

INSTRUCTIONS FOR THE INTERVIEWERS FOR THE LFS AHM 2009

Explanatory notes

Questions in this module refer to persons 15 to 34 years old. To determine age, we have to see the answers to questions in columns N^{os} 2-4 and 6 in LFS core questionnaire. Also, from LFS core questionnaire we have to copy identification data from first page to elementary page of this ad hoc module.

Questionnaire **Entry of young people into the labour market** is divided into three parts. First part refers to questions about formal education, questions about first job (of more than 3 months) after leaving formal education for the last time are in second part and in third part there are questions about parents of respondent.

QUESTIONS ABOUT FORMAL EDUCATION

The LFS-core questionnaire have already included variables on the highest level of education completed: highest educational attainment/training (col.123), year when highest education/training was completed (col.126) and field of highest level of education completed (col.124). The LFS ad hoc module 2009 should precise the type of education received by the young people (general or vocational and more detailed field of study).

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

- purpose and format are predetermined
- provided in the system of schools, colleges, universities and other educational institutions
- it normally constitutes a continuous ladder of education
- it is structured in terms of learning objectives, learning time and learning support
- it is normally intended to lead to a certification recognised by national authorities qualifying for a specific education/programme

1. Have you completed your formal education

Yes, code 1 – person has already completed formal education.

No, code 2 - person have not completed formal education. If this code is enrol, than go to the question 3.

Person have never attended the school, code 3 – if this code is enrol, than go to the question 11.

2. When did you complete your formal education

Only persons, who answered the question in column 127 (Did you attend school belonging to the system of regular education in the previous 4 weeks) in LFS questionnaire with code 3, as well as those who answer with some code in col. 123 (Highest educational attainment/training), answer this question.

On this question person should enrol year and month. If the person does not know year or month of conclusion his/her formal education, than interviewer must enrol zero.

After answered this question, interviewer skip question 3 and go to question 4.

3. Why haven't you continued education?

Only persons, who answered the question **Have you completed your formal education** with code 2, give the answer on this question.

Stopping means laving studies in formal education for the last time and not returned after, which successful achievement or not.

It should be stress that we are interesting in main reason. Response to this question should be spontaneous.

See explanation for code 2, 4,5,6,8 and 9 in the question 5.

Satisfaction with the achieved level, did not want to learn further, code 1- is enrol for the person who is satisfied with the achieved level and did not want to learn further.

Difficulties in study performance, code 3 - is enrol for the persons whose main reason of stopping formal education were difficulties in study performance.

Could not find proper institution for further education, code 7 - is enrol for the person whose main reason of stopping formal education is a proper institution for further education

Q4. Did you ever interrupt your studies in formal education for at least one school/academic year

Person should enrol one of the offered codes. If the code 2 is enrol, then go to the question 6.

Interruptions should concern only those of a school/academic year. These breaks constitute a rupture of the educational curriculum but the studies in formal education were continued after this pause, it does not matter if in the same educational programme or another.

Q5. Main reason for the longest interruption of formal education (for a school/academic year or more)

Response to this question should be spontaneous.

Could not find a place in the higher level of education, code 1 – can include failure of entrance examination or lack of available places in higher school.

For work, because of financial difficulties or to become independent, code 2 - is enrol for person whose main reason for the longest interruption of formal education was financial difficulties or wish to become independent.

Family responsibilities (maternity leave, children care, etc.), code 3 – include child care, care of other relatives, economic inactivity related to the life in couple

Health problems, code 4 - is enrol for person whose main reason for the longest interruption of formal education was own health problems. Health problems of the relatives should be included in the code 3.

Compulsory military/community service, code 5 - is enrol for person whose main reason for the longest interruption of formal education was compulsory military/community service

Personal reasons, code 6 -is enrol for person whose main reason for the longest interruption of formal education were personal reasons, for example marriage.

Lack of finance for school payment code 7 -is enrol for person whose main reason for the longest interruption of formal education was lack of finance for school payment

Other reasons code 8 -is enrol for person whose main reason for the longest interruption of formal education was some other reasons and he/she should specify what is the reason.

Q6.A. Highest level of education

For the better explanation of highest level of education, see **explanatory notes** for the 2008 LFS (pages 68-69).

If the **code 1 - primary education not completed** is enrolled, than go to the question 7.

If the **code 2 - primary education** (eight years) is enrolled, than go to the question 7.

If the **code 3 - secondary education** is enrolled, than go to the question 6B

If the **code 4 - higher school or high education** is enrolled, than go to the question 6C

If the code **5- faculty** is enrolled, than go to the question 6C

The expression "level successfully completed" must be associated with obtaining a certificate or a diploma, when there is a certification. Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.

Q6.B. Orientation of the highest level of formal education attained

Only persons, who answered on question in col. 123 (Highest educational attainment/training) with one of the codes 02-06 in LFS questionnaire, give the answer on this question.

General education, code 1 – is enrol for person which orientation of the highest level of formal education attained was general education

Vocational education mainly (or solely) school based, code 2 – is enrol for person who spend at least 75% of the vocational education/training hours spent in a school, college or a training centre and the rest in a working environment (enterprise or other).

Combination of school and worked based vocational education, code 3 - is enrol for person who spend less than 75% of the vocational education/training hours in a school, college or a training centre, the rest in a working environment (enterprise or other)

Vocational education and training mainly workplace based, code 4 - is enrol for person who spend at least 75% of the vocational education/training hours in a working environment (enterprise or other) and the rest in a school, college or a training centre.

Vocational (and pre-vocational education), code 5 - is enrol for person who can not rank orientation of the highest level of formal education, neither in code 1 or 2 or 3. At least 25% of the programme content is vocational (specifically oriented towards a specific class of occupations or trades and leading to a labour-market relevant qualification).

Q6.C. Field of highest level of education attained

Only persons, who answered on question in col. 123 (Highest educational attainment/training) with one of the codes 05-10 in LFS questionnaire, give the answer on this question.

This question is already exists in the core LFS questionnaire and its explanation is given in **explanatory notes** for the 2009 LFS (pages 69-73).

Q7. Did you work during studies in formal education

The question should be asked to the persons who have already finished their formal education as well as to the current students.

During studies exclude period of interruptions, but include summer jobs. Work means paid employment of minimum one month full time job or equivalent in part time.

Work (only) as part of educational programme, code 1 - means that a workplace based element is a compulsory part of the curriculum, such as in apprenticeship or dual system programmes or compulsory internships.

Work while studying but outside educational programmes, code 2 – is enrol for person who did some work while studying but outside educational programmes. Working during school holidays should be coded 2.

Work (only) during an interruption of studies, code 3 - interruptions of studies should be those of at least one school/academic year

No work or work less than 1 month per year, code 4 – is enrolling for person who did not work during studies in formal education, or work less than 1 month per year. If this code is enrol, than go to the question 9.

Q 8. Work during studies in formal education (main reasons)

Possible more than one answer.

Write down the code 1(yes) or code 2 (no), depends on the answers.

Q9. Main activity after leaving formal education for the last time and before starting the first job of a duration of at least 3 months

On this question answer is given only by person who never had a job of more than 3 month and person who answer on question 2.

It should be stress that we are interesting in main reason. In case of various activities, respondent could choose the activity with the longest duration.

Holidays after stopping education should be excluded (the question asks about the period after stopping formal education and after holidays if the person took them).

Work means a job for pay or profit.

Unpaid apprenticeship should be included in "other reasons".

Write down one of the codes (1-8), that are offered.

If the answer is given on codes 3-8, than go to question 11.

Q10. Duration of your work

Please enter the number of months (possible answers from one to three months)

Q11.How many jobs did you have so far

If the person was never working before, must be enrolled 00 and then go to question 13.

If the person was working before, it should enrol number of years.

Q12. How many years/ months did you work prior to your current job?

If it is less than 2 years, write down the number of months, and **if it is more than 2 years** write down the number of years. If the person was never working before, must be enrolled 00

Q13. Have you ever sought a job and have not found any?

Write down one of the codes.

Yes, code1

No, code 2 – if this code is enroll, than go to question 16.

Q14. How many times did this happened to you

Write down the answer.

Q15. When did your longest search for the job start?

Write down the year and month. If the person does not know the month, than enrol 00.

Q16. Months of seeking the job

If it is less than 4 years, write down the number of months, and if it is more than 4 years write down the number of years. If the person didn't seek the job , than enrol 00

QUESTIONS ABOUT FIRST JOB (of more than 3 months)after leaving formal education for the last time

We ask for the first job experienced after leaving formal education for the last time (but which could start before this data).

Q17 A. Did you have a job of more than 3 months after leaving formal education

This question answer only persons who answered question 2.

Only jobs for pay or profit of more than 3 months should be taken into account. This job could have started before leaving education although it was still the first job after leaving education.

Apprenticeship/unpaid traineeship, compulsory military or community service and summer jobs should be excluded.

If the current job is a first and person is still working on this job, code 1 should be used; go to Q18.

If the current job is a first but person is not working on this job, code 2 should be used

If the current job is a first job but of the duration of less than 3 months (counted in the reference week), code 3 should be used and interviewer should go to the question 32.

Q17B For how long did this job last?

Code1 – 3 to 6 months

Code 2 – 6-12 months

Code 3 – more than 12 months; respondent is asked to specify the number of months

Q17C Why do you think you were not able to get a longer job?

The respondent must specify one of five offered codes.

Q18 A. When did you start to work on this job

Write down one of the 4 offered codes.

Q18 B Month and year of start of the first job

Only person who answered on question 2 should answer on this question.

Enrol month and year of start of the first job. In the case of unknown month code 00 for the month should be used.

Q18 C Duration of the first job of more than 3 months (after leaving formal education for the last time)

On this question answer is given only by person who answered question 17 with code 1 or 2.

Write down the number of months.

The question could be asked in terms of exact months first and in case of difficulties in time bands of 3 months could be proposed and the average point of the band could be provided.

Q19. Duration of job search

Only persons, who answered on question 17 with code 1 or 2, should give the answer on this question.

See LFS explanatory notes for question in column 107 (Duration of search of employment) in **explanatory notes** for the LFS questionnaire (page 61).

If no job search was necessary enrol code 000 and then go to the question 21.

Q 20. Did you have difficulties during job search

Possible one than more answers.

Write down the code 1(yes) or code 2 (no), depends on the answers.

Q 21.How did you find out about this job

We are asking about the main successful method which allowed to find the first job. Response to this question should be spontaneous.

Via educational institution, code1

Via PES (Public Employment Services), code 2 - person was informed of the existence of this first job by the Public Employment Services. The information can come directly or via the internet site of the PES.

Via ads in press or on the Internet, code 3

Submission of direct (spontaneous) job application to employer, code 4

Via family and friends, code 5

Job found after previous experience (summer/student job, apprenticeship, traineeship, voluntary job) in the same company, code 6

Launching private business, code 7

Other (write down), code 8

Q 22. Did you have any professional help in finding that job

Write down one of the codes.

Yes, code1

No, code 2 – if this code is enrol, than go to question 25.

Q 23. Who gave you that help

Only those who answer on question 22 with code 1, should answer on this question.

Write down one of the codes (1-3).

Q 24. In which way did you receive that help

Possible one than more answers.

There are 13 offered answers and person should enroll the code 1(yes) or code 2 (no), depend on his answers.

Person who answered this question directly go to question 26.

Q 25.Reason for not receive professional help

Only those who answered question 22 with code 1 or 2, should answer this question.

Write down one of the offered code (1-4).

Q26 How useful was your education for finding this job?

The respondent is asked to enter one of 4 offered codes.

Q 27. What is your occupation on that job

Only those who answered question 18B, should answer on this question.

We ask for the occupation when the first job started.

See **explanatory notes** for the LFS questionnaire (page 32-33).

Q 28A. What is your status at that work

Only those who answered question 18B, should answer this question.

See **explanatory notes** for the LFS questionnaire (page 32).

Employees with a temporary contract are employees whose main job will terminate either after a period fixed in advance, or after a period not known in advance, but nevertheless defined by objective criteria, such as the completion of an assignment or the period of absence of an employee temporarily replaced.

In case that there was a probationary period when starting the job followed by a contract of unlimited duration, the job should nevertheless be reported as a permanent job.

The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent.

Write down one of the offered codes (1-6).

Q 28B. Do you work...?

Only those who answered question 18B, should answer on this question.

See **explanatory notes** for the LFS questionnaire (page 37).

This is about the type of the first contract, even it has changed after, but excluding probationary periods.

Write down one of the offered codes (1-3).

Q 28C What rights are you entitle to on this job? Possible one than more answers.

The respondent is asked to thicken all that apply

Q 29A Did you receive training when you started this job?

Code 1- go to the next question

Code 2- go to question 30

Q 29 B What type of training did you receive? Possible one than more answers.

Write down one of the offered codes (1-5).

Q 29C Who provided that training?

The respondent is asked to enter one of five offered codes.

Q 29D How long did the training last?

The respondent is asked to enter one of five offered codes.

Q 29E Who paid for the training?

The respondent is asked to enter one of four offered codes.

Q 30A Are you satisfied with this job?

The respondent is asked to enter one of 2 offered codes- **yes** or **no**

Q30B Do you wish to change this job?

If respondent entered code 1 interviewer should go to next question, in other case, if code 2 was entered interviewer should go to question 31

Q 30C Which are the reasons for wishing to change job?

The respondent is asked to specify one of four offered codes.

Q31 Will you be likely to be in the same job in the forthcoming year?

The respondent is asked to specify one of four offered codes.

QUESTIONS ABOUT PARENTS OF RESPONDENT

In the case when the young person lives with her/his parents, information about parents is already available from the core LFS.

If the father and the mother belong to the household, the information about their country of birth, nationality, as well as their highest level of education can be taken from the core LFS without asking the question.

Q 32.A/B Country of birth of father and mother

If interviewee asks about which parents (biological or not) should be considered, the interviewer should ask him firstly on those with whom the person grew up (e.g. step mother/father rather than biological one not living in the same household). This question can also concern other persons with whom the interviewee spent most childhood (e.g. grand-parents).

People brought up in institutions should be coded blank.

For the purpose of this question, current national boundaries should be considered, rather than any applying at the time of the respondent parents' birth.

In the case of doubts, parents could be defined as those living with the person around the age of 15.

Write down the name of country of birth of parents.

If the current name of country where the father or mother was born now is not the same, than go to the question 32C.

Q 32 C If the current name of a country where the father or mother was born now is not the same, than write down the old name of a country.

Q 33A/ B Citizenship at birth of father and mother

Citizenship should be interpreted as citizenship. Citizenship is defined as the particular legal bond between an individual and his/her State acquired by birth or naturalization, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport. The concept of nationality should not be mixed up with any concept of ethnic origin.

For persons with dual or multiple citizenships, and who hold the citizenship of the country of residence, that citizenship should be coded.

In case of multiple citizenship, where it includes one citizenship of a member state of the European Union, that citizenship should be coded. In other situations the first answer of the respondent should be coded.

Write down the nationality of father and mother.

Q34 A/B Highest level of education successfully completed by father or mother

The definition of parents should be the same as the one used in the question 32.

Response to this question should be spontaneous.

In the case of doubts, parents could be defined as those living with the person around the age of 15 (the information on the educational level of parents should however correspond to the highest level achieved and not to the level achieved at the time the child was 15 years old).

If the interviewee grew up with a single person, his/her educational level should be considered as "highest".

For the better explanation of highest level of education, see **explanatory notes** for the LFS questionnaire (pages 68-69).

Q35 Is your original residence different from where you currently live-work?

Code 1 – go to next question
Code 2 – go to question 38
Code 3 – go to question 41

Q36 specify your original residence

Code 1- rural areas
Code 2 – small town
Code 3- large city
Code 4 – other country

The respondent is asked to specify one of four offered codes.

Q37 What was the main reason for moving to your current residence?

The respondent is asked to specify one of four offered codes.

Q38 Have you ever worked abroad?

Code 1 – go to next question
Code 2 – go to question 41

Q 39 For how long did you work abroad?

The respondent is asked to specify one of four offered codes :
Code 1 – up to 3 months
Code 2 – 3-6 months
Code 3 – 7-12 months
Code 4 – more than 12 months

Q 40 Why did you return to your country of origin?

The respondent is asked to specify one of seven offered codes

Q41 Would you consider moving to find work?

Code 1 – go to next question
Code 2 – go to question 43

Q 42 Where would you consider moving?

The respondent is asked to specify one of 4 offered codes:

Code 1 – to capital city (in country)
Code 2- to a town/city (other than capital)
Code 3- to a rural area
Code 4 – to another country

Q 43 Which is your mother tongue? Possible one than more answers.

The respondent is asked to specify all that apply

If code 7 was entered, the respondent should specify name of mother's tongue.

Q 44 Would you say that you belong to any of these groups?

The interviewer should enter one of 4 offered codes:

Code 1 – refugees

Code 2 – internally – displaced persons

Code 3 – No

Code 4 – no answer

Report of the interviewer

When did the interview start - Interviewer must write down hours and/or minutes of start

When did the interview ended - Interviewer must write down hours and/or minutes of finish.