QUESTIONNAIRE COMPLETION

§ 1

Subjective range of the survey

The ZD-I questionnaire is to be completed only for persons born in the years 1974-1994, members of the households selected for the Labour Force Survey for whom the ZD questionnaire has been completed.

The information on the respondent's year of birth is included in the ZG-File – section 1A, part 2, col. 3, and in the ZD questionnaire – in section 1 (address part), item 07.

§ 2

The address part of the questionnaire

The address part of the questionnaire is completed by the interviewer based on the Household File (ZG), without asking the respondent. Thus, in the respective items should be inserted:

- 1) in item 00 - two-digit voivodship code,
- 2) in item 01 – the code of the Regional Statistical Office,
- 3) in item 02 – dwelling identification code IDM,
- 4) in item 03 - within-dwelling household number assigned by the interviewer,
- 5) in item 04 - the respondent's number from the ZG File,
- 6) in item 05 - the ZD File number,
- 7) in item 06 – respondent's sex code,
- 8) item 07 – “reason for lack of the questionnaire” should be completed in case of inability to perform the interview, as well as in case when the respondent answered the questions from ZD-I questionnaire. In case of inability to perform the interview one of the codes following codes should be used:

1 - there is ZD File, but there is no module questionnaire, because the **respondent refused to** provide information concerning the subject scope of the module survey,

2 - there is ZD File, but there is no module questionnaire, due to the **absence** of the **person** whom the questionnaire concerns, and inability or unwillingness of other

persons to supply information necessary to complete ZD-I questionnaire. When the interview **has been completed** symbol “0” should be inserted.

§ 3

The block of questions for the interviewer

Questions are labelled with Arabic numbers; the answers should be provided during the interview with the respondent (in exceptional cases – with other member of the household).

1. The objective of **question 1** is finding the highest level of education successfully completed by the respondent’s parents or guardians. In case when father and mother belong to the household, information concerning the highest level of education successfully completed by them may be obtained from the core LFS questionnaire (ZG Section 1A point 1 col.7) without asking this question. If the interviewed person asks which parents (biological or not) should be considered, the interviewer should explain that the question refers to the parents with whom the respondent was brought up and who have an influence on the respondent’s nurturing and education (e.g. rather stepmother/stepfather than biological parents not living in the same households). The question may also concern other people with whom the interviewed person spent a largest part of his/her childhood (e.g. grandparents). In case of doubts, as parents/guardians may be considered persons with whom the respondent lived when he/she was about 15 years old (however, the information concerning the level educational attainment of the parents should concern the highest level of education successfully completed, not the level of education at the time when a child was 15 years old).

In case when the respondent was brought up by a single person, his/her level of education should be determined, while in case of the other parent the answer „*not applicable*” should be marked. Persons brought up in children’s homes (institutions) should also choose the answer “*not applicable*”.

Persons brought up in foster homes/families should write down the highest level of education attained by their foster parents/guardians.

The term "completed level" must relate to obtaining a certificate, degree or diploma.

2. **Question 2** – in case when father and mother belong to the household, information concerning their country of birth may be obtained from the core LFS questionnaire (ZG Section 1A point 1 col.11) without asking this question. Definition of parents should be the same as the one applied in question 1. In question 2 should be considered current borders of the countries instead of the borders that were at the time of birth of the respondent's parents (completion rules are included in the "Explanatory Notes for the LFS" p. 13, point 8). In case when Poland is not the parents'/guardians' country of birth the answer no. 2 should be coded and the country's name and code should be written. If the interviewed person was brought up by a single person, his/her country of birth should be determined, while in case of the other parent the answer "*not applicable*" should be marked. Persons brought up in orphanages (institutions) should also choose answer "*not applicable*".

Persons brought up in foster homes/families should write the country of birth of their guardians/foster parents.

3. **Question 3** is devoted to finding whether during the course of education the respondent performed any work generating earnings or income during the period of no less than 1 month per year. The variable is justified by two important objectives:
 - Finding about the first significant experience on the labour market (seeking a job, duration of work, remuneration), which may have a positive impact on entering the labour market after completion of education,
 - Distinction of work performed as a part of educational programmes.

Question should be asked both: persons who completed formal education, as well as persons who are still in education. The entire period of education should be considered (not just the period of obtaining the last attained level of education). "Job" refers to any work generating earnings or income in other form during the period of minimum about 1 month a year (approximately it may be expressed as full-time work during a period of 4 weeks or 8 weeks in case of part-time work). The objective is avoiding registration of odd (casual), insignificant jobs (of a relatively short duration), therefore, it is possible to accept the reference to at least one month in a given year. Respondents who assisted without pay in conduction of family business or work on the family farm during a period of no less than 1

month per year may mark answer “YES” in variant “b” or “c”, providing that they consider it as a significant experience.

Person who has never worked, or whose duration of work has not exceed one month per year (answer 1) goes directly to question **4**, whereas persons who worked during the course of education should give positive or negative answers to each of other variants of answers (a, b, c).

"Work as part of education programme" (variant a) means that part carried out at the place of work comprises **an obligatory component of the programme**, such as, e.g. practices or obligatory traineeships necessary in order to obtain the certificate of education completion/graduation.

Work during school holiday is included in variant b).

Breaks in education should cover at least one school/academic year.

6. **Question 4** is a filter question. Information concerning the highest level of education attained by the respondent may be obtained from the main LFS questionnaire (ZG Section 1A point 1 col. 7) without actually having to ask this question. Persons without school education or with incomplete primary education go to question **19**; others are directed to question **5**.
5. The objective of question **5** is obtaining information concerning the **field** of education in which the respondent attained **the highest level of education**. The interviewer should first write down the verbal description of the education field given by the respondent; then he/she should mark one of the codes respective to a particular field of education. In case when the respondent cannot describe his/her field of education, the interviewer should ask auxiliary question about the type of school. The field of education should be coded on -digit level
6. **Question 6** is a filter question. Its objective is determination whether during the last 4 weeks (the reference week being the last one) **the respondent has been attending school, college, or university**. This information may be obtained from the core LFS questionnaire (question 90 of the ZD questionnaire) without having to ask this question. The answer with **code 1** matches the answers 1, 2 and 3 given in question 90 of the ZD questionnaire, while the answer **coded 2** – the answer 4.

Persons who in question 6 give the **answer coded 1** move to question **19**, whereas the respondents who choose **answer 2** are directed to question **7**.

7. **In question 7** "leaving" means leaving education in the **formal education** system for the last time before the survey, irrespective whether the **programme was completed (finished) or, even if the respondent intend to re-enter education in future ("interruption")**.

If someone "left" education before graduating (completion), did not come back and started some other activity, the date that should be written will be the date of leaving education.

If, for example, someone who left studies in 2002, worked for the successive 5 years, and then re-entered studies in 2007, the date of leaving education will be the date of completion of the studies started in 2007.

In case when the respondent graduated from one field, started work, and then after three years started another studies, the date of graduating/completion of the second studies should be included *powinna być brana pod uwagę*.

8. **In question 8** should be considered only work generating earnings or income **with duration of more than 3 months**. This work might have started before completion of education although it is still the first job **after completion of education**. In this case the date included in this question will be earlier than the date of graduating/leaving formal education. If the current job is the first job, but with duration shorter than 3 months (counted in the period of the reference week), answer 1 should be marked.

Apprenticeships/unpaid traineeships, compulsory military service, works on behalf of community (voluntary work) and holiday jobs should not be included.

Persons who give **answer coded 1** "*I have never had work longer than 3 months* " go to question **9**.

Persons who declared that the "present job is their first job" (**answer 2**) go to question **15**.

Respondents who give exact date of starting work move **to question 12**.

Questions from 9 to 11 are addressed to persons who after graduating/leaving education did not have a job of duration longer than 3 months, i.e. who in question **8** gave **answer 1**.

9. The objective of question **9** is determining the respondent's expectations towards the first job. In this question, the respondent can choose no more than **two answers**, which he/she considers the most important. The exception is answer coded "10", which may be coded exclusively on its own.

Then all persons answering this question move ten to question **10**.

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W pytaniach 10-12 ankietier nie powinien odczytywać kafeterii odpowiedzi, tylko zadać pytanie, a następnie na podstawie uzyskanej informacji zakwalifikować odpowiedź do właściwej grupy.

10. The objective of question **10** is finding in which sector of economy (private or public) the respondent would like to start the first job after graduating/leaving formal education.

All concepts – definitions should be applied in the same way as in "Explanatory Notes to LFS".

Private sector (p. 35, point 26)

Public sector (p. 35, point 26)

Paid employees (p. 27, point 12a)

Self-employed (p. 27, point 12b)

11. **Question 11** is aimed at determining the occupation that the respondent would like to work. In case, the respondent is able to determine the occupation he/she wants to perform, its name should be written and respectively coded. The codes will be appointed according to the obligatory *Classification of Occupations and Specialities* (as in the LFS). Persons who answer this question move then to question **18**.

Questions between 12 and 14 are addressed to persons who in question **8** stated the exact date of starting the first job after graduating/leaving formal education.

12. Question **12** refers to the first job after graduating/leaving formal education (work could have started already during education). Only work generating earnings **or income** with duration of more than 3 months should be considered. Analogous to question 8, there should be excluded apprenticeships/unpaid traineeships, compulsory military service, works on behalf of community (voluntary work), and holiday jobs.

In question respondent should give the **exact number of months worked in** the first job after graduating/leaving **formal** education. In case of any problems (e.g. if the first work took a few years), the number of full years should be determined first, and then the number of months worked in the first and last year of this job and in this way the exact number of months should be determined.

13. In **question 13** should be determined the respondent's occupation in his/her first job after graduating/leaving formal education. The codes will be appointed in accordance with the obligatory *Classification of Occupations and Specialities* (as in the LFS).

We ask about the occupation at the **moment of starting the first job**.

14. The objective of **question 14** jest obtaining information concerning the type of contract in the first job graduating/leaving formal education. It concerns **the type of the first contract**, even if it was later changed. Employees with the contract for limited duration comprise employees whose work will be terminated either after the period determined in advance, or after a previously undetermined period, however, determined by objective criteria, e.g. completion of the task, or returning to work of the temporary replaced worker. In case when the first job included probation period, after which the contract for unlimited duration was signed, the job should be coded as permanent.

Distinction between full-time and part-time work should be made on the basis of a spontaneous declaration of the respondent.

Contributing family workers – definition as in the LFS (p. 28, point 12c).

15. The objective of question **15** is determining the method that helped the respondent to find the first job after graduating/leaving formal education. We ask about the **main successful method** that resulted with finding the first job. Only **one** variant should be chosen.

21. The objective of question **16** is obtaining information concerning compliance of the respondent's first job after graduating/leaving formal education with is/her-learned occupation. Answer "not applicable" should refer to the situation when the respondent does not have a learned occupation, e.g. completed general secondary school. Respondents who give **answers coded 1, 2 and 4** move to question **18**, whereas persons who chose **answer 3** move to question **17**.

22. In question **17** we ask about the reason that the respondent did not performed his/her learned occupation his/her first job after graduating/leaving formal education. The question is addressed to persons who in question **16** gave **answer 3** (“no”), i.e. did not work in their learned occupation.

18. The objective of question **18** is obtaining information about the respondent’s present/past activities in the period between (a)graduating/leaving formal education and starting the first job. We ask about the **main activity**. In case of various jobs, the respondent may choose the activity with the longest duration. Vacation after leaving education should be excluded (question concerns the period after completion of formal education and vacation if the person had holiday). “Job” means work generating pay or income.

Unpaid apprenticeship should be included in "other reasons".

Answer 9 “did not have a break” refers exclusively to the cases without a break between graduating/leaving formal education and starting the first job (with duration of more than 3 months) – e.g. the respondent took up a job directly after completion of education.

19. **Question 19** is the question closing the interview and is asked to all persons who answered questions included in the ZD-I questionnaire. In this question the interviewer should determine who provided the information to the interviewer during the interview.