

GUIDELINES FOR INTERVIEWERS

AD HOC MODEL 2003 ON LIFELONG LEARNING

About the ad hoc model in general

The ad hoc model on lifelong learning is an international survey implemented within the framework of the LFS in the second quarter of 2003. It will be implemented by EU Member States and Candidate (Acceding) Countries.

What is its purpose?

In recent years, knowledge and education have become very important factors on the labour market all over the world. Ever more people are studying their whole lives to obtain formal as well as informal education. Better education brings better position on the labour market, better starting point to enter the labour market and smaller risk for people to become unemployed. That is why European statistics decided to monitor the phenomenon of linking education and the labour market. This is partly shown by changes in the regular part of the questionnaire and partly also in this year's ad hoc module, which is used to obtain accurate data on formal and informal education and training in Slovenia and to compare the data with other European countries.

Because questions in the ad hoc module are linked to questions in the regular part of the questionnaire, they are included in the regular part of the questionnaire. Questions from the regular part of the questionnaire have the same labels as other questions in the regular part, while additional questions referring only to the ad hoc module are labelled AH.

Question 2.1.: What is the (highest) level of education you completed?

The highest level of education a person completed by finishing a regular school or a part-time education program is taken into account. The level of education is obtained by **successfully graduating from a school**. A person studying at an upper secondary school has completed an elementary school, a person studying at a faculty has completed an upper secondary school, a person who was studying at a college but left school before graduation has completed an upper secondary school, etc.

People who completed an elementary school for children with special needs are counted as having completed an elementary school.

Respondents answering that they have completed a master craftsman examination, head clerk examination or foreman examination, vocational course or a matura course are counted as having professional upper secondary education, except the matura course, which is counted as general upper secondary education.

Question 2.2: What is your formal qualification (course and school that you finished)?

This question is used to determine the field of education (educational content) according to the list of codes for the fields of education.

Respondents should answer this question by stating the most accurate titles of their qualifications (e.g. economics technician, mechanical engineering technician, BA in economics-commercial course, etc.).

In case of a combined title of qualification (e.g. BA in geography and history), the first title the respondent had stated is taken into account.

Respondents can also state the title of the finished school or a study course (e.g. upper secondary school for mechanical engineering, upper secondary school for economics, Faculty of Economics-commercial course, business school-management course, Faculty of Arts-geography and history). If they state several study courses, the first study course is taken into account.

The interviewer codes the field on the basis of the list of codes for the fields of education. The list is set up so that by entering at least three characters field of education are shown on screen and the interview can select the appropriate one.

The list of codes that you used to use has been expanded with additional codes – fields of qualifications, because there used to be some problems with coding.

Question 2.3: In what year did you complete the present level of education or how old were you then?

This question can be answered in two ways. Respondents can state the year when they completed the present level of education (e.g. 1972). If they do not remember the year, they can state how old they were when they completed their education (e.g. 25).

Question 2.4: In the PAST FOUR WEEKS, were you enrolled in any school?

The period of **four weeks before the interview** is taken into account. Regular programs are all education programs with which people obtain a higher level of education – elementary school for adults, all upper secondary school programs, graduate and post-graduate programs, specialist programs, master's studies, doctoral studies both for youth and for adults.

Vocational courses (i.e. courses to obtain professional upper secondary education) and matura courses (i.e. courses to obtain general upper secondary education) should also be taken into account. Even if respondents state enrolment in the mentioned programs at question 2.6, they should be taken into account at questions 2.4 and 2.5.

The following programs should not be taken into account: preparation for master craftsman examination, head clerk examination or foreman examination, preparation for national occupational qualifications, retraining programs, preparation for various exams (final or annual) from individual subjects. These programs should be taken into account at question 2.6.



Question AH.1: In the PAST 12 MONTHS, were you enrolled in any school?

You should ask only those respondents who answered “no” at 2.4. Guidelines for this question are the same as for question 2.4, except that you are asking about the period of 12 months.

If the answer to question 2.4. is “yes”, the application will automatically jump to question 2.5, where you should determine the level of education the respondent will obtain in the same way as in question 2.1.

Question 2.5 What level of education have you obtained or will you obtain by finishing this learning program?

1. *Elementary education*
2. *Lower or middle vocational education*
3. *Professional upper secondary education*
4. *General upper secondary education*
5. *Post-secondary vocational education*
6. *Higher professional education*
7. *University degree*
8. *Post-graduate specialist, master's or doctor's degree*



Question AH.2: What is the professional qualification that you obtained or will obtain or what is the name of the school and course that you attend(ed)?

The same as for question 2.2; the list of codes is the same.

Question 2.6.: In the PAST 4 WEEKS, did you attend any course, seminar, study circle, instruction, driving exam, religious classes, etc.?

This question covers education in the widest sense, i.e. any learning activity based on the teacher-student relationship where the teacher, lecturer mediates certain knowledge to an individual or a group of people.

Learning activities can be organised in various ways. With these activities people broaden and/or deepen their knowledge, but they do not lead to obtaining a higher level of education.

This question also refers to the situation in the four weeks before the interview. This question should cover all education programs **that are (or are not) directly connected with the present or future work of the respondents**: driving courses are thus taken into account in the case of couriers who used to carry out their work on foot or by bicycle or drivers trying to get D category driving licence as well as in the case of secretaries whose job description does not require them to have a driving licence. If, for example, respondents answer that they attended a cookery course in the past four weeks, this course should be taken into account whether it is (or is not) connected with their present or future work or vocational training.

This group covers all seminars that respondents attended because they were ordered by their employers, all language courses, computer courses, accounting courses, etc. It also covers all sports schools but not sports practice (e.g. tennis school, skiing lessons, etc.), circles, driving exam, religious classes and retreats. This group also covers all programs of the third age university, study circles, etc.

This question (and not question 2.4) covers the following programs:

- **preparation for master craftsman examination, head clerk examination or foreman examination, obtaining national occupational qualifications;** preparation for exams is not obligatory, but it is implemented by various adult education institutions;
- **retraining programs;** people included in retraining do not obtain a higher level of education, but another occupation on the same level (e.g. a hairdresser is retrained into a merchant);
- **preparation for various exams (final or annual) from individual subjects** (most frequently maths and languages); preparation for exams is not obligatory, but it is implemented by various adult education institutions.

Question 2.6 does not cover vocational and matura courses. They are covered in questions 2.4 and 2.5.

If someone who completed an upper secondary school enrols in another upper secondary school and is attending classes in the same way as those people who are trying to obtain their first occupation (i.e. not a shortened version), this schooling should be counted as regular education and taken into account in question 2.4.



Question AH.3: In the PAST 12 MONTHS, did you attend any course, seminar, study circle, instruction, driving exam, religious classes, etc.?

This question is intended for those respondents who did not attend courses, seminars, etc., in the past four weeks and answered “no” at 2.6. However, they might have attended a course, seminar, etc., **in the past twelve months**. Guidelines are the same as for question 2.6, except that you are asking about the period of 12 months.

Question 2.7: How many hours did you spend on this learning activity in the PAST FOUR WEEKS?

If respondents attended several education programs in the past four weeks, only the number of hours spent on the one that they attended last should be taken into account. If respondents attended several courses at the same time, they should state the number of hours spent on the one that they select as the most important.

Only the hours spent on the learning activity itself should be taken into account and not also the hours spent on studying related to this learning activity.

The total number of hours that a respondent spent actually attending the course in the past four weeks should be taken into account and not a weekly average of hours spent.

If, for example, a respondent attended a tennis course, which took place once a week for three hours, and missed one appointment because of other obligations, this would make a total number of 9 hours spent on the activity in the past four weeks.



Question AH.4: How many hours did this learning activity last in last 12 months?

We are interested in the total duration of the learning activity (course, seminar, religious classes, etc.) attended by the respondent in the past 12 months. If a person entered an 80-hour French class in October and the course had already finished, the answer to this question would be 80. Should the course continue, only the number of hours until the interview should be taken into account.

If the respondent states that a learning activity lasted 3 days, 8 hours per day should be taken into account, which gives a total of 24 hours.

If the respondent states that a learning activity lasted to whole year, it should be taken into account that a year has 35 (school) weeks. The application has some basic values that will help you with the calculation.

Question 2.8: What was the main reason for taking part in this learning activity?

Respondents determine the reason themselves. A computer course can, for example, be attended because of job requirements or personal interests or an unemployed person can be sent to attend the course by the employment service.



Question AH.5: What was the content of this learning activity?

Respondents are asked about the field into which the learning activity they attended belongs. We are not interested in any title that the respondent might obtain, we are interested in the course content (e.g. computer science, English language, drawing, skiing, accounting, handicrafts, astrology, etc.).

To determine the field, the application contains a list of codes which is more extensive than the one you are using for questions 2.2 and AH.2.

Even though the list of codes offers several thousand choices, you might encounter a content that is not in the list. In this case you can use a wider expression describing the field you have to code.

- example: tennis school – see sport
- example: Hebrew – see foreign languages
- example: all alternative contents (alternative medicine, feng shui, radiostesy, reiki, etc.) – see esoterics.

More examples.

Example 1:

For the field of computer science, the list of codes offers only two choices:

- 481 Computer science – i.e. computer programming, computer systems, setting up web pages, networks, network administration
- 482 Applied computing – learning to use software applications (courses - Word, Access, Windows, e-mail, Internet)

Example 2:

In coding contents, you might encounter a larger number of options from which you will have to select, especially in the fields for which many courses and seminars are organised.

- Computing
 - Training program for accounting and bookkeeping
 - Training program for accounting and bookkeeping – preparation for examination at the Chamber of Commerce and Industry
 - Accountant
 - Accountant – specialised level V training

In all listed options the appropriate field code is the same (344). You can select any option.

Example 3:

If you encounter several (textually) similar options for which different codes are listed, try using additional questions to find the most appropriate one.

- example
 - Florist 622 Horticulture
 - Flower arrangements 215 Craft technique
 - Flower gardens and balcony flowers 622 Horticulture

Question 2.9: When did this learning activity take place?

Possible answers:

1. Only during working hours
2. Mostly during working hours
3. Only outside working hours
4. Mostly outside working hours
5. I was not employed at that time (pupil, student, homemaker, retired)

The question refers only to direct participation in the learning activity and not to the time spent on studying related to the learning activity.

Answers 1: “Only during working hours” and 2: “Mostly during working hours” refer to employed or self-employed persons who attended the learning activity only or predominantly during working hours or whose regular working hours were shortened because of participation in the afternoon learning activity.

Answers 3: “Only outside working hours” and 4: “Mostly outside working hours” refer to employed or self-employed persons who attended the learning activity entirely or mostly outside working hours.

Answers 1, 2, 3 and 4 are thus intended for respondents who were employed or self-employed during the learning activity, while answer 5 is for everybody else (pupils, students, homemakers, retired people).

Question 2.10: Who provided financial support for your participation in this learning activity?

Possible answers:

1. *You or your family*
2. *Employer*
3. *State (e.g. employment service)*
4. *Trade union or professional organisation*
5. *The learning activity was free of charge*
6. *Other*



Questions AH.6 to AH.11 are repeated questions 2.6 (or AH.1) to 2.10 for the second activity about which you should ask respondents.

Questions AH.12 to AH.17 are repeated questions 2.6 (or AH.1) to 2.10 for the third activity about which you should ask respondents.



Question AH.18: In the PAST 12 MONTHS, did you take part in any other learning activity?

Possible answers are "yes" and "no".



Question AH.19: How many hours did you spend on other learning activities in the PAST 12 MONTHS?

You will be asking those respondents who answered "yes" at AH.18. They should state the total number of hours spent on other activities. The number of hours spent on the first three activities mentioned above should not be taken into account.

NOTE: All previous questions, whether on education for obtaining qualification or on informal education, were based on the teacher-student relationship where the teacher, lecturer mediates certain knowledge to an individual or a group of people

Questions AH.20 to AH.23 are intended for self-training.

Depending on answers to previous questions on inclusion into any form of education, the computer will select option a or b.



Question AH.20a: "In the PAST 12 MONTHS, did you obtain knowledge by reading professional literature?"

1. Only for study purposes
2. Also for obtaining other knowledge (e.g. about health, upbringing, home economics)
3. No.

The question is intended for respondents who attend a program for obtaining qualification or an informal learning activity, since studying literature is obligatory as it is part of the organised education, i.e. this is not self-training.

Question AH.20b: "In the PAST 12 MONTHS, did you obtain knowledge by reading handbooks, technical manuals, magazines, etc.?"

1. Yes
2. No

The question is intended for those respondents who did not attend any education.

- Example: every accountant must read official journals, all teachers must follow novelties from their branch; it is important that literature is read with the purpose to obtain knowledge.



Question AH.21a: Did you obtain knowledge by using computers or the Internet?

1. Only for study purposes
2. Also for obtaining other knowledge (e.g. about health, upbringing, home economics)
3. No.

- Example: someone is looking for a blueberry pie recipe on the Internet – so a computer and the Internet are used with a certain purpose, certain knowledge is obtained; simply surfing the Internet is not education.

Question AH.21b: What about using computers or the Internet?

1. Yes
2. No



Question AH.22a: Did you obtain knowledge by watching TV or listening to the radio, using audiotapes, videotapes, CDs, etc.?

1. Only for study purposes
2. Also for obtaining other knowledge (e.g. about health, upbringing, home economics)
3. No.

- Example: watching Discovery Channel, Our Garden, Agricultural Advice, learning a foreign language by listening to audio tapes, etc., with the purpose to obtain knowledge.

Question AH.22b: What about watching TV or listening to the radio, using audiotapes, videotapes, CDs, etc.?

1. Yes
2. No



Question AH.23a: Did you obtain knowledge by visiting institutions offering learning opportunities, e.g. libraries, study centres and similar?

1. Only for study purposes
2. Also for obtaining other knowledge (e.g. about health, upbringing, home economics)
3. No.

Only borrowing or reading books is not self-training. This question should be answered “yes” by people who spent part of their time in a library reading professional literature.

Question AH.23b: What about visiting institutions offering learning opportunities, e.g. libraries, study centres and similar?

1. Yes
2. No