



Labour Force Survey

Interviewer Instructions Part 2

2005/2006 Questionnaire

February 2005

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1 INTRODUCTION

1.1 Overview

This version of the Labour Force Survey Interviewers Instructions represents the questionnaire as of the March-May 2005 quarter.

We have tried to include guidance about most situations that may arise. However, to cater for every possible circumstance would make instructions bulky and burdensome to read. We have, therefore, tried to balance the need for guidance in unusual situations with the need to find answers quickly. Where we have had to make a judgement, we have tended towards ease of use. Comments and suggestions from interviewers about these revised instructions will be most welcome.

1.2 Structure of the instructions

1.2.1 Sectional layout

Topics in the questionnaire are arranged in sections. Each section is both named and numbered; page numbering starts afresh for each section (e.g. Page 1-1, 1-2, 1-3; Page 2-1, 2-2, 2-3; etc.). This means that when changes are made in only a few places, supplemental pages can be inserted without affecting the entire document.

1.2.2 Headings

Headings are now arranged hierarchically by topic. This should make it easier to find information about the particular question you want, even if you don't know the question name.

1.2.3 Index

An index of all questions shows both the corresponding section and page number.

1.3 Information provided

Each question now shows:

- The question name
- The quarter to which it applies (if it does not appear in every quarter)
- Whether it applies to GB or NI (if it does not apply to the UK)

- Whether it applies to the enhanced sample
- Whether it is mandatory (indicated by ): “Don’t know” and “Refusal” keys cannot be used for these questions.
- The screen layout of the question:
 - **Question text to be read out looks like this**
 - Question text which is optional to read out looks like this
 - Interviewer instruction text looks like this
 -  is the symbol for an interviewer instruction
 -  is the symbol for a showcard

Further information is divided into two sections: **General** and **Guidance**.

General contains the following information:

- Whether the question is mandatory (i.e. must be answered).
- Who the question applies to.
- General information to interviewers about handling the question

Guidance contains information about:

- specific circumstances and appropriate responses

Guidance has been set out under brief headings, which, we hope, will allow interviewers to find answers quickly, without having to wade through several paragraphs of text.

1.4 Appendices

Long lists of pay-bands and other categories have been removed from the body of the text and placed in the Appendix. We hope that this will prove faster for interviewers to use as a field manual.

1.5 Help Text

On-line help is available for certain questions. Where you see ‘Help <F9>’ appended to the question text, pressing the F9 key will bring up a screen containing help text. You can scroll through this text using the cursor keys, or the PgUp and PgDn keys. When you have finished with the help screen press ENTER to return to the questionnaire.

1.6 Conclusion

We hope that you like this new style and that it makes your life easier. Any comments about its layout or content should be addressed to the LFS Research Team.

2 PRELIMINARIES

2.1 Interviewing People aged 70 and over

FROM MARCH-MAY 2004, WAVE 5 ECONOMICALLY INACTIVE 70+ HOUSEHOLDS HAVE BEEN ASKED THE ADULT LEARNING QUESTIONS, WHICH ARE ASKED EVERY QUARTER.

For more information on this, please see Section 19.16 Adult Learning (Enhanced module) on page 19-74.

2.2 Remark Files

PLEASE DO NOT USE REMARK FILES IN BLAISE – This causes problems for the Computing Department when dealing with the data.

2.3 Serial Number

The serial number is unique to a particular household; it is the means by which we can identify any particular household's data. When opening a new household (e.g. a multi-household or a new household discovered at waves 2-5), the serial number will be created for you, *with the exception of the household number*. You must enter the household number while you are in Casebook.

```

Open new household questionnaire

Quota   : 134
Week    : 1
W1Yr   : 6
Qtrr    : 3
Addr    : 2
WavFnd  : 2

Enter New Household number : ??
(value range 1-97)

Press ESC to escape

```

Note that almost all elements of the serial number, including **WAVFND**, are already entered. It is *only* the household number that you need to enter.

Closing down a household

When you close down a household to replace it by a new one, the *household number* of the *new* household should be *the same* as that for the old one.

Example:

<u>Quota</u>	<u>Week</u>	<u>W1Yr</u>	<u>Qtrr</u>	<u>Addr</u>	<u>WavFnd</u>	<u>Hhold</u>
123	5	8	2	4	1	1

This household was first interviewed in the summer quarter at Wave 1. Now, in the autumn quarter (Qtr 3) you go to the address and find that this household has moved out and a new household has moved in.

Close down the above household and open up a *new* household with the following serial number:

Quota Week	W1Yr	Qtr	Addr	WavFnd	Hhold
123	5	8	2	4	2
					1

It is the **WavFnd** that identifies the new household. Note that the Hhold number hasn't changed, because there is still only one household at this address.

Concealed multi-households

When a concealed multi-household has been identified, you *must* enter a new household number.

PCode

The postcode of the address is shown in the questionnaire. This is a final opportunity to check with the respondents that you are at the correct address. This is a protected field, which you cannot change.

ThisQtr

The quarter in which you are interviewing is shown:

- 1=Mar-May
- 2=June-Aug
- 3=Sept-Nov
- 4=Dec-Feb

You cannot change this number. Some questions are specific to particular quarters, and the Blaise questionnaire will automatically ask the right questions for the quarter for which you are interviewing.

LstNC

If the household outcome at the last wave was a non-contact, this question indicates the reason for the non-contact. At Wave 1, this space will be blank.

LstHO

The household outcome from the previous wave (**LstHO**) is provided for informational purposes. This is a protected question, which you will be unable to change. At Wave 1, this space will be blank.

A full list of household outcomes can be found towards the end of this manual.

RefDte

The reference week ending date (i.e. the Sunday immediately prior to the allocated week) will have been input into each record at HQ. This question is protected, and you will be unable to change it. It will appear in a numeric format as Day-Month-Year. This date will be referred to at regular intervals throughout the questionnaire. It will also be used to calculate the dates three months and one year ago, as needed.

ThisWv

The current wave number will automatically appear in each record, and you will be unable to change it. It merely shows the wave at which you are currently interviewing. Thus, all records created at Wave 1 will have a current wave number of 1.

When you create a new record, the current wave number will be entered automatically by the computer.

IntvNo

```
Interviewer number
If correct, press <enter> to continue
If wrong (or empty) enter your interviewer number

Enter a numeric value between 1001 and 9997
```

General

The interviewer's authorisation number must be entered before the start of interviewing, in order to gain access to the rest of the questionnaire. In many cases, the authorisation number will already have been entered by your computer. However, you may have to enter your own number in certain circumstances. If you make a mistake, you can correct it.

Cont

Please check the serial number
Quit questionnaire if serial number is wrong

1. Enter '1' to continue with interview

General

This question provides you with one last opportunity to check the serial number and so ensure that you are at the right address before you begin your interview.

2.4 Information from Neighbours

Information provided by neighbours is highly speculative. As a general principle, do not regard anything said by non-members of the household as *survey data* about the household. Interviewers *may* get advice from neighbours about the best time to call; and interviewers may accept definite confirmation from neighbours of their own (i.e. the interviewers') observations, e.g. whether an address is vacant or not.

For example, where an interviewer finds an address vacant, but the neighbour says that it was occupied by students who may be coming back sometime (e.g. next term), the address should be coded as "vacant" and *not* "non-contact".

2.5 Timing the Questionnaire

Overview

The questionnaire has a timing mechanism built into it: one entry starts the process, and one ends it.

Starting the timing

When you enter the questionnaire and key in your interviewer number, the question, **STARTINT**, will appear. Entering '1' starts the clock running to time the interview.

Finishing the interview

After interviewing, you *must* stop the timing mechanism *before* exiting the questionnaire. On completion of the interview, you will enter the *Thanks* section. The timing question, **ENDINT**, appears after the questions about multi-households. Entering '1' stops the timer.

If you have been interviewing, enter '1'; if you have been carrying out some other task (e.g. coding or administration), enter '2'. Note that '3' is for office use only.

StartInt

Start of interview

Press 1 if about to interview

Press 2 for coding or admin

1. Interviewing
2. Coding / administration
3. Other - office use only

General

This question appears after you have entered your interviewer number.

Guidance

If you are about to start an interview, code '1'. This starts the timing mechanism. Code '2' when entering the questionnaire to browse, do administration or complete coding.

Code '3' should *not* be used: this is reserved for Research only.

Time EndInt

End of interview

Press <1> at end of interview

Press <2> when completed coding or administration

1. Finished interviewing
2. Finished coding / administration
3. Other - office use only

Guidance

If you have completed an interview, then code '1'. This stops the timing mechanism. After entering '1', you *must* press <enter>.

No interviewing

If you have entered the questionnaire and have not done any interviewing, then code '2' and exit the questionnaire as normal.

Note: The code that you use to end the interview must be the same as the one you used to start the interview.

Timing the questionnaire, specific instructions

Despite having the timing calculation carried out by computer, you must still record the length of the interview in the Calls and Outcome block. The Calls and Outcome block records the time spent on the household; this includes the time taken for the introduction, as well as for unproductive calls, whereas the timing mechanism records only actual interviewing time.

Telephone unit

Proceed as normal through the serial number, dialling and completing the introduction to the LFS. At **StartInt**, enter '1' to proceed to the household box. If no interviewing is to be carried out (either because you fail to get a reply, the respondent refuses to be interviewed or you make an appointment to interview later), exit the questionnaire via parallel blocks and **ENDINT**.

- It is *essential* that you exit via **ENDINT**: if anyone has done *any* interviewing on an earlier occasion and you do not exit by completing both **STARTINT** and **ENDINT**, *any earlier timing will be lost*.

If your call is successful, continue with the interview.

Face-to-Face interviewers

The timing mechanism provides a comparable measure of interview length for both Face-to-Face and telephone interviews.

3 HOUSEHOLD & RESPONDENT CHARACTERISTICS

3.1 Classification of People in the Household

Before entering the questionnaire, you must indicate whether the household is eligible and, if so, whether an interview can be carried out. The purpose of this section is to:

- route you through the questionnaire;
- determine the size of the household box.

The size of the household box is determined by the number of people living in the household (or who have ever lived in the household during the period of the survey).

RespHH



Can you interview at this household?

Household eligible last wave & to be closed down:

- Code existing hhld as 2 (non-contact W 2-5) and open a new hhld

Household ineligible last wave but eligible this wave:

- Code existing hhld as 8 (ineligible) and open a new hhld

- | | |
|--|--|
| 1. Yes | 5. Non-contact all members - WAVE 1 |
| 2. Non-contact all members- WAVE 2-5 | 6. Outright refusal all members - WAVE 1 |
| 3. Outright refusal all members - WAVE 2-5 | 7. Circumstantial refusal all members - WAVE 1 |
| 4. Circumstantial refusal all members - WAVE 2-5 | 8. Ineligible |
| | 9. Later |

General

Before entering the questionnaire it is important to ascertain whether the household:

- is eligible
- can be interviewed now.

This question will route you correctly through the questionnaire and admin blocks.

Guidance

Code 1

This code should only be used if you can interview *any* household member now.

Code 2

This code should be used at Waves 2-5 for the household when either:

- you cannot contact any of the household members *or*
- the household has moved out since the last wave. In this case you need to close down *this* household (Hout=61) and open up a new household. This will enable you to bypass the household box and code the informants correctly at IntNow and Hout.

Code 3

This code should be used at Waves 2-5 if *all* household members refuse outright.

Code 4

This code should be used at Waves 2-5 if this is a circumstantial refusal for *all* household members.

Code 5

This code should only be used at Wave 1 if you cannot contact *any* of the household members.

Code 6

This code should only be used at Wave 1 if this is an outright refusal for *all* household members.

Code 7

This code should only be used at Wave 1 if this is a circumstantial refusal for *all* household members.

Code 8

This code should be used:

- at Wave 1 if the household is ineligible
- at Waves 2-5 if the household was ineligible last wave *and* is ineligible this wave
- at Waves 2-5 if the household was ineligible last wave and eligible this wave (i.e. Hout=62...then go on to open up a new household)

Code 9

This code should be used if you are unable to conduct an interview at *this* visit and it is not your final visit. **RespHH** is automatically set to 9 when you receive a serial number.

HHComp

Last time we spoke we recorded that there was		Help<F9>
HoH	Fred	
Wife	Wilma	
Daughter	Pebbles	
Mother	Granny	
living at this address. Has anyone moved in or out of the accommodation since then?		
1. Yes, someone moved in		
2. Yes, someone moved out		
3. Both, people moved in and out		
4. No one moved in or out		

General

This question is only asked at waves 2-5, to ascertain whether any new people have moved into the household since the previous wave. The names and relationships (RELTXT) of the people in the household will be rotated forward from the previous wave.

Remember that the actual size of the household may be the same (i.e. there may still be only 4 members), but it may consist of different people. Because new people cannot replace old ones in the household box, a new line has to be created for them. For example, the *composition* of a household may have changed as follows:

<u>Last wave</u>	<u>This wave</u>
Fred	Fred
Wilma	Wilma
Pebbles	Pebbles
Granny	Fred Jr.

The *household box* for *this* wave will therefore be shown as:

1.	HoH	Fred
2.	Wife	Wilma
3.	Daughter	Pebbles
4.	Grandmother	Granny
5.	Son	Fred Jr.

As you can see, although Granny is no longer part of the household, she still occupies her original place in the household box. Therefore, you should answer 'Yes' if anyone has moved into the household since last wave.

Moving out

We are not interested in whether someone has moved out, because the number of lines in the household box will remain the same (a line is maintained for that person until the end of the survey):

Example of household members moving in and out:

Wave 2	Wave 3	Wave 4
Fred	Fred	Fred
Wilma	Wilma	Wilma
Pebbles	Pebbles	Pebbles
Granny		Fred Jr

The Household box at Wave 5 shows:

- | | |
|--------------|-----------|
| 1. HoH | Fred |
| 2. Wife | Wilma |
| 3. Daughter | Pebbles |
| 4. Don't Use | Don't Use |
| 5. Son | Fred Jr. |

Therefore, you should answer 'No' if no one has moved *into* the household since the last wave.

HHNew

How many people have moved into the household since the last interview?

Enter a numeric value between 1 and 16

General

If you answered yes to **HHComp** (i.e. someone has moved into the household since the last wave) this question will appear.

Guidance

Enter the number of people that have moved into the household since the last wave. This will then create the extra line(s) required in the household box.

Overlooked someone who has moved in

If you discover later in the interview that an additional person has moved into the household, you should go back to **HHComp**, answer 'Yes', and then record the number of additional people who have moved in at HHNew.

Wv1Num

Enter the number of people living in this household	Help<F9>
Enter a numeric value between 1 and 16	

General

This instruction to interviewers is only asked at Wave 1 *or* the first time you interview the household. This question should only be completed once the standard questions identifying who lives at the address have been asked:

- Who normally lives at this address? *and, if necessary,*
- Do all the people you've just told me about share at least one main meal a day or the living accommodation?

GuidanceWho to include

You should include *all* members of the household. This number should be the same as the number of people in the household box, including any you later find to be mistakenly listed.

Adult children

Adult children who consider their main residence to be with their parents should be included at their parents' address, unless they are students or living in NHS accommodation. Further information about this is given under **ChkST** and **HallRes**.

Mistakes: adding people

The number you enter at this question determines the number of lines at the household box. If you discover later in the interview that the household is larger than the number you originally recorded, return to this question and increase the number accordingly.

Mistakes: dropping people

Warning! If you decrease the number of people living in the household, you will lose lines from *the bottom of the household box*. If you have already interviewed these people, *all* information collected from the interview will be *lost* when you close down the questionnaire!

ChkSt

Help<F9>
Please check whether there is anyone else who is studying away from home and living in halls of residence or boarding school
i Do not include student nurses who are living in NHS accommodation elsewhere in GB
1. Yes, checked
2. No (arrow back to include them in number of people in household)

General

Unless you code 1 (Yes) at this question, you will be unable to proceed any further.

This check is simply a reminder to include students living in Halls of Residence/ Boarding School. This question is included because this group of people is treated differently on the LFS from the way it is on other surveys.

Guidance

Before moving on, you should also check, "Does anyone else live at this address?".

After listing those who are present in a household, it will be necessary to ask two further questions:

- May I just check, is there anyone who is living away from this address because they are at school or college or university, and who comes home during the holidays?

This question should be asked at every wave, as young people can change their status from quarter to quarter. Where the household consists entirely of economically inactive adults aged 70+ *and* the household composition has not changed since the last wave, you may omit asking this every subsequent wave.

If the answer to this question is 'Yes', then ask the following question:

- May I just check, while they are away, are they living at a private address, or are they living in a hall of residence/boarding school?

Students Living in Halls of Residence/Boarding Schools

We wish to *include* young people who may be:

- students (aged 16 or over) or in halls of residence *or*
- school children (aged under 16) at boarding school.

Accommodation owned and viewed as halls of residence by the university but is OFF campus is not regarded as halls of residence. For the purposes of this question "a campus" is defined it as "the buildings of a college or university and the land that

surrounds them". Therefore if a building is not within the main grounds (or main area if it is within a city centre) then it is not considered to be on campus.

Students who are in-between accommodation and treating their parents' address as their main residence should be included in the household.

If a Student has accommodation in the town where they are studying and they go home at Xmas and Easter just to visit they would not be included at their parents address because they are not in-between accommodation. If their student address was sampled whilst they were home visiting for the holidays it should be coded as a non-contact *not* as vacant because they are effectively just on holiday.

Student nurses

Nurses (including student nurses) living in NHS accommodation in Great Britain are sampled separately. Therefore, student nurses should *not* be included in the household.

3.2 The Household Box

The questions in the household box and relationship grid must be completed for *everyone* in the household - *including* people who refuse to take part.

Who can provide the information

You should attempt to collect this information from the informants themselves, but, where this is not possible, information can be collected from another household member. Note that this is the *only* place in the questionnaire where *information can be collected from a non-related household member*. Proxy information should only be taken from those who are 19+ unless the Head of Household or spouse personally asks that a young person aged 16-18 provides the information.

Incomplete information

If it is not possible to obtain complete information about a household member, you will need to provide an answer based on information that you have been able to glean from the household. *All questions* (with the exception of DTEOFBTH) *must be answered before completion of the questionnaire*. However, you can leave questions blank and return to them later when you have more information. If you cannot obtain someone's date of birth, code **DTEOFBTH** 'Don't know' or 'Refusal'.

Proxy details

Often, household box details about one person are obtained from a different person. If you subsequently carry out a personal interview with the first person, you should always check that their household box details are correct.

For example, you speak to Mrs. Jones, who provides household box details about herself and Mr Jones. Later, you carry out a personal interview with Mr Jones, and you verify his household box details with him.

Where a person living alone is too old, too sick or too deaf to be interviewed and there is someone you could take an interview with on their behalf (e.g. relative, friend, health visitor etc.) you may do so but only with the person's permission and preferably in his or her presence.

People cohabiting can give proxy information. This includes same-sex couples.

Amending the size of the household box

The size of the household box is determined by the preceding questions and will contain only the number of lines that have been specified. If you find that the household is larger than the number you originally recorded, return to HHComp or Wv1Num and re-enter the correct number of household members. If you do add members to the household, their **PerNo** may not appear immediately in the household box. However, **PerNo** is computed within the program and will appear, should you return to the household box later.

PerNo

The person number of each member of the household will automatically appear in the left-hand column.

RelTxt

Enter relationship to person 1 in letters

General

For every member of the household enter their relationship to Person Number One. Record *all* members of the household, including children and babies. There is space for up to 16 people in any one household.

Guidance

Respondent died

If a respondent has died since the previous wave, 'DECEASED' will appear against that person in this box. Do not enter the word, 'DECEASED', yourself, as this will be automatically included at a later stage. You should code **IntNow=6** (deceased). The name of the respondent may still be present.

Order of entry

When entering the relationship to Person 1, remember that this information will be displayed in the relationship grid. It is to your benefit to record the relationships in a way that will help you fill in the relationship grid.

The 'head of household', based on your answers to **SEX**, **AGE**, **MARSTT**, **MARCHK**, **LIVEWITH**, and **HRPID**, is determined at the office. Although it is not essential to enter the 'Head of household' on the first line, it is good practice for interviewers to enter names in a common way.

Title

Enter the title of the respondent

① If not entering title now, just press <enter> key for next question

FstNme

Enter title of the respondent

① If not entering name now, just press <enter> key for next question

SurNme

Enter surname of respondent

① If not entering name now, just press <enter> key for next question

General

Names are beneficial for recall interviewers who have not had any previous contact with the household. They help interviewers establish not only that the right household has been contacted, but also that the residents in the household have been correctly identified. Do not, however, explain this to respondents, as they will not yet know about recall interviews. It is better to tell the respondent that you are asking for names so that you can keep track of whom you are talking about as you proceed through the interview.

Guidance

Refusal to provide a name

Rarely, respondents refuse to give their names at the outset of an interview. In these cases, simply press <Enter>, and leave the space blank. For your own benefit in identifying whom you are interviewing, it may be useful to call them Mr X, Mrs Y and Miss Z. At the end of the interview, having developed a rapport with the

respondent, you may be in a position to ask for their names again. If they do provide their names, return to the household box and enter them.

Titles

For telephone interviewers, knowing the respondent's title is very helpful, particularly for elderly respondents. When they first contact respondents, telephone interviewers are unsure how to address them. For example, D. Smith could be male or female, married or unmarried.

For respondents under the age of 16 it is not essential to record a title, however 'Master' could be used for boys and 'Miss' for girls.

LEstimte

General

This indicates whether any of the household box information for this person was estimated by the *interviewer* at the previous interview. If the answer is 'Yes', *all* household box information for that respondent will need to be checked. This is because the current interviewer has no way of telling what was estimated.

HBNow



Can you collect household box details for this person now?

- 1.Yes
- 2.No - will collect data later
- 3.Mistakenly listed person
- 4.No longer resident
- 5.Died

General

This interviewer check enables you to by-pass a member of the household for whom you cannot collect household box information. However, you should attempt to collect household box information for *every* member of the household when you carry out your first interview at the household. *Remember to check the information with the respondent if you interview them personally at a later stage.*

Guidance

Code 2

This should only be used if the person you are speaking to *refuses* to supply information about another household member; or as a temporary code, while you collect data about the other household members.

Code 3

This code should be used if a person has been mistakenly listed as being a household member, be it at the present or a previous wave.

Code 4

This code should be used if someone has moved out of the household since the first interview.

Code 5

This code should be used if someone has died since the first interview.

INTNOW and HBNOW

You will not be able to change **INTNOW** from 'Later' if **HBNOW** is 'No - will collect data later'. In addition, you will not be able to transmit the data if anyone's household box details have not been entered.

Sex



Sex 1.Male 2.Female

General

The interview cannot be completed without the respondent's sex being recorded.

DteOfBth

Date of birth Enter as DD MM YYYY with spaces between each

General

If the date of birth is not known or refused, enter <Ctrl> K (Don't know) or <Ctrl> R (Refusal), respectively. This question can be left blank.

The date of birth should be entered as a day, month and year. The month can be entered as an alpha or numeric. If alpha, note that April, June and July will need to be *entered in full*, whereas for all other months, only the first three characters need be entered. All years must be entered as four digits. A space/hyphen is entered automatically by the program to separate the numbers.

Age



Age at end of reference week should be

??

Check with respondent and enter agreed age.

❗ If D.O.B. not known record respondent's (or your) estimate of age.

❗ Enter code 99 if aged 99 or more.

Enter a numeric value between 0 and 99

General

The interview cannot be completed without an age being recorded. You cannot enter “Don’t know” or “Refusal” at this question.

The computer will calculate the individual’s age and display it on the screen. You must always confirm this with the respondent. For example, “I make your age to be 40. Is that correct?” Enter age in years for everyone.

Guidance

Birthday in month of interview

Note that it is the person’s age at the *end* of the reference week that is calculated by the computer. If a person’s birthday occurs in the month in which the interview takes place, any discrepancies should be resolved by checking whether their birthday falls before or after the end of the reference week.

Special cases

- For babies under 1 year of age, enter 0.
- For respondents aged 99 or over, enter 99.

Don’t Know/Refusals

If the respondent doesn’t know (e.g. information from another member of the household), try to obtain an estimate. If you are unable to obtain an estimate or if the respondent refuses, contact your Field Manager (for face-to-face interviewers) or your Supervisor (for telephone interviewers) for an imputed age. An estimate is preferable to an imputed age. Your Field Manager will normally ask for an age range in order to provide a sensible figure.

HallRes



Is this person living in halls of residence or at boarding school?

① Student nurses living in NHS accommodation elsewhere in Great Britain, should not be included in this household.

1. Yes
2. No

General

This interviewer check-question appears only for respondents aged 16 and over.
The interview cannot continue without an answer to this question.

Guidance

Code 'Yes' for any household member who is currently living away from the household in a Hall of Residence; they are eligible to be interviewed as part of the household.

MarStt



Ask or record	Help<F9>
Are you...	
1. single, that is never married	5. Widowed?
2. married and living with husband/wife	
3. married and separated from husband/wife	
4. divorced	

General

The interview cannot be completed without the marital status being recorded.

Husband and wife

You need not ask this question of a husband and wife if you have already been told about a 'wife' or 'husband' living in the household (just enter code 2), **provided you are satisfied that they are married.**

Children

Children under 16 should always be coded as single and thus the question need not be asked.

Other circumstances

In all other circumstances, you should read all the answer categories irrespective of the household composition. *Do not* amend the question to suit particular circumstances. You should read the *entire* question (including married and living with husband/wife) to a single person or to two people of the same sex. If challenged on this point, you should say that it is a standard question asked of everyone in order to cover all situations.

Guidance

Marital status

We are after the informant's true (legal) marital status. Although you should record legal marital status, do not probe the answer to "Separated". That is, you should use "Married and separated from husband/wife" to record estrangement, whether the separation is legal or not.

Temporary absence

If a respondent's spouse is temporarily living away from the household for reasons unconnected with a breakdown of the marriage, the spouse remaining in the household should be coded 2 (married and living with spouse), even though both husband and wife are not present. For example, a spouse might be temporarily overseas or looking after an elderly relative.

Don't Know

If the respondent does not know or refuses to provide this information, contact your Field Manager or Supervisor for an estimate from the Household box estimation rules sheet.

MarChk



Is Fred's husband/wife a member of the household?

1. Yes
2. No

General

The interview cannot continue without an answer to this question. This is an interviewer check and need not be read out.

This question has been included to identify married couples who are legally married but do not live together and are therefore not included as members of the household (e.g. spouse working away from home; spouse in prison).

You will only be routed to this check if MarStat is coded 2 (Married and living with husband/wife).

Guidance

Married couples who have legally separated should not be included here, but should be coded 3 at **MarStat**.

LivTog



Help<F9>
Ask or record May I just check, are you currently living with someone in this household as a couple?
1. Yes 2. No 3. Spontaneous only - Same sex couple

General

The interview cannot continue without an answer to this question.

This question applies to all households containing more than one person and to all respondents who do not describe themselves as married living with a spouse.

Guidance

Only informants who are living together with their partner in *this* household should be coded as living together as a couple.

If you have already been informed that two people are living together as a couple, there is no need to ask this question. Otherwise, where there are unrelated people within the household, the question should be asked.

If a wife and husband are separated but living in the same household, code this as 'separated' at MarStat, and 'no' at LiveWith.

HRPId



Record if Fred is person in whose name this accommodation is owned or rented
1. Yes 2. No

General

This question applies to all households containing more than one adult and to all adults in the household. The questionnaire cannot be completed without an answer to this question.

This information is used later to identify the household reference person.

Guidance

If the accommodation is owned or rented in more than one person's name (e.g. a married couple) then this question should be coded 'Yes' for them all.

If the accommodation is not actually owned or rented by anyone living at the property, record the person(s) living at the property who are responsible for it.

Estimate



Record if any of the household box information for this person has been estimated by the interviewer

1. Yes
2. No

General

This interviewer check question should be used to identify informants whose household box information has been estimated by the *interviewer*.

This question should be coded 'Yes' if you have estimated by eye or if you have used other methods of estimation, for example your Field Manager's random number tables to estimate age.

Guidance

If another household member has provided an estimated age (for example), you should code 'No'.

3.3 The Relationship Grid

The purpose of the relationship grid is to calculate family units by defining household members' relationship to one another.

The Relationship Grid will only appear if there is more than one person in the household.

At recall waves, it will be necessary to check that the relationships were correctly coded at the previous wave.

HH1

There are a lot of changes taking place in the make-up of households/families and this section is to help find out what these changes are.

1. Enter '1' to continue with interview

General

It may be necessary to explain to informants why we are collecting information about their relationship to other household members. You should use a statement like the one shown on this screen.

HldCount

Press <enter> to continue

Enter a numeric value between 0 and 1

General

This is merely a check-variable, which shows whether a householder has been identified yet. It is set to either '0' or '1'. Before the interview can be transmitted, it *must* be set to '1'. To do this, **HRPID** (in the household box) must be '1' for at least one member of the household.

Guidance

Press <Enter> to continue with the interview.

FamChk

Do you want to run the family checks now?

1. Yes
2. No

General

This question will be set to 'No' when you receive the questionnaire.

Guidance

Leave it as it is, until you have completed all household box and relationship grid details. Once **FamChk** is coded 'Yes', checks between the relationship grid and the household box are activated, slowing the program down.

Relationship grid (HHA)

I would now like to ask how all the people in your household are related to each other.

Code relationship of WAYNETTA to WAYNE

- | | |
|-----------------------------------|---------------------------------------|
| 1. Spouse | 11. Parent-in-law |
| 2. Cohabiting partner | 12. Brother or sister (incl. adopted) |
| 3. Son/daughter (natural/adopted) | 13. Step-brother/sister |
| 4. Step-son/daughter | 14. Foster brother/sister |
| 5. Foster child | 15. Brother/sister-in-law |
| 6. Son-in-law/Daughter-in-law | 16. Grand-child |
| 7. Parent | 17. Grand-parent |
| 8. Step-parent | 18. Other relation |
| 9. Guardian | 19. Other non-relative |
| 10. Foster Parent | |

General

The Relationship Grid operates by determining the relationship of each member of the household to the people listed *above* them in the grid.

Guidance

Example:

	Name	RelTxt	R[1]	R[2]	R[3]	R[4]	R[5]
Rg1	Wayne	HOH					
Rg2	Waynetta	Partner	2				
Rg3	Kevin	Son	3	4			
Rg3	Tracie	Stepdaughter	4	3	13		
Rg4	Victoria	Daughter	3	3	12	12	
Rg5	Sean	Brother	12	15	18	18	18

In the above example, Wayne and Waynetta are a cohabiting couple. Wayne (34, single) has a son, Kevin (8), from a previous relationship. Waynetta (36, divorced) has a daughter, Tracie (10), from her previous marriage. Wayne and Waynetta both have a daughter, Victoria (3). Wayne's brother, Sean (20), lives with them.

Tracie is Wayne's stepdaughter, and Kevin is Waynetta's stepson. Tracie and Kevin are step-siblings. Because Victoria shares a parent in common with both Kevin and Tracie, Victoria is a half-sister to each of them. A half-brother/sister is recorded in the relationship grid as a brother/sister.

Sean is Kevin's and Victoria's uncle. Although he is not related by blood to Tracie, because Wayne is Tracie's stepfather, Sean is considered to be Tracie's uncle. Similarly, Sean is considered to be Waynetta's brother-in-law.

Stepchildren

In the above example, the children were coded as natural brother and sister because they shared a common parent. Where children do *not* share a common parent, code them as 13 (stepbrother and sister).

You should always probe for stepchildren. However, this should be done with care, especially if the children are present, as the children may not be aware of their precise status.

Household members no longer resident

You will only be asked to code a member's relationship to other household members where HBNOW is coded 'Yes' for that informant. Therefore, you will not have to provide information about the relationships of people who are:

- mistakenly listed
- no longer resident
- deceased

Example:

The household below contains a husband, wife, daughter and the husband's mother. She has died, so Pebbles' would not be asked her relationship to her Granny.

	Name	RelTxt	R[1]	R[2]	R[3]	R[4]	R[5]
Rg1	Fred	HoH					
Rg2	Wilma	Wife	1				
Rg3	Granny	Mother					
Rg4	Pebbles	Daughter	3	3			

If, however, Granny's household box information could not be collected at the same time as information about the other members (**HBNow** is coded "No") then Pebbles' relationship to Granny *would be* collected.

	Name	RelTxt	R[1]	R[2]	R[3]	R[4]	R[5]
Rg1	Fred	HoH					
Rg2	Wilma	Wife	1				
Rg3	Granny	Mother					
Rg3	Pebbles	Daughter	3	3	16		

Cohabiting couples

Cohabiting couples should be treated in the same way as married couples. Therefore, a partner's mother should be recorded as the informant's mother-in-law. Where one member of the couple is not the natural parent of children in the household, record the children as code 4 (stepchildren).

For example, where Fred and Wilma are living together with their children and Wilma's mother, Granny is Fred's mother-in-law.

	Name	RelTxt	1	2	3	4
Rg1	Fred	HoH				
Rg2	Wilma	Cohabitee	2			
Rg3	Pebbles	Daughter	3	4		
Rg4	BamBam	Son	3	4	12	
Rg5	Granny	Mother-in-law	11	7	17	17

Same sex partners

Same sex partners should be described as 'cohabiting partner'. However, relatives of same sex couples should *not* be treated in the same way as married/cohabiting couples. For example, Fred and William are living together with Fred's children and William's mother. Here, Granny's relationship to Fred should *not* be coded 11 (Parent-in-law), but should be coded 19 (Other, non-relative). Similarly, Pebbles and BamBam are *not* William's children.

	Name	RelTxt	1	2	3	4
Rg1	Fred	HoH				
Rg2	William	Cohabitee	2			
Rg3	Pebbles	Daughter	3	19		
Rg4	BamBam	Son	3	19	12	
Rg5	Granny	Other NR	19	7	19	19

Foster children with their own children

Occasionally you will find households with a foster child who has her own children living in the household. Code the *foster child* as 5 (Foster child) in relation to the foster parents and 14 (Foster brother/sister) in relation to the children of the foster parents. Code the foster child's *children* as 19 (other non-relation) in relation to

both the foster parents and their children. If you do this, the program will organise the residents into two family units:

- Foster parents and their children
- Foster child and her children

The example shown below illustrates such a household and how it should be coded.

	Name	RelTxt	1	2	3	4
Rg1	Shirley	HoH				
Rg2	Karen	Daughter	3			
Rg3	Rita	Foster child	5	14		
Rg4	Steven	Rita's Son	19	19	3	

Separated couple living together

If a wife and husband are separated but living in the same household, code as 'other relation'.

Step-grandparents

Step-grandparents should be coded as 19 (other non-relative).

Relative acting as a guardian

If a respondent is legally responsible for a nephew or a niece who isn't adopted or fostered, code this person as 'fostered' rather than 'other relative'.

NoUnits

The Blaise questionnaire calculates the number of family units in the household. If you feel that the calculation is wrong, check your household box and relationship grid coding; if everything appears to be correct, but you are still concerned about the allocation of family units, inform LFS Research. Note that **SHOWFAM** (see below) identifies how household members have been divided into family units.

FamUInfo

That completes the personal information about the individuals in this household. The information will now be used to divide the household into family units. Please check the display, amend the relationship grid, or the marital status data in the household box if necessary.

1. Enter '1' to continue with the interview

General

FAMUINFO will only appear when the relationship grid has been completed for *all* eligible members of the household and **FAMCHK** is coded 'Yes'.

ShowFam

The household members have been allocated to family units as follows
(Press 1 to continue):

FU No.	Members
* 1:	FRED WILMA PEBBLES
* 2:	GRANNY
* 3:	
* 4:	
* 5:	
* 6:	
* 7:	

Total number of Family Units = 2

1.Enter '1' to continue with interview

General

You do not have to provide an answer: just press '1' or <Enter> to move on to the next screen. You must first check, however, that the family units are correct.

SHOWFAM must be coded '1' before you can code out the household. This is to ensure that all the checks relating to the household box and relationship have been carried out. After you have entered '1', the members of the household and the family units to which they belong will be displayed. Check that this division into family units is correct. If it is not, you may want to return to the relationship grid.

Guidance

Definition of a family unit

A family unit is defined as:

- a married couple or cohabiting couple on their own; *or*
- a married couple, lone parent, or cohabiting couple *and* their never-married children, provided that these have no children of their own within the household;
or
- a sole person, for example a divorced daughter without children.

Brother-and-sister households

A brother and sister (whose parents are *not* part of the household) are considered to form two separate family units.

Adopted, step and foster children

Adopted and stepchildren have the same family unit as their adoptive/step parents. A foster child, however, is in a separate family unit from his or her foster parents.

Grandparents and grandchildren households

In general, family units cannot span more than two generations, i.e. grandparents and grandchildren cannot belong to the same family unit. The exception to this is where the grandparents are responsible for looking after the children and the parents are not living in the household (e.g. they are dead or are living abroad).

The following example illustrates family units in a complex household. Note that persons 5 and 6 are married, while person 7 is the daughter of person 4.

Person No.	Relationship to Person 1	Family Unit
1	HoH	1
2	Wife	1
3	Son	1
4	Sister	2
5	Brother	3
6	Sister-in-law	3
7	Niece	2

3.4 Tenure Of Accommodation

Ten96

Help<F9>

👁️ FTF Prompt as necessary-use Showcard

In which of these ways do you occupy this accommodation?

📞 TEL - Running prompt - read to ? end of code 5

1. Own it outright 2. buying it with the help of a mortgage or loan 3. pay part rent and part mortgage (shared ownership) 4. rent it	5. Live here rent free (including rent free in relative's/friend's property, excluding squatting)? 6. squatting
---	--

General

This question is asking for the formal legal tenure of the household.

Face-to-face interviewers should use a show card when asking this question, and prompt if necessary.

Telephone interviewers should read the question as a running prompt - but should *not* read out 'squatting'.

Guidance

Buying with a mortgage/loan

Use code 2 (buying with a mortgage) only if a household member is using a mortgage to *buy* the home. Some outright owners re-mortgage their home, for example, to provide a source of income during their retirement. They receive regular payments from the lender during their lifetime. After their death, the property reverts to the lender. Such people should be coded as outright owners.

Shared ownership

Shared ownership means paying part mortgage and part rent. People with shared ownership arrangements are *not* private renters; nor are they local authority or housing association tenants, even if their arrangement is with a local authority or housing association.

If the person moves, he/she will get some of the proceeds from the sale of the property, according to how much of the original cost has been paid off. This should not be confused with rental/purchase, which is a form of renting.

Renting from relatives

Households who are living in accommodation owned by relatives or friends (including situations where the relatives/friends are paying the mortgage) should be coded 5 (rent-free) at **Ten96** and 5 (relative) or 6 (friend) at **Land96**.

Rented flat purchased

An elderly person may be living alone in a flat that was originally rented (privately or from the council). One of their children may have bought the flat for their parent.

- If the flat is in the *child's name*, treat as private renter: Code 5 (rent free) at **Ten96** and 5 (relative) at **Land96**
- If the flat is in the *parent's name*, treat as owner-occupier: Code 1 (owned outright) at **Ten96**.

Mixed ownership

A house may be half owned by a resident and half owned by their son. The resident owns the house outright, yet the son's half is owned via mortgage. If the son lived in the property as well, you would code 2 = mortgage. If the person who owns the half outright lives there by themselves then code 1 = owned outright.

Bank possession

If a bank has taken possession of a house as security for a business, code as follows: Ten96 = 1 if the resident owned it outright or Ten1 = 2 if the resident was buying it with a mortgage or loan. This is because the bank does not own the property.

Rent96

Does the accommodation go with the job of anyone in the household?

1. Yes
2. No

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free. Tied accommodation is accommodation that goes with the job of a household member. Those living in tied accommodation may either pay rent or live rent-free. The accommodation must go with a job currently held by a household member.

Guidance

Person temporarily away

If the accommodation goes with the job of someone who is temporarily not a member of the household, use code 1. For example, a policeman living with his family in police flats may have been injured and may be in hospital for some time.

Accommodation related to former status

If accommodation went with informant's former job (now retired) or with the job of someone who is now dead (i.e. widow still lives there) code 'No'.

Land96

Who is your landlord?

Code first that applies

- | | |
|---|---|
| 1. the Local Authority or Council/
New Town Development/Scottish
Homes? | 5. Relative/friend (before you
lived here) of a household
Member? |
| 2. Housing Association or
co-operative or charitable trust? | 6. Employer (individual) of a
household member? |
| 3. employer (organisation) of a
household member? | 7. Another individual private
Landlord? |
| 4. another organisation? | |

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free.

Guidance

The person (or organisation) from whom the respondent rents the accommodation (or occupies the accommodation rent-free) is the landlord. You will often be given a

name. You need to establish whether this is the name of an individual or an organisation. If it is an organisation, ask the respondent which category best describes his or her landlord.

More than one circumstance applies

You should use the *first* code that applies. For example, the informant may rent from a local authority that is his/her employer. In this case, use code 1 whether or not the accommodation is tied to the job.

Tied council housing

Council housing tied to the job of anyone in the household should be coded 1 (local authority) *not* 3 (employer). This also applies to police houses and school caretakers' houses, where the landlord is the local authority.

Agents

The landlord is not necessarily the person who collects the rent from the respondent. This may be an agent or other employee of the landlord. If the accommodation is being rented through an estate agent on the owner's behalf *and* the informant does not know who the owner is, use code 7 (other private individual).

Sublets

Where accommodation is sublet, the landlord is the person from whom the respondent is renting, not the owner of the property. For example, a Council may own accommodation that it rents to a tenant. The tenant in turn rents it (or provides it rent-free) to the respondent. In this case, the respondent's landlord is the council tenant *not* the Council.

Relative/friend

Use code 5 only if the informant and landlord were friends before they were tenant and landlord, *not* if they have become friendly since.

Renting from an employer

Use code 6 if the informant rents from an employer who, in turn, rents from a private landlord.

Furn

Is the accommodation provided...

Running prompt

1. **furnished**
2. **partly furnished**
3. **or unfurnished?**

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free.

Read this question as a running prompt.

Guidance

The terms 'furnished', 'partly furnished' and 'unfurnished' have not been defined. If asked what these terms mean you should refer the respondent to the terms of the agreement with the landlord (if one exists).

Whose furniture

When deciding whether the property is furnished or not, the respondent should only take into consideration furniture provided by the *landlord*.

'Inadequate' furniture

The informant may feel that the furniture provided is inadequate, but you should use code 1 if the accommodation is supposed to be furnished.

3.5 Access to motor vehicles

Harmonised access to motor vehicles questions have now been added to the questionnaire, and are asked every 3 years (2006, 2009, etc) in wave one and again in wave five. These questions appear after the tenure questions in the household block.

USEVEH

Does any adult member of the household at present own or have continuous use of any motor vehicle?

Include company cars - unless no private use allowed

1. Yes
2. No

General

Although only one person is required to answer this question, they do so on behalf of **all** the adults in the household. Although the respondent may not own or have continuous use of any motor vehicle, someone else in the household might. In this instance the question would be coded "yes". Interviewers should check on car ownership at each wave.

Company cars are to be included unless no private usage allowed.

VASK

Enter '1' to code the [first] vehicle now
Leave blank (press return) if there are no more vehicles
Enter '3' if mistakenly listed or vehicle no longer available

General

After establishing whether or not the household has access to any motor vehicles, you now have the opportunity to collect the details about each vehicle in turn. To collect details about the vehicles, enter 1 to code the vehicle. Blaise will allow you to enter up to 10 vehicles. Leave the field blank and press return if there are no more vehicles to code.

Enter 3 if you have mistakenly listed a vehicle.

If you leave the field blank and press return, a suppressible check will appear that asks you to confirm that there are no more motor vehicles.

If a new car has been purchased and it doesn't replace existing car, add it to the list. A new car purchased which replaces an existing car overwrites the previous car.

VEHTEXT

If useful, enter brief description of the [first] vehicle

General

This field allows you, *if you wish*, to enter a text string that will help you to identify the vehicle you are referring to. You may enter any text that you think is appropriate, such as "the blue Ford" or "your husband's car". This text string is used in **TYPVEH** and **PRIVEH** (see below). This facility is useful when the household has three or more vehicles. It may be left blank.

TYPVEH

Ask or record

I would now like to ask you about the [FIRST] vehicle, [VEHTXT] is it...

- 1.a car (all non-commercial passenger including cars adapted for disabled use)
- 2.a light van (no side windows behind driver's seat)
- 3.a motor cycle (including moped)
- 4.or some other motor vehicle (including small invalid vehicles)?

Guidance

Cars

Car includes minibuses, motor caravans, "people carriers", and other 4 wheel drive passenger vehicles. A people carrier is a new type of vehicle with a design somewhere between a saloon car and a minibus. Include vintage cars or classic cars over 25 years old if use can be made of them.

Light van

Light van includes pick-ups and those 4-wheel drive land rovers and jeeps that do not have side windows behind the driver.

Code 3

Code 3 (a motor cycle) includes mopeds, motor scooters, and pedal bikes with an electric motor fitted.

Code 4

Code 4 (other motor vehicle) includes motorised buggies, invalid tricycles and any other type of motor vehicle if it is cited by the respondent

MAINDRV

If there is only one person in the household it may be safe to assume that this person is the person who drives the car.

Who drives the most mileage in the ^MakeModel (taken over the year as a whole)?

1. person1
2. person2
3. person3
4. N/A
5. N/A

General

This question is asked if VASK = 1.

PRIVEH

Ask or record

Is the [FIRST] vehicle [VEHTXT]

1. privately owned
2. or is it a company vehicle?
3. **Spontaneous only** - None of the above

General

This question applies to cars only (code 1 in **TYPVEH**).

Guidance

Privately owned

Privately owned includes those vehicles:

- being bought on hire purchase or leased privately,
- used by a respondent who has his own business and uses the vehicle as if it was personally owned. If a vehicle is privately owned by someone other than the respondent, e.g. friend, Mother, Father, still record it as privately owned.
- Cars which are purchased from an employer should be coded as privately owned.

Company cars

A company car is any car for which someone in the household pays company car tax. It includes cars supplied by an employer, spouse's employer etc. Company cars supplied exclusively for company business, i.e. where no private usage is permitted should be excluded (at the first question on vehicle ownership or continuous use).

Cars purchased from an employer should be coded as privately owned.

Leased cars

If the lease is in the company's name, it is a company car. If it is in the individual's name, it is privately owned.

Mobility Allowance

Some people who are disabled have their car provided under a scheme such as Motability. Where respondents say that their car is neither private nor company and is leased *by the organisation* under one of these schemes, you may record ownership under code 3 (none of the above). If the car is leased under *their own* name, the car should be recorded as private.

ENDHHINF

In order to ensure that all of the questions in the Household block have been completed, a new question, **EndHHInf**, has been added at the end of the Household block. There is an interviewer instruction to enter 1. Before exiting from the questionnaire with any outcome code other than 89 (Not finished), **EndHHInf** must be set to 1.

3.6 Classification of Individuals

PersNo

The person number (**PERSNO**), as it relates to the household box, is shown here for informational purposes only, and you will be unable to access this question. The person number will also appear (along with the respondent's name) at the head of each question. These have been brought forward from the household box. If you amend the name in the household box, the amended version will appear at the top of each question.

LIOut

The individual outcome code from the previous wave (**LIOUT**) is shown here (except, of course, at Wave 1). This is provided for informational purposes only and you will be unable to access this question.

IntNow



```
FRED (1)
Do you want to interview Fred (Husband) now?

1.Now                               6. Deceased
2.Later                             9. Mistakenly listed person
3.No longer resident
4.Refusal for this person only
5.Final non-contact for this
  person only
```

General

If you want to collect information about the individual now, the Blaise questionnaire will route you to all of the relevant questions about this individual. Otherwise, you will be routed directly to **CodChk** (Coding about industry and occupation) and **IndOut** (outcome of the individual's interview).

Guidance

Only related persons 19+ can give proxy information, unless language difficulties or ill health prevent the informant from giving the information, or the Head of Household has personally requested that they give the information.

Code 1

Use this code if you wish to interview this particular individual now.

Code 2

Use this code if you wish to interview this individual at a later stage. Code 2 should only be used as a *temporary* code. No interview should ever be returned to HQ with **INTNOW** still coded as 2. If you fail to achieve an interview with the individual concerned, you should recode **INTNOW** appropriately, i.e. to code 3, 4, 5 or 9.

Code 3

This code can only be used at Waves 2-5. It should be used if an individual who *was* a member of the household at a previous wave has *left at the current wave*. Even when an individual is no longer part of the household ***never attempt to delete the information contained in the household box about that individual***. Of course, this code cannot be used at wave 1 interviews. When the entire household has left since the last wave, everyone in the household should be coded 3.

Code 4

Use this code if an individual has refused to co-operate. This applies to both *outright* and *circumstantial* refusals. The code should be used for non-responding individuals in a partially responding household, as well as for individuals in a fully non-responding household.

Code 5

Use this code if an individual could not be contacted *and* it has not been possible to collect proxy information about him or her. This code should be used for non-responding individuals in both partially responding and fully non-responding households.

Code 6

Use this code if a respondent has died since being interviewed at an earlier wave. This code can only be used at waves 2-5.

Code 9

Use this code if you discover that you have wrongly included a person in a household. ***Do not attempt to delete the information already entered.***

Compatible answers: INTNOW and HBNOW

The code you use at **INTNOW** should reflect the code used at **HBNOW** in the household box. You will not be able to continue unless the two questions agree! For example,

- if **HBNOW** = 3 (Mistakenly listed), then **INTNOW** = 9;
- if **HBNOW** = 4 (No longer resident), then **INTNOW** = 3 or 6;
- if **HBNOW** = 5 (died), then **INTNOW** = 6.

RespNo

FRED (1) Enter PerNo of person providing information about this respondent Enter a numeric value between 1 and 16

General

This question identifies the person who has provided information. It also serves to adjust the wording of the questions so that they are appropriate to the situation. For example, if you are talking to the husband about himself, the nationality question will read “What is your nationality?”. If you are talking to him about his wife, it will read “What is Wilma’s nationality?”.

Guidance

Enter the person number of whoever is providing the information. If you are collecting proxy information and the respondent returns, complete the interview, verify the information you have already collected and change **RESPNO**.

Note that by changing **RespNo**, you will trigger a ‘soft’ check, reminding you to check the details of this person in the Household Box.

3.7 Nationality, Citizenship, Identity and Ethnicity

3.7.1 Nationality

Nation

First contact

```
FRED (1)
What is your nationality?

1.UK, British
6.Irish Republic
36.Hong Kong
58.China
59.Other
```

General

We are concerned here with the respondent's *citizenship*, but you should only explain this if the respondent asks what we mean by "nationality".

Guidance

Born outside the UK

Respondents who were born outside the UK but are 'citizens of the UK and Colonies' (the passport description) or 'British by registration' should be coded 1.

Other nationalities

If any other nationality is given (other than those listed) code 59.

NatSpec

First contact

```
FRED (1)
Type in main nationality
```

General

This question applies to respondents who said that their nationality was 'other'.

Computer assisted coding

Computer assisted coding is used at a number of questions. This allows you to code answers (in this case nationality) during the interview, rather than as part of your post-interview work.

Type in the nationality given and press <Enter>. It is generally more convenient to enter the *country* rather than the nationality (e.g. enter 'France' rather than 'French'). The instructions continue at the following question.

Nato

First contact

<p>FRED (1) Press <space bar> to enter the coding frame</p> <p>Enter a numeric value between 1 and 144</p>

General

Press <Space Bar> to enter the coding frame; the following screen will appear (as an example, we have assumed the person we are interviewing is French).

AlphaDesc	SearchDesc	OK	Cancel
Country			Code
French Guyana			55
French Polynesia			93
French Somaliland (Afars +Issas)			51
French Southern and Antarctic Territories			93
French Territory of the Afars and the Issas			51
Fujairah			64
Gabon			51
Galapagos			55
Gambia			21
Gambia The			21
Gaza Strip			49
Input			
French _			

General

There are two methods of using the coding frame: the default method and the alternative method.

Default method

The default method is an alphabetically ordered list (and is identified as such in the top left corner as 'AlphaDesc'). The computer program decides the most appropriate section of the country list and displays it on-screen. Your entry at **NATION** appears in the bottom left-hand corner under Input. Although you can alter the entry, the amended version will *not* appear back in **NTNLTY**. The value 613 (which is the value appearing at the time of writing), which appears above the input, indicates the total number of entries in the coding frame. To arrive at the correct entry for 'French', either

- arrow up to the appropriate entry of France (which, in this case, is the next entry up from French Guyana), or

- amend the input to France, which will automatically bring up the correct entry. Press <Enter>, and you will return to the questionnaire with the correct code entered at **NATO**

Alternative method

The alternative method searches the complete list and produces a list of relevant entries. You can then arrow down the list to find the most appropriate entry. To use this method, press <Alt> S simultaneously. This alternative method is confirmed when 'SearchDesc' appears in the top left corner of the screen. Using the same example, the screen will now appear as follows:

AlphaDesc	SearchDesc	OK	Cancel
	Country		Code
	French Guyana		55
	French Polynesia		93
	Polynesia, French		93
	Somaliland, French		98
	New Hebrides, French		93
	Windward Islands, French		53
	French Somaliland (Afars +Issas)		51
	French Southern and Antarctic Territories		93
	Southern and Antarctic Territories French		93
	French Territory of the Afars and The Issas		51
	Guyana French		55
	Input		
	French _		

Because this is a list based only on the word *French*, there are only 14 entries in the list, and none of them corresponds to the entry required: *France*. You will, therefore, need to amend the input to *France*; this will then produce a list containing only a single entry. Press <Enter> for the code to appear in the relevant field in the questionnaire.

Alternatively, you can return to the 'AlphaDesc' method of computer assisted coding by pressing <Alt> A, simultaneously.

Guidance

Dual nationality

If a respondent has dual nationality, record the first one given.

Choosing a search method

Because the coding frame is based on *country*, descriptive entries, such as French, Dutch, and German, will not appear. This is why the default method is the alphabetic list, where you have the opportunity to page through to the correct entry. We recommend that you use **SearchDesc** only where the country is difficult to spell (e.g. Kazakhstan). Even in these instances, 'AlphaDesc' will frequently place you within one or two lines of the correct entry.

Cry01**First contact**

FRED (1)
In which country were you born?

1. England
2. Wales
3. Scotland
4. Northern Ireland
5. UK, Britain (don't know country)
6. Republic of Ireland
36. Hong Kong
58. China
59. Other

General

You should probe for the part of the UK in which the respondent was born if they answer "Britain" or "The UK". You may accept UK/Britain if they do not know or refuse to provide any more detail.

Guidance

This question was changed for 2000/2001, and you should now record in which part of the UK the respondent was born. If the respondent does not know the part (e.g. in a proxy interview) but is sure that it was the UK, use code 5 (UK, Britain).

Ireland

If 'Ireland' is given as an answer, you must check whether it is Northern Ireland (code 4) or the Irish Republic (code 6). Note that the Isle of Man and the Channel Islands are *not* part of the UK; they should be coded 59.

CrySpec**First contact**

FRED (1)
Type in country

Guidance

Probe further in the following cases:

West Indies

We need to know which island or, if it applies, mainland area

Pakistan

The former East Pakistan is now Bangladesh.

Changes of name

Make sure that the name of the country is the *present* name. For example, somebody born in India before 1947 may have come from what was India but is now Bangladesh. The answer to record is Bangladesh.

CryO**First contact**

FRED (1)
Press <space bar> to enter the coding frame

Enter the numeric value between 1 and 144

General

Any country of birth other than the ones specified in **CRY01** is coded using computer-assisted coding in exactly the same way as described above for nationality; the same coding frame is used in both instances. Here, the country is asked for, so you will not have the problem of converting nationality into country.

CameYr**First contact**

FRED (1)
Which year did you arrive in this country?
① If arrived in this country before 1900, enter 1900

Enter a numeric value between 1900 and 2100

GuidanceDate of arrival

'Arrive' refers to the date of arrival to take up residence.

Holiday

If preceded by a holiday to this country *and* there is no break between the holiday and staying on, the date of arrival for the holiday is included. If there *is* a break before taking up residence, the holiday arrival date is *not* included.

Departure and return

If the respondent takes up residence in this country, but leaves the country to live elsewhere before returning to take up permanent residence again, it is the first date of arriving in this country that is required.

Arrival over 99 years ago

For anyone who arrived more than 99 years ago code as if it was exactly 99 years ago.

3.7.2 National Identity

The following three questions ask about the respondent's national identity. This is a personal matter, and you must let respondents decide for themselves what this term means. Each question applies to the part of the country in which the respondent lives.

Natlde

England; First contact

```
Len (1)
What do you consider your national identity to be. You may choose as many as apply.
Is it...
Running prompt - Code all that apply

1.English
2.Scottish
3.Welsh
4.Irish
5.British
6.or something else?
```

General

This question applies to respondents living in England. Respondents may choose up to six categories.

NatIdS**Scotland; First contact**

Len (1)
What do you consider your national identity to be. You may choose as many as apply.
Is it...
Running prompt - Code all that apply

- 1.Scottish
- 2.English
- 3.Welsh
- 4.Irish
- 5.British
- 6.or something else?

General

This question applies to respondents living in Scotland. Respondents may choose up to six categories.

NatIdW**Wales: First contact**

Len (1)
What do you consider your national identity to be. You may choose as many as apply.
Is it...
Running prompt - Code all that apply

- 1.Welsh
- 2.English
- 3.Scottish
- 4.Irish
- 5.British
- 6.or something else?

General

This question applies to respondents living in Wales. Respondents may choose up to six categories.

NatIdO**First contact**

Len (1)
How would you describe your national identity?
Enter description of national identity

General

This question applies to respondents who said that they had another national identity, apart from the ones listed. Only record the national identities not already recorded.

3.7.3 Welsh Questions

These questions about the Welsh language only apply in Wales.

CymrU

Wales; First contact

Owen (1)
Can you understand spoken Welsh?
1. Yes
2. No

CymS

Wales; First contact

Owen (1)
Can you speak Welsh?
1. Yes
2. No

CymR

Wales; First contact

Owen (1)
Can you read Welsh?
1. Yes
2. No

CymW

Wales; First contact

Owen (1)
Can you write Welsh?
1. Yes
2. No

General

The clients of the survey are only interested in Welsh respondents who live in Wales, not those living elsewhere in the UK whose first language is Welsh (even if they meet all the criteria of the variables indicated).

3.7.4 Ethnicity

Ethn01

GB; First contact

Len (1) 👁 Use showcard To which of these groups do you consider you belong? 1.White 2.Mixed 3.Asian or Asian British 4.Black or Black British 5.Chinese 6.Other ethnic group?

General

Note that the ethnic questions have changed in 2001. Further details about the respondent's ethnic group are asked in succeeding questions, and a "Mixed" group has been introduced.

Field interviewers

Field interviewers should use the show card provided when asking the question and enter the appropriate code.

Telephone interviewers

Telephone interviewers should read out all of the categories.

Guidance

We are interested in the ethnic group to which the *respondent* considers him/herself to belong, not in your observation. **All ethnicity questions must be asked and never just recorded.** You should use the showcard whenever possible. If a parent answers on behalf of a child, you may, however, accept the parent's response.

EthWh

First contact

Len (1) And to which of these groups do you consider you belong.. Running prompt 1.British or 2.Another White background?

General

This question applies to respondents who said that they were White.

EthMx**First contact**

```
Len (1)
And to which of these groups do you consider you belong...
Running prompt

1. White and Black Caribbean
2. White and Black African
3. White and Asian or
4. Another Mixed background?
```

General

This question applies to respondents who said that they were of mixed ethnic background.

EthAs**First contact**

```
Len (1)
And to which of these groups do you consider you belong:
Running prompt

1. Indian
2. Pakistani
3. Bangladeshi or
4. Another Asian background?
```

General

This question applies to respondents who said that they were Asian or Asian British.

EthBl**First contact**

```
Len (1)
And to which of these groups do you consider you belong...
Running prompt

1. Caribbean
2. African or
3. Another Black background?
```

General

This question applies to respondents who said that they were Black or Black British.

New ethnicity look up

MM02 will see the introduction of a new ethnicity coding block. This will be in the form of a question and a look up table for those respondents that have stated that they belong to an ethnic background other than those stated in ETHN01, ETHWH, ETHMX, ETHAS and ETHBL. That is:

ETHN01=6	Other
ETHWH=2	Another white background
ETHMX=4	Another mixed background
ETHAS=4	Another Asian background
ETHBL=3	Another black background

ETHOTH

FRED (1)

Please can you describe your ethnic group?

 Enter description of ethnic group

Once you have entered a description and pressed enter you will be taken to the next question which will allow you to enter the coding frame.

ETHO2

FRED (1)

Press <space bar> to enter the coding frame

Once the space bar has been pressed the look-up table will be presented.

The screenshot shows a data entry window titled 'Blaise Data Entry - C:\V6M1s0102'. The main window has a yellow background with the text '1 (1)' and 'PRESS <SPACE BAR> TO ENTER CODING FRAME'. Below this is a form with fields for 'Ethoth', 'Eth02', 'Relig', 'Relp', 'LangESW', 'LangNI', 'LangSNC', 'LangD1', and 'LangD2'. The 'Ethoth' field contains 'afrikan'. A pop-up window titled 'C:\CASEBOOK\LFSB4Ethnic02 - Database Browser' is open, displaying a table of ethnicity codes. The table has two columns: 'Ethnic' and 'Code'. The search term 'afrikan' is entered in the search box, and the results are filtered to show 'African' with code 62. The search method is set to 'AlphaDesc'.

Ethnic	Code
'Possible Mixed' Arab or Middle East	55
'Possible Mixed' Bangladeshi	93
'Possible Mixed' Caribbean	97
'Possible Mixed' Chinese	54
'Possible Mixed' Indian	91
'Possible Mixed' Kashmiri	95
'Possible Mixed' Nigerian	52
'Possible Mixed' other	56
'Possible Mixed' other Asian	96
'Possible Mixed' Pakistani	92
'Possible Mixed' Punjabi	94
'Possible Mixed' Somali	99
Aborigine	89
Afghan	59
African	62
Afrikaan	39

As you can see the description entered at ETHOTH is African. Once the space bar has been pressed the look-up table is presented and automatically searches for the description in the table. You simply scroll for the best match and hit enter. The default search method is 'SearchDesc', which searches for the best match by combination of words and letters. If you want to switch to the alphabetic search mode press <ALT> L.

Some of the codes are marked 'OFFICE'. Do not use these codes – if you do a check will be triggered and you will be asked to enter an alternative code. If you cannot find an exact or close match, or if you are uncertain as to how to code an answer do not guess – use code 89 'any other group'. A 'don't know' code is also provided, this should only be used if the respondent says that they do not know.

As with all other ethnicity and nationality questions, this is asked only at first contact.

3.8 Religion

In line with the new census question about religion it was decided that the LFS should ask about religion from 2002. Initially only personally responding adults were asked about their religion, since 2003 proxy adults have also been asked, and from 2004 this question has been asked of children as well.

Information about people's religion is considered to be becoming more important. It will help to supplement the output from the ethnicity question by identifying ethnic minority sub-groups, particularly those originating from the Indian sub-continent, in terms of religion.

Another key reason behind the addition of the religion question to the LFS is changing government policy. The government has introduced legislation outlawing discrimination on religion - in particular discrimination in the fields of employment and training. The LFS will provide an essential source of data that can be used for monitoring these issues.

Relig

Fred (1)	Help<F9>
What is your religion, even if you are not currently practising?	
Prompt as necessary	
1. Christian	
2. Buddhist	
3. Hindu	
4. Jewish	
5. Muslim	
6. Sikh	
7. Any other religion	
8. Or no religion at all.	

General

This question is to be asked at wave 1 only, or first contact.

This question will not be asked in Northern Ireland at all, so GB only.

This question will be asked of all respondents, for personal and proxy responses.

It is necessary to ask this question in relation to each child in a household individually, because it can not be assumed that all children in the same household will be the same religion.

Guidance

For this question to work the interviewer may need to prompt the respondent. For instance if a respondent replies "Seventh Day Adventist" and the interviewer is not sure what type of religion this is, the interviewer should say something like "is that a Christian based religion?"

If the interviewer does not have any idea of the category, for example "Jainist", all the response categories should be read out, including 'other'. If in doubt, the respondent's definition of what kind of religion it is should be taken as final.

3.9 Questions on English as a second language

Recent studies have shown a lack of information about people struggling to learn or work because of difficulty with English. The Department for Education and Skills (DfES) needs to know how many people are struggling at learning, at work or in finding a job because of poor language skills, and the following questions aim to get this information. Since regions in the UK vary in traditional languages, response categories for countries within the UK also vary.

These questions are asked only in the summer quarter every 3 years (2006, 2009 etc).

LANG

Fred (1)
Ask or record
What is your first language at home?

1. English
2. Welsh
3. Gaelic
4. Ulster Scots / Ullans
5. Other

LANGD1

Fred (1)
Have you experienced any language difficulties that have caused problems in finding or keeping a job?

1. Yes
2. No

General

This question is asked where LANG = Other.

LANGD2

Fred (1)
Have you experienced any language difficulties that have caused problems with your education?

1. Yes
2. No

General

This question is asked where LANG = Other.

3.10 Length of Residence

ResTme

```
FRED (1)
How long have you lived at this address?
Prompt as necessary

1. less than 12 months
2. 12 months but less than 2 years
3. 2 years but less than 3 years
4. 3 years but less than 5 years
5. 5 years but less than 10 years
6. 10 years or more
```

General

Note that the question relates to *address* rather than place: someone may be living in the same town and county as a year ago but at a different address.

Although this is not an 'ASK OR RECORD' question, if you can establish that the entire household is in an identical situation, then you do not need to ask **ResTme** of the other household members. However, you must *always* ask the question of the first respondent in any household.

This question must be asked of economically inactive respondents aged 70+.

Guidance

Children aged under 1

For babies under a year, you do not need to ask the question: just use code 1.

Students

All students living in Halls of Residence should be given the same code as the 'head of household'.

Temporary absences

Absences from the address that are without permanent intent should be ignored. For example, a person now aged 22 who was born at an address and whose only absence was when he went to university for three years at the age of 18 should be recorded as having lived at the address for 22 years.

ResMth

```
FRED (1)
Ask or record

How many months have you lived here?

Enter a numeric value between 0 and 11
```

General

This question is asked of all informants who have lived at the address for less than 12 months.

Guidance

A baby less than 1 month old should be coded 1.

ResBby

```
FRED (1)
Ask or record
Is FRED a baby born in the last three months?

1. Yes
2. No
```

General

This question appears for all informants who have lived at the address for less than 3 months.

This question is necessary to identify babies aged less than three months, who are not asked questions about place of residence three months ago. You need only read the question if you are unsure of the baby's age.

← - - - Formatted: Bullets and Numbering

3.10.1 Residence three months ago

M3Cry

(Mar-May)

```
FRED (1)
Ask or record
Three months ago, were you living in...
Running prompt
1.the UK
2.or somewhere else?
```

General

This question applies to people who have lived at an address for less than 3 months.

M3CrySpec

(Mar-May)

```
FRED (1)
Ask or record
Which country was that?
```

General

This question applies to people who were residing outside the UK 3 months ago.

M3CryO

(Mar-May)

```
FRED (1)
Press <space bar> to enter the coding frame

Enter a numeric value between 1 and 114
```

General

For those living outside the UK three months ago you will be prompted to use computer assisted coding to code their country of residence. Exactly the same procedures should be followed as at **NATCODE**.

M3Area**(Mar-May)**

Fred (1)
Ask or record
Which town or village were you living in then?
① Take nearest

GeneralEntire household at same address

Even where you have established that the members of the household were living together at the same address 3 months ago, you must still type in the town and county for each person. Otherwise, the coding frame will not be activated properly.

Northern Ireland

Where the respondent was living in Northern Ireland three months ago, enter "Northern Ireland", *not* the town or city within Northern Ireland. Data below this level is not collected or analysed.

M3Cty**(Mar-May)**

FRED (1)
Ask or record
Which county or borough is that in?

General

For those living at a different address within the UK three months ago, record the name of the place and the county. County is needed to avoid confusion in cases where there is more than one place with the same name.

GuidanceRural areas

For those living in rural areas, take the nearest village or town.

London

For the Greater London area, record the name of the London Borough.

Scotland

For Scotland, record the name of the Region.

Northern Ireland

Enter Northern Ireland.

M3ResC**(Mar-May)**

FRED (1)
 Press <space bar> to enter the coding frame
 ⓘ If there is more than one code for the place, enter the first code listed
 Enter a numeric value between 1 and 999997

General

Press the Space Bar to enter the computer assisted coding frame. You will enter the coding frame at a place based on your entry at **M3AREA**. If your entry at **M3AREA** cannot be found in the coding frame, find an alternative name. Once you have found the appropriate entry, press <Enter>, and the code will be entered at **M3RESC**. You will be returned to the questionnaire.

For example, you have entered *Fleet* at **M3AREA**, and *Hampshire* at **M3CTY**. After pressing <Space Bar> at **M3RESC**, the following screen will appear:

AlphaDesc	SearchDesc	OK	Cancel
Town	County		
Code			
Fleet	Dorset	107351	
Fleet	Dumfries & Galloway	302441	
Fleet	Hampshire	107352	
Fleet	Highland	302442	
Fleet	Lincolnshire	107353	
Fleet End	Hampshire	107354	
Fleet Hargate	Lincolnshire	107355	
Fleetwood	Lancashire	107356	
Flemingston	Vale of Glam'gan (South Glam'gn)	200757	
Flemington	Strathclyde	302443	
Input			
fleet			

The screen shows a list of places (with their counties), the code associated with them, a number indicating the number of entries in the coding file (at the time of writing 31,720), and the entry you have input at **M3AREA** (in this case, Fleet). On pressing <Space Bar>, the first entry in the coding frame for the entered town will be highlighted (in this example Fleet, Dorset). The entry we require is Fleet, Hampshire and so arrow down to the correct entry. Press <Enter>, and the code 107351 will appear in **M3RESC**.

For a large number of towns and counties, there are two entries in the coding frame. This is a result of the way the frame was compiled. A list of local authorities was combined with a list of 'travel-to-work areas' (provided by the Department of Environment). Where local authorities straddled more than one travel-to-work area, different codes were allocated to the two (or more) parts. For simplicity, we use the first code.

By pressing <Alt> S, simultaneously, you can also use the SearchDesc method described at **NATCODE**. However because of the number of entries in the coding frame, this method is quite slow and is, therefore, not recommended.

Guidance

People living in Northern Ireland

Use code 5000001.

People living abroad

Use code 9999997 for people living abroad.

3.10.2 Residence one year ago

OYEqM3

(Mar-May)

FRED (1)
Ask or record
May I just check,
were you also living at that address 12 months ago, that is on [Day] [Month] last
year?

- 1.Yes, same address
- 2.No
- 3.Baby under one year

Formatted: Bullets and
Numbering

General

This question applies to respondents who have lived at their current address for less than a year.

OYCry

(Mar-May)

FRED (1)
Ask or record
Twelve months ago, were you living in...

- 1.the UK
- 2.somewhere else?
- 3.Baby under 1 year

General

This question applies to respondents who were living at their current address for at least 3 months but less than a year or who were not living at their current address 12 months ago.

OYCrySpec**(Mar-May)**

FRED (1)
 Ask or record
 Which country was that?

General

This question applies to respondents who said that they were living somewhere else 12 months ago.

OYCryO**(Mar-May)**

FRED (1)
 Press <space bar> to enter the coding frame

 Enter a numeric value between 1 and 144

General

This question applies to respondents who were living outside the UK 12 months ago and uses computer assisted coding to code their country of residence. Exactly the same procedures should be followed as at **NATCODE**.

OYArea**(Mar-May)**

FRED (1)
 Ask or record
 Which town or village were you living in then?
 ⓘ Take nearest

General

This question applies to respondents who lived in the UK 12 months ago.

Even where you have established that all members of the household were living together at the same address 12 months ago, you still have to supply the town and county for each person. Otherwise, the coding frame will not be activated correctly.

Northern Ireland

Where the respondent was living in Northern Ireland one year ago, enter “Northern Ireland”, *not* the town or city within Northern Ireland. Data below this level is not collected or analysed.

OYCTy**(Mar-May)**

FRED (1)
 Ask or record
 Which county or borough is that in?

General

This question applies to respondents who lived in the UK 12 months ago.

For those living at a different address within the UK three months ago, record the name of the place and the county. County is needed to avoid confusion in cases where there is more than one place with the same name.

GuidanceRural areas

For those living in rural areas, take the nearest village or town.

London

For the Greater London area, record the name of the London Borough.

Scotland

For Scotland, record the name of the Region.

Northern Ireland

Enter Northern Ireland.

OYResC**(Mar-May)**

FRED (1)
 Press <space bar> to enter the coding frame
 ⓘ If there is more than one code for the place, enter the first code listed
 Enter a numeric value between 1 and 999997

General

This question applies to respondents who lived in the UK 12 months ago.

Press <Space Bar> to enter the computer assisted coding frame. You will enter the coding frame at the appropriate place based on your entry at **OYAREA**. If your entry at **OYAREA** cannot be found in the coding frame, establish an alternative. Once you have found the appropriate entry, press <Enter>. The code will be entered at **OYRESC**, and you will be returned to the questionnaire.

For further instructions on the use of computer assisted coding, see **M3RESC**.

3.11 Regional mobility

A review of economic user needs carried out by ONS-LMD found that more regional mobility data was needed. In the past the LFS collected data on the previous tenure of those moving to new accommodation in a different part of the UK. The LFS also collected data on why people had moved, for example if they were looking for work, or if they were taking up a job in another area. The former statistic has not been collected since 1991 and the latter since 1994, reducing the data available to analyse relationships between labour market performance and the housing market. The following questions are included in the Spring quarter every 3 years (2006, 2009, etc).

MOVED

(Mar-May)

Fred (1) Ask or record Did you move because your existing job was relocated? 1. Yes 2. No

General

This question is asked to respondents of working age who have been resident less than twelve months in current property.

CASHTIM

(Mar-May)

Fred (1) Ask or record Did your employer contribute to the cost of moving? 1. Yes 2. No

General

This question is asked to respondents of working age who have been resident less than twelve months in current property, and whose current job was relocated (MOVED = Yes).

CASHFUL**(Mar-May)**

Fred (1)
Ask or record
Did your employer cover the full cost of moving?
1. Yes
2. No

General

This question is asked to respondents of working age who have been resident less than twelve months in current property, and whose current job was relocated (MOVED = Yes) and their employer contributed to the cost of moving (CASHTIM = yes).

Guidance

The full costs of moving includes:

- the cost of transportation
- solicitors fees
- estate agent fees
- accommodation costs
- stamp duty
- other necessary expenses

4 CHILDCARE

A number of new questions regarding childcare arrangements have been added to the questionnaire. These questions appear at the end of a child's personal interview. They are only asked of children who are aged 14 or under in the autumn quarter of odd numbered years.

CHATT5

(Sep-Nov)

Mr Fred Smith (1)		Help <F9>
At any time during the seven days ending Sunday the [DATE], did [NAME] attend any of the following?		
Individual prompt - Code all that apply		
1. Playgroup or pre school?		[ASK ONLY IF CHILD AGED UNDER 6]
2. Day nursery or workplace crèche?		[ASK ONLY IF CHILD AGED UNDER 6]
3. Nursery school?		[ASK ONLY IF CHILD AGED UNDER 6]
4. Infant's School?		[ASK ONLY IF CHILD AGED OVER 3 & UNDER 8]
5. Primary School?		[ASK ONLY IF CHILD AGED OVER 2 & UNDER 13]
6. Breakfast / After school club?		[ASK ONLY IF CHILD AGED OVER 2]
7. Holiday scheme / club?		
8. Children's Centres / integrated centres / combined centres?		
9. Spontaneous Only - Boarding school		[ASK ONLY IF CHILD AGED OVER 2]
10. Spontaneous Only - Other		
11. None of the above.		

General

This question asks respondents who have children, whether or not their child used or attended a variety of different childcare **at any time, on any day** during the seven days ending Sunday.

“Attend” means that the child **actually attends** the provision, **not** simply that the child was “registered” to attend. A child for example may have been registered to attend a nursery, but was ill so did not actually attend the nursery during that week.

This is an individual prompt question. You can code up to ten responses.

Guidance

Playgroup/ Pre-school

- Usually sessions of up to 4 hours. Often run by a community/ voluntary group, parents themselves, local authorities, or privately.

Day Nursery or workplace crèche:

- Mainly for children under 5, but may look after older children outside school hours.
- Usually runs for the whole working day (e.g. 8 am to 6 PM) for most of the year (i.e. does not run to terms).

- May be run by private companies, employers, voluntary sector or local authorities.

Nursery school

- Usually a school in its own right, with most children aged 3 or 4.
- Sessions normally run for 2 or 3 hours, morning and afternoon.
- Often works to terms.
- May be run by private companies, voluntary sector or local authorities.

Nursery class in a primary or infant's school

- Often a separate unit in the school, with those in the nursery class aged 3 or 4.
- Sessions normally run for 2 or 3 hours, morning and afternoon.
- Only during term time.
- Most in state schools but can be in independent/ private school.

Reception class in a primary or infant's school

- May be called Year O or Year R.
- Most children in the class are aged 4 or 5.
- Provides fulltime education, but younger children may attend part-time.
- Only during terms time.
- Most in state schools but can be in independent/ private school.

Breakfast/ After school club:

- Provides care for school age children (aged 4 upwards) outside school hours in term time.
- May be known as kids clubs or out of school clubs.
- May or may not be on school premises.
- May be run by private companies, employers, voluntary sector or local authorities.
- Out of school clubs are not the same as leisure activities that may be held after school, such as clubs or brownies, dance class, football practice etc.
- If a Breakfast / After School club stays open in the school holidays it is classed as a Holiday Scheme (see below) for the duration of the holidays.

Holiday scheme/ club:

- Provides care for school age children (aged 4 upwards) in school holidays/ half term.
- May be run by out of school clubs, or may be separate.
- May be run by private companies, employers, voluntary sector or local authorities.
- Do not include Brownie/Cubs/Scouts/Guide camps (these are regarded as leisure pursuits).
- Can include play schemes as well as full time childcare.

Children's centres/integrated centres/combined centres:

- These are local therapeutic/ guidance centres where families that are having problems go for support. This usually includes the family as a whole.

CHINF**(Sep-Nov)**

Can I just check,
at the Infants school, was [NAME] in a...
Individual prompt - Code all that apply

1. Reception class?
2. Nursery class?
9. None of the above

General

This question applies if the child attended an Infants school during that week.
It is an individual prompt question and you can code all that apply.

CHPRI**(Sep-Nov)**

Can I just check,
at the Primary school, was [NAME] in a...
Individual prompt - Code all that apply

1. Reception class?
2. Nursery class?
9. None of the above

General

Applies if the child attended a Primary school during that week. It is an individual prompt question and you can code up to 2 answers.

CTRM**(Sep-Nov)**

Ask or record
(Can I just check,)
for [NAME] was that week...
Code first that applies

1. Term time?
2. Half term?
3. Or other school holidays?
4. Not applicable

General

This question does not apply to children aged 2 or under. For these children it is autocoded to N/A. If the child is aged 3 or over then the question is asked. However, if Nursery School (4), Infants school (5) or Primary school is selected at CHATT5, this question is autocoded as Term time (1).

Guidance

A school week is one during which the child should have attended school for the majority of the days Monday to Friday, i.e. where they should have attended school for 3 days or more during that week.

CHPEO

(Sep-Nov)

... and during those seven days (ending Sunday the [DATE]) did any of the following people look after [NAME] ?

Other than resident parent/guardian/staff contact whilst at places previously mentioned

Code all that apply - Individual prompt

1. The child's grandparents?
2. Non resident parent/ex-spouse /ex-partner?
3. Child's brother or sister?
4. Other relatives?
5. Childminder?
6. Nanny/Au Pair (includes both live-in and day nannies)?
7. Friends or neighbours?
8. Other non-relatives?
9. none of the above
10. Spontaneous only - Does not require minding

General

This question requires the respondent to identify all those who **at any time, on any day** during the seven days ending Sunday looked after the child in question, other than resident parent/guardian, and staff who came in to contact with the child, whilst at places previously mentioned. This question requires you to code all that apply.

Guidance

If there are more than two children within the family, it is permissible to ask CHPEO in full for the first child and then follow through with "Would that be the same for X, Y and Z?"

Do not include persons who deal with leisure activities, such as scouting movement leaders, swimming teachers, etc.

Childminder

Most provide care from their own home, for the whole working day.

Nanny

May be live in or daily.

COTH**(Sep-Nov)**

...May I just check,
during those seven days ending Sunday the [DATE] did [NAME] receive any other type
of childcare or nursery education?

1. Yes
2. No

General

This question will only apply if the respondent has answered "none of the above" to **both CHATT5 and CHPEO**. The section of the text "or nursery education" is blanked if the child is over 8 years old.

5 GOVERNMENT TRAINING SCHEMES

The first three questions of this section are highly important, as the answers to them determine the routing of the questionnaire throughout the rest of the interview. The interview cannot continue without an answer to them. Therefore, 'Don't know' and 'Refusal' cannot be entered. Note that the reference-week ending-day is shown in the question **Schm04**.

Although the first question (Schm04) is not specific about the type of schemes, we are only interested, at this point, in people on *government* training schemes.

The identification of those on government schemes needs particular care. In Great Britain, the DWP and DfES no longer deliver training directly or operate the schemes. Training and Enterprise Councils initially took over this role, but they have been replaced by the Local Learning and Skills Councils (LLSCs) in England, the regional offices for Education and Learning Wales (ELWa) in Wales, and the Local Enterprise Companies (LECs) in Scotland.

Schm04



Help <F9>

FRED (1)

Last week, that is in the seven days ending Sunday the [date] were you on any of the following schemes...

Running prompt

1. Work-based Training for Young People	[16-25 GB]
2. New Deal	[blanked for under 18]
3. Work based learning for adults / Training for Work	[blanked in NI]
10. Job Skills	[blanked in GB]
15. Worktrack	[blanked in GB]
50. any other kind of scheme	
66. or none of these?	
97. Just 16 and non-response this time	

General

This question applies to all those in Great Britain and Northern Ireland; inappropriate options will be blanked out on screen.

Guidance

On government schemes there are elements of both work experience with an employer and training. In general, persons on Employment schemes spend most of their time with an employer, while those on Training Courses spend most of their time at a College of Further Education or 'Training Centre'.

Include at the appropriate code people who were away from a scheme temporarily because of illness or holiday or some other reason.

Code 1

Work-based Training for Young People

Youth Training (GB) and Youth Training Programme (NI) were formerly the category 1 option but have both ended. YT has been replaced by Work-based Training for Young People (GB only) and includes Modern Apprenticeships, NVQ Learning and Life Skills. YTP has been replaced by Job Skills.

Code 2

New Deal

This scheme offers a range of training and employment for people 18-25 and a different range of options for those over 25. The options currently available are described at the question **NewDea4**.

This code includes those still on the Gateway and is applicable only for informants aged 18 or over. For informants aged under 18, the text for code 2 will read "NOT APPLICABLE AGED UNDER 18". Informants will learn about New Deal when they receive a letter inviting them to an interview with their New Deal adviser. Informants are on New Deal from that point.

Persons under 18 may state that they are Gateway connect 2. This is not New Deal. To be on New Deal they must be 18+. The job centres have confirmed this.

Code 3

Work-based Learning for Adults / Training for work

This scheme helps unemployed adults back into employment or self-employment, by giving them skills and training, and job-related experience. The scheme is run at local level by Local Learning and Skills Councils (LLSCs) in England, and the regional offices for Education and Learning Wales (ELWa) in Wales. The scheme is known as Training for Work in Scotland and provided locally by Local Enterprise Companies. Members of the scheme follow a training plan, which can involve job-specific training, work towards a National Vocational Qualification or Scottish Vocational Qualification, and work experience. A person aged 25 or over who has been unemployed for six months or longer can join the scheme, as may a person aged 18 to 24 who has a disability and has been claiming benefits other than Jobseeker's Allowance.

Code 10

Job Skills (NI Only)

This Programme was introduced in Northern Ireland in 1995 and replaced the Youth and Job Training Programmes. Its primary aim is to increase the skill levels of participants and raise the quality of training available by focusing on the attainment of National Vocational Qualifications (NVQs). Mainstream training refers to training targeted at NVQ Levels 2 and 3 (including key skills). Trainees who may not be immediately capable of undertaking Mainstream training enter Jobskills through preparatory training referred to as 'Access' that is targeted at NVQ Level 1, with trainees encouraged to progress onto Mainstream training.

Code 15*Worktrack (NI Only)*

This provides temporary employment to unemployed adults who are not eligible for New Deal. It is a waged programme that complements New Deal by providing temporary employment opportunities to unemployed adults who are not eligible for New Deal. The programme focuses on the development of participants' skills and competencies so as to allow them to seek, find and retain employment at the earliest opportunity. It offers up to 26 weeks employment with remuneration of at least the National Minimum Wage. Between 30% to 45% of a participant's time is devoted to training and training-related activities.

Code 50 / Code 66*Any other training scheme / none of these*

Other schemes that may occasionally be mentioned include;

Project Work

Project Work has been removed from the questionnaire and has been phased out. If you encounter anyone who is still on Project Work, enter Code 50 and code **TecLec4** as 1, in England and Wales, and as 2, in Scotland.

Enterprise Ulster

This is the statutory organisation which aims to provide employment, training and work related experience for the long-term unemployed in Northern Ireland through a range of activities. Most of the work currently undertaken is of an environmental or amenity nature. Enterprise Ulster schemes were being phased out in 1999 and any reported should be coded 50 'Any other scheme'.

Code 97

Code 97 is for use only at waves 2-5, when a household member has turned 16 since the last wave *but is a non-contact at this wave*.

NDType4

FRED (1)		Help<F9>
May I just ask,		
were you on the...		
Individual prompt - Code first that applies		
1. New Deal for Disabled People?		
3. New Deal for Lone Parents?		[blank for non-lone parents]
4. New Deal for Young People?		[blank for >24]
5. New Deal for 25+?		[blank for <25]
6. New Deal for 50+?		[blank for <50]
7. New Deal for partners?		
8. or none of the above?		
9. Don't know		

General

For all respondents stating that they are on New Deal at **Schm04**, the question, **NDType4**, will appear.

Guidance

Code 1

ND for Disabled People

This is for people receiving health-related benefits who want to work.

Code 3

ND for Lone Parents

This is for lone parents who are on benefits and have a child under 16.

Code 4

ND for Young People

This is also known as New Deal for People Aged 18-24. NDYP is for 18-24 year-olds who have been claiming Jobseeker's Allowance for six months or more (including those getting NI credits only). Some people can join New Deal sooner. New Deal for Young People provides opportunities to work, get new skills and/or get work experience in the voluntary and environmental sectors.

Code 5

ND for 25 plus

This is for jobseekers aged 25 or over who have been claiming Jobseeker's Allowance for 18 months or more out of the last 21.

Code 6

ND for 50 plus

This is for people aged 50 and over who have been claiming benefits for six months or more and want to work.

Code 7

ND for Partners

This is for partners of people who have been claiming benefits for six months or more to get help into work. It is a programme designed to help partners of unemployed people find work to support the family. NDP will only be available to heterosexual couples: eligibility is couples 'married or living as married' and currently the benefits system does not recognise same-sex couples. This will probably change when the civil partnerships legislation comes through.

NewDea4

FRED (1)		Help<F9>
Can I ask, which of the following New Deal options you were on (in that week)...		
Running prompt		
Code one only		
1.	Still on the Gateway or having advisory interviews	[appears for all]
3.	Working with an employer in the Public or Private Sector	
4.	Working for the voluntary sector	[blank for those not 18-24]
5.	Working for an environmental task force	[blank for those not 18-24]
6.	In full time study on an approved course	
7.	Receiving help setting up as self employed	
8.	Basic Employment Training (BET)	[blank for those not 25+]
9.	Education and Training Opportunities (ETO)	[blank for those not 25+]
19.	Or on the Follow Through scheme?	
97.	Don't know	

General

NewDea4 is used to record the particular New Deal scheme that the respondent is on. Respondents should be able to identify the category that is relevant to them. If the respondent has answered 'New Deal' at **Schm04**, **NewDea4** will be asked.

GuidanceTraining for Work

If respondents say that they are on Training for Work, return to **Schm04** and select Code 3 (TfW).

Code 1:

Still on the Gateway or having advisory interviews

People aged 18-24

Initially an unemployed young person will be *on the Gateway*. The Gateway will last for a period of up to four months, during which time a New Deal personal adviser will prepare the unemployed person for the workforce and identify a route out of unemployment. This could result in

- a job immediately;
- work and training with a voluntary or environmental group; or
- a chance to study full-time for qualifications needed to obtain the job required.

People aged 25+

Initially, people aged 25+ on New Deal will receive a series of advisory interviews, although this is not formally known as *on the Gateway*. Whether or not they mention the Gateway, if those 25+ are still at the advice stage, choose Code 1.

New Deal for the 50+ involves an employment subsidy paid direct to the claimant. This is regarded as benefit and not part of the paid wages/salary.

Code 3

Working with an employer in the Public or Private Sector

This option represents finding employment in the private or public sector through the New Deal. New Deal subsidises an employer for 6 months to provide a job, either full-time or part-time, and training (or release for training) for at least 1 day a week. Participants receive a normal wage. This option is available to all participants in New Deal aged 18+.

Codes 4 and 5

Working for the Voluntary Sector or for an Environmental Task Force

These options, for work placements in the voluntary sector and on an environmental task force, last for 6 months and are open to people aged 18-24 only. Training equal to one day per week is also provided. Participants in these two schemes receive JSA plus a top-up of about £15. There is a check that this option is selected only by those in the appropriate age-range.

Codes 6 and 7

In full time study on an approved course or receiving help setting up as self employed

New Deal options for 'being in full-time study or on an approved course' or 'receiving help in setting up as self-employed' are available to all age-ranges.

Code 8

Basic Employment Training

This consists of a package of provision lasting up to 26 weeks to address the barriers faced by people who find it particularly difficult to get jobs and are in real danger of becoming permanently detached from the labour market. It will include support which is tailored to individual needs in order to help participants overcome the full range of barriers to work. The clients are classed as programme participants, and receive an allowance equivalent to their JSA. In addition they receive a weekly 'Top-up' of £10 per week but do not get a wage.

Code 9

Education and Training Opportunities (ETO)

This consists of courses lasting for up to 52 weeks that lead to a recognised qualification generally up to and including NVQ3. ETO participation is either part of, (where provision is for less than 26 weeks) or instead of, activity that would otherwise be a part of the Intensive Activity Period (IAP) of the New Deal programme. The clients are classed as programme participants, and receive an allowance equivalent to their JSA, but do not get a wage.

Code 19

On the Follow Through scheme

The Follow Through scheme is a specific programme which those who have been on options 3-7 for six months can move to. Here they receive interviews and advice. Afterwards they may move on to another scheme of type 3-7.

Returned to the Gateway

If the respondent has been on one of the working/studying options, but has left and returned to a Gateway centre (or similar), they should be recorded as Code 1.

The question should be coded according to the activities of the respondent during the reference week. If they do not recognise any option as referring to their activity during that week, use code 97 or re-check **Schm04**.

TecLec4



FRED (1)

May I just check, was that...

1. a programme funded by the Learning and Skills Councils (England) or the National Council for Education and Learning in Wales?
2. a scheme in Scotland run by a Local Enterprise Company (LEC)?
3. or was it some other scheme?

General

This question applies to Great Britain only and if **Schm04** is coded 50.

Guidance

Previously the first option in the question was “a scheme run by a Training and Enterprise Council (TEC)”. TECs no longer exist but have been partially replaced by Learning and Skills Councils which operate in a fundamentally different way. They fund programmes rather than “run” them and therefore it is expected that many people who are on a LSC funded programme would not actually realise it.

The Learning and Skills Council (LSC) is responsible for funding and planning post-16 education and training in England, and the equivalent body in Wales is Education and Learning Wales (ELWa). These organisations were established in April 2001 as a replacement for the Training Enterprise Councils (although they also took on other responsibilities) and their aim is to increase the standards and range of learning opportunities for businesses, communities and the individual. The LSC has 47 local offices known as Local Learning and Skills Councils (LLSCs) and ELWa has 4 regional offices.

Local Enterprise Companies (LECs) are government-funded bodies which aim to foster local economic growth and development in Scotland. There are 22 LECs and these cover the whole of Scotland.

YTEtMp

FRED (1)

In the week ending Sunday the 4, on that government scheme were you...

Code first that applies

- | | |
|--|--|
| 1. with an employer providing work experience or practical training? | 3. at a college or training centre? |
| 2. on a project providing work experience or practical training? | 4. temporarily away from an employer or project? |
| | 5. temporarily away from a college or training centre? |

General

The purpose of this question is to find out what the participant was doing *in the reference week*: whether they were with an employer, on a project providing work experience or practical training, or at college or a training centre.

Guidance

Code 2

This is not available in Northern Ireland.

Employer and college

If a respondent was both "with an employer or on a project", *and* "at a college or training centre" in the reference week, code 1 or 2 as appropriate. However, if the respondent spent most of the year with an employer but happened to spend all the reference week on block release at a college use code 3.

On-the-job training

'On the job' training or training on the employer's premises counts as work experience with an employer (code 1).

Ill during reference week

If the participant was ill or away from the scheme for some other reason for the whole week, use code 4 or 5 as appropriate. If this is unclear (e.g. respondent was on holiday following work experience and was about to start at college) use code 4.

YtEtJb

FRED (1)

In the week ending Sunday the 4, did you do any paid work or have any other paid job or business in addition to the government scheme you have just told me about?

1. Yes
2. No

General

This question only applies to scheme participants who were at a college or training centre (or temporarily away from a college or training centre) in the reference week. It is intended to uncover those who have a paid job in addition to their training scheme. Details about this additional job will be collected in the questions on second jobs.

6 MAIN JOB

6.1 Paid or Unpaid Work in the Reference Week

Working



```
FRED (1)
Did you do any paid work in the 7 days ending Sunday the 4, either as an
employee or as self-employed?

1. Yes
2. No
```

General

Note that the day ending the reference week is displayed in the question. If you are backdating an interview make sure you emphasise exactly which week is of interest.

In general, you should take the respondent's definition of whether they are in paid work or not. Where the respondent feels unable to make such a decision, refer the case to a Supervisor, Field Manager, or Management Unit. If a Supervisor or Field Manager feels unable to make a decision, s/he should refer the case to the Management Unit.

Guidance

'Work' here means ANY work for pay or profit done in the reference week. Include work even for as little as one hour, and include Saturday jobs and casual work (e.g. baby-sitting, running a mail order club). Even young respondents may have a Saturday job, a paper round, etc.

Definition of paid

Local Exchange Trading Systems (LETS) are local barter/currency systems that measure the exchange of goods and services between people using a locally devised 'currency'. Typically one unit of 'currency' is worth £1 and bears a local name, e.g. a 'Bobbin' in Manchester; a 'Solent' in Southampton. An informant who works and takes payment in kind through a LETS or any other scheme should be recorded as being in paid employment; his income should be recorded in 'LETS'.

Self-employed

Self-employed people are considered to be working if they work in their own business, professional practice, or farm *for the purpose of earning a profit*. This is true even if the enterprise is failing to make a profit, is just being set up or is being closed down.

Liquidation/bankruptcy

If a respondent is working for a company that has gone into liquidation but is *still being paid* for that work, he is doing paid work.

Nurses in training

Training for nurses is carried out under the Project 2000 scheme, and they should be classed as *students*; their clinical experience is treated as a work placement. The money they receive is a bursary, not a salary.

Retired people

People who regard themselves as retired, but who are *paid* to sit on a board of directors occasionally, should be classified as in paid work. We do *not* expect the interviewers to probe routinely for this. If there was no board meeting in the reference week, the person is coded 'No' at **WRKING** and 'Yes' at **JBAWAY**. Usual and actual hours worked are 0, unless some actual time was worked in the last 4 weeks (in which case the average may round to 0 or 0.25).

Elected officials

Local councillors who are paid, even a small amount, should be considered to do paid work. Obviously, if this work is done in addition to other paid work, their work as councillors should appear as a second job.

Care allowance

Those receiving a care allowance from the social services to look after relatives should *not* be coded as having a job, even though they frequently think of their caring duties as paid work.

Fostering

This is not counted as employment.

Jury service

This is not treated as paid work, so code 2 at Wrking. If the person is away from a job code 1 at JbAway.

Honorariums

Treat each case individually. Only if their pay is taxed would we treat as in paid work.

JbAway



FRED (1)
Even though you were not doing paid work, did you have a job or business that you were away from in the week ending Sunday the 4 (and that you expect to return to)?

1. Yes
2. No
3. Waiting to take up a new job/business already obtained

General

This is asked in order to deal with any uncertainty that might exist in the minds of people who were away from *paid* work during the reference week (e.g. on holiday, sick leave, career break, laid off).

What is vital to establish is whether there is a *job for them to return to*, i.e. whether an arrangement exists with their employer that there is a job for them on their return.

Those who have a job fixed up but have not yet started working should be coded 3 here.

Guidance

For Employees

A job exists if there is a definite arrangement between an employer and an employee for work on a regular basis (i.e. every week or every month), regardless of whether the work is full-time or part-time. The number of hours worked each week may vary considerably, but as long as *some work is done on a regular basis*, a job can be said to exist.

Long term absence from work

If the total absence from work (from the last day of work to the reference week) has exceeded six months, then a person has a job only if full or partial pay has been received by the worker during the absence *and* if they expect to return to work for the same employer (i.e. a job is available for them). If they are not getting a wage but are being paid from a pension fund, treat as NOT in paid work.

Career Break

In some organisations, employees are able to take a career break for a specified period (ONS allows career breaks of up to 5 years) with the guarantee of employment at the end of that period. If a respondent is currently on a career break they should be coded 1 here *only if there is an arrangement*, between the employer and employee, that there will be employment for them at the end of the break. This is not dependent upon their receiving payment from their employer during this time. The informant's opinion of whether they have a job to go back to should be taken

and the answer recorded accordingly. If no agreement has been made, code as for long term absence.

Seasonal workers

Some industries (e.g. agriculture, forestry, fishing, types of construction) employ substantially more people at certain seasons of the year. Between 'seasons', respondents in such industries should be coded 2 at this question. However, the odd week of sick leave during the working season would be treated as any other worker's occasional absence and coded 1 here.

Casual workers

If a respondent works casually for an employer (i.e. has no regular days and hours of work) but has not worked for them during the reference week, they should be coded 2 at **JBAWAY**, even if they expect to do further work for the employer in the future.

Self-employed

Self-employed people who did not work during the reference week will be coded according to their situation. For example, an actor who is 'between jobs' (i.e. is not working and has not signed up for a new job) will be coded 2 at **JbAway**. However, an actor who is in a job but is not required to perform that week will be coded 1.

Agency workers

A respondent who is on the books of an employment agency and is available for work every week but did not work in the reference week should be coded 2 at **JbAway**.

An agency worker who is on *paid holiday and mid-contract* (i.e. returning to the same contracted agency job after their holiday is over) should be coded 1 at **JbAway**.

OwnBus



```
FRED (1)
Did you do any unpaid work in that week (ending Sunday the 4) for any
business that you own?

1. Yes
2. No
```

RelBus



FRED (1)
...or (any unpaid work for a business) that a relative owns?

1. Yes
2. No

General

This question *must* be answered; 'Don't Know' or 'Refusal' cannot be entered.

Guidance

Definition of unpaid work for a relative

People whose work contributes directly to a business, farm, or professional practice, owned or operated either by themselves or by a relative, but who receive *no pay or profits* (e.g. a wife doing her husband's accounts or helping with the family farm or business) are considered to be doing unpaid work for a relative.

Note, however, that this applies *only* when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should *not* be included.

EverWk

FRED (1)
Have you ever (in your life) **had paid work, apart from casual or holiday work** (or the job you are waiting to begin)? **Please include self-employment or a government scheme.**

1. Yes
2. No

General

This question is asked of all respondents who did not have a job in the reference week.

The wording emphasises that we are interested in whether the informant has *ever* had paid work.

Note that the definition of paid work here is different from that used in other areas of the questionnaire.

When interviewing older people (particularly women) stress the phrase ‘ever in your life’.

It may be necessary in certain situations to probe any answer of ‘No’.

Guidance

Paid work

Include any paid work:-

- as an employee
- on a government scheme - if they were gaining experience with an employer
- as a self-employed person

Exclude any paid work that was:

- purely casual work
- holiday jobs
- a government scheme - if the only experience was gained at college
- under LETS (see WRKING above)

People whose only paid work was in one of the excluded categories should be coded 2. We are interested in the long-term skills of those currently without work, rather than the skills used in a more recent casual job. Let the respondent decide whether a job was casual or holiday work.

Supply teachers working on an ‘as and when’ basis are regarded as casual. However, if they have secured a post that is on block, i.e. for a few months upwards without a break, count this as paid employment and NOT casual.

6.2 Previous Paid Job

LeftYr

```
FRED (1)
Which year did you leave your last paid job?
❶ Exclude casual/holiday work
If left last job before 1900, enter 1900

Enter a numeric value between 1900 and 2100
```

General

Those who did not have a paid job last week but who have had a paid job at some time are asked the year in which they left their last job.

Note that the subsequent employment questions are dependent upon when the person last worked. Therefore, try to get a 'best estimate', if the respondent is unsure of the date.

Guidance

This question refers to the most recent job stated at **EVERWK** and, therefore, does not include casual or holiday work.

LeftM

FRED (1)	
Which month in that year did you leave?	
1. January	8. August
2. February	9. September
3. March	10. October
4. April	11. November
5. May	12. December
6. June	
7. July	

General

Those who have left a paid job in the last 8 years are asked the month in which they left.

LeftW

FRED (1)	
Ask or record	
Did you actually leave during the week ending Sunday the 4 of September?	
1. Yes	
2. No	

General

Sometimes the respondent will actually have left a job in the same month as the interview. In that case, the respondent is asked whether they actually left during the reference week.

IState

(for those on Government Schemes or in paid work additional to them)

```
FRED (1)
I am going to be asking some questions in which the terms work, job, or employed are
used. In your case could you please regard these questions as referring to your time
spent ...
  [...on your Government Scheme]
  [...setting up in self employment on your Government Scheme]
  [...doing the additional paid job or work you have just told me about]

Code 1 to continue

Enter a numeric value between 1 and 1
```

(for those unemployed, who have worked in last 8 years - INTERVIEWER NOTE)

```
FRED (1)
The following questions about employment apply to the respondent's last paid job, excluding casual or holiday
work

Code 1 to continue

Enter a numeric value between 1 and 1
```

General

This statement must be read out when details are to be gathered for a person on a government scheme or in a paid job that is additional to a government scheme. For those who left work in the last 8 years it functions as a reminder to the interviewer of the kind of work that qualifies in the ensuing questions. It does not appear at all for those with a main job in the reference week.

Once you have read the statement, enter code 1 in order to continue to the next screen.

6.3 Main Job in Reference Week

General

The following questions refer to the work usually undertaken in the respondent's *main* job.

Guidance

Definition of main job

Where a respondent has more than one job, let *them* decide which is the main one.

Most hours: If they are unable to decide, the main job should be the one in which the greatest number of hours are usually worked.

Changed job: Respondents who changed jobs during the reference week should regard the job held at the end of the reference week as their main job.

Not working: For someone who is no longer working but who has had a job within the last eight years, you will be collecting information about their last job.

Coding

The coding of the industry and occupation is carried out as part of the post-interview coding work and *not* during the actual interview.

When recording Industry and Occupation, your information should be clear enough to enable someone else (who was not present at the interview) to assign a code.

6.4 Industry

IndD

FRED (1)

What did the firm/organisation you worked for mainly make or do (at the place where you worked)?

① Describe fully - probe manufacturing or processing or distribution etc and main goods produced, materials used, wholesale or retail etc
Industry description at last interview was

General

Where a previous interview has been carried out, you will notice that the industry description also appears in the question. This is because it is not always possible to view the complete description in the answer box.

Guidance

Activity

The answer that you need to record should be an *activity*, not a title, name or a vague heading (e.g. fitness centre *not* leisure industry; car dealer *not* motor trade).

Ambiguity

Ask yourself during the interview: has the respondent answered the question clearly, fully and unambiguously? If not, use a non-biasing probe to extract more detail about the activity of the firm/organisation. If necessary, summarise the description *using the respondent's own words* and ask the respondent if they agree with the summary.

Several activities

If the organisation has activities across several categories, check 'mainly' with the respondent, as you should code to the main activity undertaken.

Working abroad

If the informant works abroad (or if their last job was abroad and they are now unemployed), you should still record full details.

Agency workers

This relates solely to employment agencies supplying temp. staff (admin/clerical), **not** specialist service/contract firms such as nursing banks, contract cleaners etc. Record place where the respondent is actually working, regardless of whether they are contracted with the agency or not, or whether the agency or company is paying them. If the respondent has worked for more than one firm in the reference week, record the firm where they worked the longest. If equal, record the last one.

Industries

Manufacturing: If the respondent works in manufacturing, probe for the main product made and main raw material used.

Processing: If the respondent works in processing, probe for the main end product.

Distribution: If the respondent works in distribution, record the main product that is distributed and whether it is wholesale or retail.

Office work: If the respondent works in an office, record the activity for which the office is responsible (even if that activity is not actually done at the office).

Teaching: If a respondent is a teacher, but has another job during the school holidays, teaching should still be coded as the main job.

Self-employed; specialist service/contract firms: The type of work determines their industry. Even if there is no main place of work or depot, as long as there is a contract (including an informal agreement) to supply a particular service, the agency or its employees should be coded to the industry of that service.

Examples:

- a cleaner at ONS employed by a cleaning contractor should be coded to the cleaning industry and not to ONS;
- a self-employed plumber working for a building firm should be coded to plumbing, not to building;
- a typist working in an office on a building site and employed by an employment agency should be coded to the building industry;
- a self-employed typist working in an office on a building site should be coded to typing services, not building;

- a typist working in an office on a building site and employed by a building firm should be coded to the building industry, not to typing services.

IndT

FRED (1)

Enter a title for the industry

① Industry title at last interview was

General

Appearance

You will notice that, where a previous interview has been carried out, the industry description also appears in the question. This is because it is not always possible to view the complete description in the answer box.

Reason for using a title

Interviewers at the next wave can use the industry title when checking for any change, rather than having to use the description at the previous question. The title is also used by you when coding the industry after the interview.

Abbreviations

You may use abbreviations at this question, provided that they can be easily understood by another interviewer at a subsequent wave. If in doubt, do not use an abbreviation.

Guidance

Doctors and Nurses should not be coded as being in the healthcare industry: a doctor working in a hospital should be coded under industry title 'hospital' and a Doctor working as a General Practitioner coded as 'GP'. The title should refer to the type of health practice in which the respondent works.

A car salesman should not be coded as being in the motor trade: the industry title should be 'retail of motor vehicles'.

Sector

FRED (1)
And was that...
 Running prompt
 ① public limited company (PLC) = Code 1
 other limited company = Code 1
 self-employed = Code 1

1. a private firm or business or a limited company
 2. or some other kind of organisation?

Sectro

FRED (1)
Ask or record
 What kind of non-private organisation was it...
 Code first that applies

1. A public limited company (plc)? Check it is not code 2	5. A university, or other grant funded education establishment (include opted out schools)?
2. A nationalised industry/state corporation? Check it is not code 1	6. A health authority or NHS Trust?
3. Central government or Civil Service?	7. A charity, voluntary organisation or trust?
4. Local government or council (including police, fire services and local authority controlled schools/colleges)?	8. Armed forces?
	9. Some other kind of organisation?

General

The aim of these two questions is to identify those who work in the publicly funded sector and those who do not. For this survey, the *public sector* is defined as owned, funded or run by central or local government; the *private sector* is everything else

Because the **Sector** and **Sectro** are related, treat them together. Please note that **Sectro** is only asked of those who have been coded 2, 'some other kind of organisation', at **Sector**.

Code 1 at **Sectro** 'a public limited company' is designed to weed out the answers to **Sector** which have been (wrongly) coded 'some other kind of organisation'. Because of the confusion, it is important to distinguish PLC firms from genuine public/state corporations/nationalised industries, which are code 2 at **Sectro**. Back-coding at **Sector** may be appropriate (but is not essential).

Guidance

Private sector examples

- Public Limited Companies (PLC). These are companies that are quoted on the stock market and have shareholders. 'Public' here refers to the availability of shares to members of the public through the stock exchange.
- Limited Companies (Ltd). These are incorporated businesses owned by one or more individuals. These may also be referred to as private limited companies.
- Self-employed individuals; sole traders, or owners of small shops or businesses.
- Partnerships (e.g. lawyers working as partners in a practice)
- Charities, private trusts, housing associations or other voluntary organisations.
- Trade Unions (employees of).
- Private contractors. This applies even if they work exclusively for the public sector (e.g. a cleaning firm, catering firm or freelance consultant working for a government department or local authority).
- Training and Enterprise Councils (TECs) and Local Enterprise Councils (LECS)

Schools

Schools, depending on the type, may fall into one of several categories.

- a local authority school..... code 4 at **Sectro**;
- an 'opted-out school'..... code 5 at **Sectro** (a FE college is also 5);
- a private school code 7 at **Sectro** (most private schools (including so-called 'public schools') are charities

Doctors and dentists

Doctors and dentists (and others working in their practices) should be coded according to whether the practice is *mainly* NHS or private. Probe if necessary. (GPs are technically self-employed even when they work exclusively for the NHS but, for the purpose of this question, they are to be treated as working for the NHS if that is what they mainly do).

- mainly private work **Sectro** code 1
- mainly NHS work **Sectro** code 2, and
- Health authority or NHS Trust **Sectro** code 6.
- Private Hospital **Sectro** code 1

Churches

Use **Sectro** code 9 'some other kind of organisation'.

Charities

Use **Sectro** code 7, e.g. OXFAM, NSPCC, RNLI, RSPCA, The National Trust, Imperial Cancer Research.

Government-funded bodies and agencies

Use **Sectro** code 3. This includes central government, the civil service. Other examples are the Benefits Agency, the Employment Service, Research Councils, the British Council, National Museums and Art Galleries, and prisons.

Public bodies with a greater degree of autonomy than the above

Use **Sectro** code 2 includes nationalised industries and or state corporations. Examples are: The Post Office, Royal Mint, British Rail, BBC, Audit Commission, Equal Opportunities Commission, Civil Aviation Authority.

Deregulated bus service

Use **Sector** code 1 for a *private firm*; **Sectro** code 2 for London Regional Transport and *municipal* bus companies

Magistrates Courts Probation Service

Use **Sectro** code 4: local government or council.

6.5 Occupation

OccT

FRED (1)
What was your (main) job (in the week ending Sunday the 4)?
Enter job title
① Occupation title at last interview was

OccD

FRED (1)
What did you mainly do in your job?
Check special qualifications / training needed to do the job
① Occupation description at last interview was

General

Appearance of the question

You will notice that, where a previous interview has been carried out, the industry description also appears in the question. This is because it is not always possible to view the complete description in the answer box.

Abbreviations

You may use abbreviations at this question, provided that they can be easily understood by another interviewer at a subsequent wave. If in doubt, do not use an abbreviation.

Instructions to interviewers

- Remember to check if any special qualifications or training are needed to do the job. For some occupations, you will need to know whether the job requires professional or special qualifications. Unless you have collected this during the interview you will have problems in assigning the correct code!
- If the job title seems unrealistic when compared to the description, check the title with the respondent and amend if necessary. You should code to the *job title*, even for civil servants, local authority officers and members of the armed forces, who used to be coded to their *grade or rank*.
- If more than one activity is given within the description, probe to identify the *main* one. If you are unable to code to the job title, code to the main activity.
- There is an industry coding helpline (01633) 812999 which will answer any queries on industries that are difficult to code.

RecJob



<p>FRED (1) Code whether you have had to make any change at all to industry (IndD or IndT) or occupation (OccD or OccT)</p> <p>1.Neither industry nor occupation changed at all 3.Both changed 5.Only industry changed 7.Only occupation changed</p>
--

General

This question is only asked at Wave 2-5 for coding and is used to identify whether there has been any change of industry or occupation since the previous wave.

Extreme care must be exercised in entering the correct code, as this data triggers the industry and occupation coding items, which are displayed in the post-interview coding block.

If you code a change when none has happened, *the previous industry and/or occupation codes will be lost*. It is therefore vital to correct any mistake *during the interview*.

Guidance

When you re-interview an informant, you may find that additional information leads you to change the respondent's occupation or industry code (despite the fact that he may not have changed jobs or duties). In this case, code that there *has* been a change in industry, occupation or both (whichever is appropriate).

If a respondent is in the *same* occupation and industry as in the previous wave but has become a foreman or supervisor, code as a *change* of occupation.

6.6 Employment Status

Stat



```
FRED (1)
Ask (or record if on government scheme or doing unpaid work)
Were you working as an employee or were you self-employed?

1.Employee
2.Self-employed
3.Government Scheme
4.Unpaid family worker
```

General

In general, accept the respondent's answer, but if there is doubt, try to find out how they are described for tax purposes. All respondents, with the exception noted below, must be asked this question: you cannot infer the answer from previous questions.

Guidance

Professional partnerships

Professional people, like doctors, lawyers and architects, may work in partnerships. If they pay their own National Insurance contributions, they should be considered to be self-employed.

Self-employed

Self-employed people are usually responsible for paying their own National Insurance contributions, while an employee's contributions are usually deducted under the PAYE system. GPs working for the NHS are self-employed. Under the new system, the employer may deduct 24% tax, but the self-employed can claim it back. They should still be treated as self-employed.

Government scheme/ family workers

Those who have already reported that they are on a government scheme or are unpaid family workers need not be asked this question but should be coded appropriately.

PdWage



```
Fred (1)
May I just check,
Are [Were] you paid either a salary or a wage by an employer?

1 Yes
2 No
```

General

The question is asked of those who are (or were in the last 8 years) employees. It is designed to double-check the status of people who describe themselves as 'employees' at **Stat**.

Guidance

The question should be coded 'yes' if the respondent receives regular earnings, i.e. if they are on the payroll of a business or company. There is no distinction here between a salary and a wage: code both 'yes'. It also does not matter whether the respondent is paid a wage/salary by a company that they own: the answer should still be 'yes'. If respondents say that they receive 'fairly regular payments', but they are not actually employed (especially if they are not on a PAYE scheme), they should be coded 'no'. If (and only if) the respondent cannot give an answer, then ask whether they are on a PAYE scheme. PAYE employees can be coded 'yes' and anyone else 'no'.

Respondents who *ask* whether being paid by an employment or temping agency counts as being paid a wage should be told 'no'. If, however, a respondent answers 'yes' to **PdWage** and you subsequently find out that they are working for a temping agency, do NOT go back to amend their answer to **PdWage**.

Self



```
Bill (1)
May I just check,
Are [were] you...
Individual prompt - Code all that apply (Up to 4)

1.Paid a salary or a wage by an agency?
2.A director of your own limited business?
3.Running a business or professional practice?
4.A partner in a business or professional practice?
5.Working for yourself?
6.A sub-contractor?
7.Or doing free-lance work?
8.None of the above.
```

General

Those who answer 'No' to **PdWage**, along with those who answered that they are or used to be 'self-employed' at **Stat** are asked **Self**. You may record up to four answers. In the unlikely event that more than four options have been selected, prompt for the main four.

Guidance

Code 2 should not be used if the company has more than one director (even where the only other director is inactive, as is sometimes the case where a spouse acts as a co-director). Note that a company secretary is not necessarily a director.

6.7 Receipt of Salary if Absent from Job

Hwlng

Mr Fred Smith (1)	Help<F9>
Ask or record	
You told me that you are currently away from your job. How long have you been away. Is it...	
1- Less than 3 months	
2- or 3 months or more?	

General

This question is asked after the question SELF and if JBAWAY = 1 (was away from their job).

FifSal

Mr Fred Smith (1)	Help<F9>
How much of your salary or wage are you currently receiving. Is it...	
1- Less than half of your salary	
2- or half of your salary or more?	

General

This is asked if JBAWAY = 1 (was away from their job), STAT = 1 (Employee), AND PDWAGE = 1 (paid by an employer), AND HWLNG = 2 (away from job for 3 months or more).

Guidance

If the respondent received exactly half of their salary while away from their job, use code 2.

Income from benefits should not be included.

6.8 Managerial Status

SUPVIS

```
FRED (1)
In your job do you have formal responsibility for supervising the work of other
employees?

1 Yes
2 No
```

General

This question is only asked of employees, i.e. where **STAT** is coded 1.

Manage

```
FRED (1)
Ask or record
Do you have any managerial duties?

1. Manager
2. Foreman/supervisor
3. Not manager/supervisor
```

General

This question is only asked of employees, i.e. where **STAT** is coded 1.

Guidance

If respondents say that they have both managerial and supervisory duties, then code the one that they perceive to be their *main* duty.

Manager

A manager may manage other employees through supervisors or directly, and may have a more general responsibility for policy or long-term planning. Non-executive directors should be recorded under “Manager”, despite the fact that they do not manage staff.

Foremen/supervisors

Foremen and supervisors have day-to-day control over a group of workers, whom they supervise directly, sometimes doing some of the work they supervise.

Misleading job-titles

Sometimes job titles can be misleading. For example, a 'playground supervisor' supervises children not employees and so should be coded 3. Similarly, a 'store manager' may be a storekeeper and not a manager or supervisor of employees.

MpnE02

FRED (1)

How many people worked for your employer at the place where you worked?

- | | |
|----------------------------|--------------------------------------|
| 1. 1-10 | 7. 250-499 |
| 2. 11-19 | 8. Don't know but between 50 and 499 |
| 3. 20-24 | 9. Don't know but 500 and over |
| 4. Don't know but under 25 | |
| 5. 25-49 | |
| 6. 50-249 | |

Solo

FRED (1)

Ask or record

Were you working on your own or did you have employees?

1. On own/with partner(s) but no employees
2. With employees

General

This question is asked only of those coded as self-employed i.e. STAT coded 2.

Guidance

Note that self-employed people who use *only* other self-employed people in the business they run (e.g. builders) should be coded 1.

MpnS02

FRED (1)
How many people did you employ at the place where you worked?

1. 1-10	7. 250-499
2. 11-19	8. Don't know but between 50 and 499
3. 20-24	9. Don't know but 500 and over
4. Don't know but under 25	
5. 25-49	
6. 50-249	

General

MpnE02 and **MpnS02** are two versions of the same question: one for employees (and those on a government scheme/unpaid family workers) and one for the self-employed.

We are interested in the size of the 'local unit of the establishment' at which the respondent works in terms of the total number of employees.

Guidance

The 'local unit' is considered to be the geographical location where their job is mainly carried out. Normally this will consist of a single building, part of a building, or at the largest, a self-contained group of buildings.

It is the total number of employees at the respondent's workplace that we are interested in, *not* just the number employed within the particular section or department in which he/she works.

Central depot or office

If a respondent works from a central depot or office base (e.g. a service engineer), the answer is the number of people who work at or from the *central location*. This would also apply where the respondent was based at the depot and received instruction from that base but, for convenience, worked from home.

Employment agencies

Respondents employed by employment agencies should record the number of employees at the place *where they are working*, not the number of employees at the agency. If the respondent worked at a number of different places during the reference week, they should answer in terms of the place at which they worked the longest hours.

Sub-contractor

If a respondent works for a sub-contractor in the *same building* every day, then the total number of employees working *in that building* should be recorded. However, if the respondent is employed by a sub-contractor and works in a *different building*

every day, then the total number of employees *working for the sub-contractor* should be recorded.

Merchandisers

Respondents working for a merchandiser in the *same building* every day should record the number of people working *in that building*. However, if they work in a *different place* everyday, but have a base that they go back to (not necessarily the HQ), then the total number of people working for the merchandiser *from that particular base* should be recorded.

No base or depot

For respondents working in a variety of places, but not from a depot or base, enter the number of people employed at these places. For a home help working at different locations, for example, enter '1'.

Other cases

If a respondent's working arrangements do not fit into any of the above categories, then you should take their opinion as to the 'local unit', and therefore the number of employees.

OneTen

```
FRED (1)
Ask or record
May I just check what the exact number was?

Enter a numeric value between 1 and 10
```

General

Those who answer "1-10 employees" at the previous question are asked for the exact number. If the respondent has already volunteered an exact number, record the answer without asking the question.

OMCont

```
FRED (1)
Ask or record
Do you own your business or have a controlling interest in the business/company
you work for?

1.Yes
2.No
```

General

This and the next question are designed to identify those people who could be termed owner-managers. These two questions are only asked in the spring quarter every two years (e.g. 2004, 2006, 2008 etc).

Guidance

The business we are referring to is the one which the respondent works for, not just any business they might own. "Having a controlling interest" is not limited to owning 51% of the shares Control implies some influence over the course of the company. Leave it to the respondent to decide.

OMRole

```
FRED (1)
Do you have the authority to hire or dismiss full-time employees?

1. Yes
2. No
```

General

The International Labour Organisation (ILO) wants to distinguish managers who have an active role in the management of the company from those who have not. Having the authority to hire and dismiss employees is felt to be a characteristic of senior management.

NoCust

(Mar-May)

```
Fred (1)
Ask or record
Do [did] you have one, or more than one client / customer?

1. One
2. More than one
3. Don't know
```

General

This question is asked of the self-employed and those previously self-employed.

Guidance

The term, customer/client, should be selected as appropriate by the interviewer.

NoCust should be coded to '1' if the interviewer already knows that the respondent has only one client or customer. **NoCust** should be coded to '2' if the interviewer already knows that the respondent could not possibly have only one customer - for example if they were a shop-keeper.

PrEmpa

(Mar-May)

```
Fred (1)
Did your main customer / client employ you before you became self-employed?
(i) For shop-keepers etc with no main customer / client - code 'no'

1. Yes
2. No
```

General

This question is asked of the self-employed and those previously self-employed. The aim of the question is to identify self-employed individuals who are working for their previous employer.

Guidance

PrEmpa should be asked unless the interviewer already knows that the respondent does not have one (main) customer.

There is no specified time-period to qualify as 'before'. If the main customer/client employed the respondent at any time *prior* to the respondent's becoming self-employed, code 'Yes'; otherwise code 'No'.

WhySE**(Mar-May)**

```

Fred (1)
May I just check,
why did you become self-employed?
Prompt as necessary - code main reasons (up to 4)

1. wanted independence / a change.
2. wanted more money.
3. for better conditions of work.
4. family commitments / wanted to work at home.
5. opportunity arose - capital, space, equipment available.
6. saw the demand / market.
7. joined the family business.
8. nature of the occupation.
9. no jobs available (locally).
10. made redundant.
11. other reasons.
12. no reason given.

```

General

The question is asked of all self-employed workers. It seeks information about routes into self-employment, which is of interest to both the DTI and DfEE.

Guidance

The categories should not need to be read out to the respondent, but should be selected by the interviewer as appropriate on hearing the respondent's reply. Prompt only if the respondent gives an answer that needs clarification. Otherwise, if no reasons are spontaneously given, use code 12.

The categories are not completely distinct from one another. If an answer seems to touch upon more than one category, then code all that are appropriate. You may code up to four categories. If that is required to cover what is mentioned by the respondent. If more than four reasons are spontaneously given, then select the first four to be mentioned.

6.9 Full-time/Part-time**FtPtWk**

```

FRED (1)
In your (main) job were you working...
Running prompt

1. Full-time
2. or Part-time?

```

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General

Let the respondent decide whether the job is full-time or part-time. *Do not apply any definition at this question.*

When you get to the hours worked questions, you may be asked to return to this question and change the category depending upon the number of hours worked.

YPtJob

FRED (1)
 I would like to ask you why you took a part-time rather than a full-time job. Was it because...
 Code first that applies

- 1.You were a student/you were at school?
- 2.You were ill or disabled?
- 3.You could not find a full-time job?
- 4.You did not want a full-time job?

Guidance

The categories at this question refer to the *respondent's* situation. Thus, for example, someone who took a part-time job because they were also looking after a sick or disabled relative should be coded 4.

Respondents who could not find a job in their preferred field should be coded 3.

Every effort should be made to allocate respondents to the categories provided. However, in the small number of cases where the respondent is adamant that they work part-time for some other reason (e.g. they work part-time to fit in with childcare arrangements) their answer should be coded 'Don't Know'.

PTNCRE

(June-Aug)

Mr Fred Smith (1)
 May I just ask,
 was this because suitable care services...
 Code all that apply

- 1- for children are not available or affordable
- 2- for ill, disabled or elderly adults are not available or affordable
- 3- Care facilities do not influence your decision for working part time?

General

This question is asked if YPTJOB = 4 (did not want a full time job).

The need for care services can be a need for normal working hours or for special periods of the day (e.g. early morning), or special periods of the year (e.g. school holidays).

Guidance

Care includes all care responsibilities for:

- own children
- other children (up to 14) living inside or outside the household
- adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

Care services excludes unpaid help from relatives, friends, or neighbours.

Childcare services

This includes crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, and paid carers. Childcare services subsidised by state/employers are also included.

“Suitable” in this case, means the minimum standards of quality that the person request from a care service.

“Available” in this case, means at a reasonable distance, taking into account the means of transport.

“Affordable” in this case, should take into account the relationship between an eventual future salary for the person who would work (more) if care services were available and the cost of the care service.

YNotFt

(Mar-May) & (Sept-Nov)

FRED (1)
Why didn't you want a full-time job?
 Prompt as necessary

- | | |
|---|--|
| 1. you are financially secure, but work because you want to | 4. you have domestic commitments which prevent you working full-time |
| 2. you earn enough working part time | 5. you feel that there are insufficient childcare facilities available |
| 3. you want to spend more time with your family | 6. you have another reason |

General

The aim of this question is to find out the *original* reason why a respondent made the choice between full-time and part-time work.

Guidance

For example, a respondent might have taken part-time work because they were looking after a sick relative. Subsequently, the relative may have died, but the respondent continued to work part-time because they were now financially secure. In this case, the original reason for not wanting to work part-time was due to domestic commitments, and they should be coded 4.

YPTCIA

(Mar-May) & (Sept-Nov)

```
FRED (1)
Ask or record
May I just check,
is the main reason because you were...
Code first that applies

1. Looking after children?
2. Looking after an incapacitated adult?
3. Or some other reason?
```

General

This question explores in more depth why someone may not want a full time job. This will be a permanent addition to the LFS.

It applies if respondents report that the reasons why there did not want a full time job are because they want to spend more time with their family, have domestic commitments which prevent them from working full time or some other reason i.e. **YNOTFT** = 3 or 4 or 6.

This question requires you to code the first reason that applies.

Guidance

This question refers to **any** child or adult the respondent may be looking after.

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6.10 Permanence of Employment

JobTyp

```
FRED (1)
Leaving aside your own personal intentions and circumstances,
was your job...
Running prompt

1. a permanent job
2. or was there some way that it was not permanent?
```

General

This question applies to people who are (or were) employees or are employees as part of a New Deal scheme. Since the concept of what constitutes a permanent job is often misunderstood, it is important that you always stress the preamble to the question.

Guidance

Permanent

Permanency relates to *the job itself* rather than to the individual who does the job. It is often difficult, however, for respondents to divorce their own personal circumstances from the actual job. Someone who is being made redundant, retiring, going on maternity leave, or taking up another job may not regard their job as permanent. Their *personal intentions and situations*, however, *are not relevant* to determining whether the job is permanent or not. If their conditions of employment are permanent, they should still be coded as a 'permanent job' (code 1) at **JOBTYP**.

Short-term contracts

Respondents who have a contract to do their job, which may be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of a permanent nature.

JobTmp

FRED (1)
In what way was the job NOT permanent - was it...
 Running prompt
 ⓘ If respondent says retired you should go back to the previous question (JobTyp) and stress the first clause

1.seasonal work,	5. or was there some other way that
2.done under contract for a fixed	it was not permanent?
period or for a fixed task,	
3.agency temping,	
4.casual type of work,	

General

Those who regard their job as not permanent are asked to specify in what way it is not permanent. If, at this stage, the respondent volunteers an answer relating to his or her personal circumstances you should return to the previous question (JOB TYP) and stress the first clause again.

Terms such as ‘temporary’, ‘seasonal’, ‘casual’, etc. have not been defined and you should accept the respondent’s answer. If the respondent is unsure about the exact nature of their work, you should advise them to choose the category that they think best describes the nature of their work.

WhyTmp

FRED (1)
Did you take that type of job rather than a permanent job because...
 Code first that applies

- 1.You had a contract which included a period of training?
- 2.You could not find a permanent job?
- 3.You did not want a permanent job?
4. or was there some other reason?

General

The pre-codes are in order of priority, with code 1 having the highest priority. If the respondent’s answer covers more than one category, code the first that applies.

Guidance

Code 1 includes apprentices, trainees and research assistants with work contracts of limited duration.

TemLen**(Mar-May)**

FRED (1)
How long in all, from start to finish, was your job for?

1. Less than 1 month	6. 18 months but less than 2 years
2. 1 month but less than 3 months	7. 2 years but less than 3 years
3. 3 months but less than 6 months	8. 3 years but less than 4 years
4. 6 months but less than 12 months	9. 4 years but less than 5 years
5. 12 months but less than 18 months	10. 5 years or more
	11. Time not fixed yet

General

If the respondent has difficulty in replying, you may give examples of time periods, but avoid leading.

Guidance

In some cases, the informant's job may be temporary, but an ending date may not have been agreed. In such situations, code 11 should be used.

6.11 Start of Current Employment

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ConMpY

FRED (1)
In which year did you start working continuously for your current employer?

Enter a numeric value between 1900 and 2100

GuidanceRenewed contracts

If a respondent has a contract that is renewed, for example yearly, you should take the respondent's opinion as to how long they have worked continuously for their employer.

Separate spells of employment

For employees, we are interested in continuous employment with their current employer. Any previous separate spells of work with their current employer should be ignored.

Company changed ownership

If the respondent's company or firm changed ownership, but his or her conditions of employment did not change, it should be treated as one continuous period of

employment. However, if the respondent was made redundant and then re-employed by the new owners, enter the date on which they were re-employed.

Employment agencies

People employed by employment agencies should answer with reference to the place at which they are working rather than the agency.

Secondment

An employee who has been seconded to another organisation (public or private) should be treated as having no break in employment, IF they have signed a contract that is exactly the same as their existing contract.

ConSEy

```
FRED (1)
In which year did you start working continuously as a self-employed person?
Enter a numeric value between 1900 and 2100
```

Guidance

This question is asked only at the first interview, unless the respondent has changed job.

For the self-employed, we are interested in the length of time the respondent has been continuously self-employed, even if he or she has been doing different jobs or running different businesses during that time.

ConMon

```
FRED (1)
And which month was that?

1. January                8. August
2. February              9. September
3. March                 10. October
4. April                 11. November
5. May                  12. December
6. June
7. July
```

General

This question is asked only at the first interview, unless the respondent has changed job.

6.12 How Current Job was Found

HowGet

```
FRED (1)
Did you get the work that you were doing/were away from in the week ending
Sunday the 4 through...
Code first that applies

1. replying to a job advertisement?          5. a private employment agency
2.a Job Centre/Jobmarket or                 or business?
   Training and Employment                 6. hearing from someone who
   Agency Office?                          worked there?
3.a Careers Office?                         7. a direct application?
4.a Job Club?                               8. or in some other way?
```

General

This question is asked only of those coded as employees or on a government scheme at **STAT** who have been continuously employed for less than 12 months (from the reference week). The question is concerned with how the respondent got their current job; it is *not* concerned with the methods they generally use to look for work.

TmpCon

```
Mr Fred Smith (1)
As a temporary worker,
Do you have a contract with an employment agency?

1. Yes
2. No
```

General

This question is asked if **HOWGET** = 5 (Got current work through private employment agency or business). If the respondent answers yes to **TMPCON** they will need to answer 2 to **TMPPAY**. There is a check in place within the questionnaire to account for this, but it will only work in the winter quarter because **TMPPAY** only occurs in winter.

Guidance

Those respondents who work directly for the temporary employment agency and are not performing any work for and under the supervision of another organisation should be coded 2 'No'.

TmpPay

(Dec-Feb)

```
FRED (1)
Were you being paid for that work...
Running prompt

1.by the people you actually did it for
2.or by the private employment agency or business?
```

General

This question is asked only of people who got their job through a private employment agency or business (Code 5 at the previous question).

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6.13 Redundancy

This section asks about respondents who have been made redundant from a job during the three months before interview.

RedPaid

```
FRED (1)
Have you left any paid job in the last three months?

1.Yes
2.No
```

General

This will apply to any respondent who has started a job in the three months before interview and is still working in that job.

RedYLft

FRED (1)	
Could you tell me the reason you left your last job?	
Prompt as necessary	
1.You were dismissed	reasons
2.You were made redundant or took voluntary redundancy	6. You took early retirement
3.It was a temporary job which came to an end	7. You retired (at or after statutory retirement age)
4.You resigned	8. You gave up work for family or personal reasons
5.You gave up work for health	9. You left for some other reason

General

Those who left a job more than three months but less than eight years ago are a group of particular interest to European statisticians (Eurostat). This particular group will be asked this question but none of the other redundancy questions.

This question applies to:

- anyone who has left a job in the last eight years (and who is not now working)
- anyone who has left a job in the last three months, irrespective of whether they are now working, unemployed, or economically inactive.

Guidance

Self-employed

Although some self-employed respondents may distinguish between temporary employment and work conducted under a fixed term contract, for the purposes of the LFS both are classed as non-permanent and should therefore be coded 3.

Although codes 1, 2 and 4 should apply only to respondents who were employees in their last job, if a respondent who was self-employed answers to one of these categories, accept their answer.

Retirement

If a respondent took early retirement because of *illness or incapacity*, they should be coded 5 (Health reasons). Those who took early retirement for other reasons should be coded 6.

If a respondent retired at (or after) the statutory age for their job, then they should be coded 7 (retired).

Family responsibilities

Those who gave up work because of family responsibilities (including pregnancy) should be coded 8 (Family or personal reasons).

Education

Those who left their last job to return to full-time education should be coded 9 (left for some other reason).

RedYRs

Mr Fred Smith (1)

Ask or record

May I just check,
is the main reason you left because you were...

- 1- Looking after children or an adult in need of care
- 2- Some other personal or family reason?

General

This question is asked if REDYLFT = 8 (gave up work for family or personal reasons) or 9 (left last job for some other reason).

Guidance

Respondents on maternity leave are still considered employees and should not be asked this question – they should be coded ‘yes’ at JBAWAY.

RedAny

FRED (1)

Have you been made redundant from any other job in the last 3 months?

1. Yes
2. No

General

This question applies to all respondents who left their last job for any reason other than redundancy. It is designed to identify those who have been made redundant from any other job in the previous three months.

RedStat

```
FRED (1)
In that job, were you...
Running prompt

1. working as an employee
2. or were you self-employed?
```

Guidance

Use the same guidelines as before for determining employment status.

RedClos

```
FRED (1)
Did you leave because your employer was...
Code first that applies

1.closing down?
2.or cutting back on staff?
3.or for some other reason?
```

RedP

```
FRED (1)
Did you receive...
Code all that apply

1.redundancy pay?
2.pay in lieu of notice?
3.or some other kind of payment?
4.No payment

Enter at most 3 values
```

General

Note that because a respondent can receive more than one type of payment when made redundant this is a 'CODE ALL THAT APPLY'. A respondent cannot be coded 4 with any other code.

Guidance

You may encounter respondents who are unaware of the composition of the payment received from their employer when they are made redundant. The following may be of some assistance when coding this question.

Redundancy pay

Redundancy pay is a payment received by staff as compensation when their current job has ceased to exist and it is not possible to re-deploy them within the company. The amount paid reflects the time spent in (uninterrupted) employment with their employer. Redundancy payments are quite often the result of a great deal of negotiation with unions, staff associations and other labour organisations.

If redundancy pay has been received, it is likely to be the largest component of payment (as it is based on the total period of employment, usually above a threshold level); it is likely to be much larger than the payment usually received as a wage or salary.

Payment in lieu

Payment in lieu of notice arises when an employer does not wish to retain the services of the employee for the usual period between tendering their notice (or their dismissal) and the termination date of their employment. The level of this payment will reflect the duration of the period that an employee would normally have been required to work.

Payment in lieu is likely to be of the same order of magnitude as the employee's normal pay, even though it may also contain other payments (for holiday entitlement not taken).

Entitlements

On leaving employment, an employee who had accrued, but had not taken, several of days' leave may receive money from their employer as settlement. We would *not* be interested in this, as the money received forms part of their normal remuneration package. This payment should *not* be recorded as code 3 at REDP.

Ex-gratia payments

Companies may make ex-gratia payments for a wide range of reasons. For example, if on leaving employment, an employee received a payment for annual leave which had *not yet accrued* (and to which the employee would *not*, therefore, be entitled), this *would* be recorded as code 3 at **REDP**.

The following questions relate to the job the respondent was made redundant from.

RedInd

FRED (1)
Was the job you were made redundant from in the industry?

1. Yes
2. No

RedOcc

FRED (1)
And was your occupation in that job (a/an)?

1. Yes
2. No

General

Respondents who obtained a job (irrespective of whether they are still in that job) after they were made redundant are asked **RedInd** and **RedOcc**. The questions are designed to identify those who have changed their industry and/or occupation since being made redundant. The spaces will be filled by the industry and occupation title from their main job (for those in employment) or their last job (for those who are not now in employment but who have had a job since they were made redundant).

RedSupv

FRED (1)
In your job do you have formal responsibility for supervising the work of other employees?

1 Yes
2 No

General

This question applies to employees.

RedMnge

FRED (1)

Ask or record

Did you have any managerial duties?

1. Manager
2. Foreman/supervisor
3. Not manager/supervisor

General

This question applies to employees.

RdMpno2

FRED (1)

How many people worked for your employer at the place where you worked?

- | | |
|----------------------------|--------------------------------------|
| 1. 1-10 | 7. 250-499 |
| 2. 11-19 | 8. Don't know but between 50 and 499 |
| 3. 20-24 | 9. Don't know but 500 and over |
| 4. Don't know but under 25 | |
| 5. 25-49 | |
| 6. 50-249 | |

General

This question applies to employees.

Redsolo

FRED (1)

Ask or record

Were you working on your own or did you have employees?

1. On own/with partner(s) but no employees
2. With employees

General

This question is asked only of those coded as self-employed i.e. STAT coded 2.

Guidance

Note that self-employed people who use *only* other self-employed people in the business they run (e.g. builders) should be coded 1.

RedMpn2

FRED (1)	
How many people did you employ at the place where you worked?	
1. 1-10	7. 250-499
2. 11-19	8. Don't know but between 50 and 499
3. 20-24	9. Don't know but 500 and over
4. Don't know but under 25	
5. 25-49	
6. 50-249	

General

This question applies to the self employed.

RdIndD

FRED (1)
What did the firm/organisation you worked for mainly make or do at the place where you were made redundant?
Describe fully - probe manufacturing or processing or distribution etc. and main goods produced, materials used, wholesale or retail etc.

General

The instructions at **INDD** also apply here.

RdIndT

FRED (1)
Enter a title for the industry

General

The instructions at **INDT** also apply here.

RdOccT

FRED (1)
What was your main job at the time?
Enter job title

General

The instructions at **OCCT** also apply here.

RdOccD

FRED (1)
What did you mainly do in your job?
Check special qualifications/training needed to do the job

General

The instructions at **OCCD** also apply here.

7 HOMEWORKERS (MAIN JOB)

Home

```
FRED (1)
Ask (or record - if already knows code 4 applies)

In your main job
Do you work mainly...
Running Prompt

1.in your own home
2.in the same grounds or buildings as your home
3.in different places using home as a base
4.or somewhere quite separate from home?
```

Guidance

Working in two places

If a respondent works both at home and elsewhere, they should decide which one they regard as their main place of work.

Employees

For employees, 'working at home' requires a *formal working arrangement* between the employee and the employer. 'Working at home' does *not* cover cases where employees simply carry out tasks at home because of personal interest or pressure of time, when they might equally have been performed at their place of work.

Working mainly at home

Where the respondent works *mainly at home*, some part of the living accommodation is often set aside for the purpose of work. This includes people who work for their own company. Use **code 1**.

Separate unit attached or adjacent to the home; tied accommodation

Where the place of work is a *separate unit attached* to the respondent's home (e.g. a doctor's surgery), **code 2**. This would also apply to farmers who work in fields or buildings adjacent to their home. This code also includes tied accommodation and accommodation with business premises attached. Merely residing near or next to your place of work would not be sufficient to qualify for this code.

Where rented accommodation happens to be physically attached to the respondent's place of employment, but there is *no relationship* between their employment and their tenancy, use **code 4**. For example, a shop manager who *happens* to rent the flat above the shop where he works would be coded 4 at this question, but one where the flat went with the job would be coded 2.

Home base

Self-employed people (e.g. builders) who use their home as a base (e.g. as an office) but mainly work elsewhere should use **code 3**. Mobile workers (e.g. mobile

hairdressers), who use their home as a base and travel to people's homes or other locations to do their job should also use this code.

Work elsewhere

For the majority of people, the place of work is in a separate location from the respondent's home, and they should use code 4.

EvHm98

(Mar-May)

```
FRED (1)
Ask or record
Do you ever do any paid or unpaid work at home for your (main) job?

1.Yes
2.No
```

General

Let the respondent decide whether they ever do paid or unpaid work at home. Do not apply any definition of what constitutes 'paid or unpaid work'.

HomeD

(Mar-May)

```
FRED (1)
Ask or record
(In your main job) have you spent at least one full day in the seven days ending
Sunday the 4 working...
Running prompt - Code all that apply

1.in your own home
2.in the same grounds or buildings as your home
3.in different places using home as a base?
4.or somewhere quite separate from home

Enter at most 3 values
```

General

This question is asked in order to identify those people who work at home occasionally, although their main place of work may not be their home.

Guidance

A full day is defined as a full working day *for that respondent*. Thus, if the respondent normally works only four hours a day, a full day for them would be four hours.

An accumulation of hours throughout the week does not constitute a full day.

TeleQA**(Mar-May)**

FRED (1)
Do you use both a telephone and a computer to carry out your work at home?

1. Yes
2. No

Guidance

To be coded 1 (Yes), the respondent must use *both* a telephone and a computer in their work at home, although they do not have to use them at the same time.

TeleQB**(Mar-May)**

FRED (1)
Would it be possible to work at home (or use home as a base) without using both a telephone and a computer?

1. Yes
2. No

General

TELEQA and **TELEQB** are asked to establish whether the use of *both* a telephone and a computer are *essential* for the work performed at home. Some respondents may use them together (e.g. for telephone canvassing using a computerised database), while others may use them independently. To be coded 1 (Yes) at **TELEQB**, respondents have to be able to carry out their work without the use of either a telephone or a computer.

AtFrom**(Mar-May)**

FRED (1)
Ask or record
Do you work...
Running prompt

1. for your family business,
2. for an outside firm or organisation,
3. or on your own account?

General

This question is asked only of those who work mainly at home or use their home as a base.

SmeSit

(Mar-May)

```
FRED (1)
Ask or record
Do you...
Running prompt

1.own or rent a business
2.have a live in job
3.or have accommodation provided by your employer?
```

General

This question is only asked of respondents who work in the same grounds or buildings as their home. Its purpose is to identify cases where there is a direct relationship between the accommodation and the job of a respondent.

Guidance

Live-in

A nanny who has a small room or is able to use rooms belonging to the employer would be an example of a live-in job (**code 2**).

Accommodation provided by the employer

This would encompass self-contained living quarters or separate accommodation, e.g. tied cottages or self-contained flat (**code 3**)

Family business

People working for a family business who live in the same premises as the business (e.g. a farming family) should be **coded 3**, because their accommodation is provided by the employer.

8 TRAVEL TO WORK

WkTown

FRED (1)
Ask or record
Which city, town or village is your place of work in?

Take nearest, in London try to get name of area
(e.g. place within borough, not just the borough)
If working overseas enter 'abroad' and enter the country at the next question

General

We are interested in collecting information about labour mobility and the distance people travel to work. This involves finding out where respondents work.

Guidance

For those who do not work at home, it is important to try to obtain the location of their place of work as accurately as possible.

- | | |
|------------------|--|
| Outside London | The actual name of the city, town or village should suffice. |
| Within London | Establish the name of the borough where the respondent works.
If all else fails, try to get the nearest British Rail station. |
| Northern Ireland | Enter "Northern Ireland", <i>not</i> the name of a town or city within Northern Ireland. |
| Abroad | If the person works abroad, enter 'Abroad' here and note the country at WKCTY. |

Special Places

The Isle of Man, the Channel Islands and off-shore oil rigs are *all* considered to be "Abroad".

WkCty

FRED (1)
Ask or record
And which county/city is that in?
If abroad then enter the name of the country

General

This is an ASK OR RECORD question. Record without asking *only* if you have definitely established the county or city at the previous question. You *must never* assume that you know what county/city a particular place is in.

Guidance

If the person works abroad, enter the country name.

Northern Ireland

Enter "Northern Ireland".

Special Places

For the Channel Islands, enter the name of the island, if known. Otherwise, enter "Channel Islands".

For offshore oil rigs, enter "Oil Rigs".

WkPI99

FRED (1)
Press <space bar> to enter the coding frame
① If there is more than one code for the place, enter the first listed code
Enter a numeric value between 1 and 999997

General

By pressing the space bar, you will enter the coding frame to code **WkTown**. The operation of the coding frame is explained on page 3-52.

Guidance

Codes are automatically entered when you leave the coding frame. If you chose "Abroad", code 999997 will be entered.

WkAbrc

```
FRED (1)
Press <space bar> to enter the coding frame

Enter a numeric value between 1 and 135
```

General

If you entered code 999997 (Abroad) at **WkPI99**, you will be asked to enter the code for the place abroad where the respondent works. Codes are entered automatically, based on the text that you entered at WkCty.

DRIVL

```
Do you hold a current driving licence valid in the UK to drive either a car,
motorcycle, scooter or moped?

1. Yes
2. No
```

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc).

DRFP

```
Is it for a full or provisional licence?

Take highest licence only

1. Full Licence
2. Provisional licence
```

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), and if DRIVL = Yes.

DLTyp

Fred (1)
Is it for a car, a motorcycle, or both, or is it for a car with appropriate adaptations?
Prompt as necessary

1. Car (manual)
2. Car (automatic only)
3. Both Car and Motorcycle
4. Motorcycle
5. Car with appropriate adaptations
6. Moped (only)

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), and if DRIVL = Yes.

TRLEAVE

Fred (1)
Ask or record
Was part of the reason for leaving your last job due to problems with transport?

1. Yes
2. No

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), of those respondents who have been unemployed less than 4 months.

TREFEMP

Fred (1)
Have you turned down a job in the past 12 months due to problems with transport?

1. Yes
2. No

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), of those respondents who have been unemployed for less than 4 months who are of working age, or working, or those asked TrLeave and who did not say 'yes'.

TREFT

Fred (1)

Ask or record

What sort of transport difficulties were these?

Prompt as necessary - Code all that apply

1. Too Far
2. Do not have a car
3. Unable to drive
4. Cost of petrol
5. Lack of parking facilities"
6. Traffic congestion/roadworks
7. Inadequate public transport
8. Cost of using public transport
9. Personal physical difficulties/disability
10. Personal safety concerns
11. other

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), to those who responded 'yes' to TREFEMP or TRLEAVE.

TDIFEMP

Fred(1)

Do you have any problems with transport now which would stop you from taking a job?

1. Yes
2. No

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), to those of working age and not currently working.

TRDSAME

Fred(1)

Are these problems the same as you mentioned before?

1. Yes
2. No

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), to those respondents who have answered positively at TREFEMP or TRLEAVE and have responded positively at TDIFEMP.

TDIFT

```

Fred (1)
Ask or record
What sort of transport difficulties are these?
Prompt as necessary - Code all that apply

1. Too Far
2. Does not have a car
3. Unable to drive
4. Cost of petrol
5. Lack of parking facilities"
6. Traffic congestion/roadworks
7. Inadequate public transport
8. Cost of using public transport
9. Personal physical difficulties/disability
10. Personal safety concerns
11. other

```

General

This is asked in Wave 1 and Wave 5 (every 3 years – 2006, 2009 etc), to those who answered negatively at TRDSAME or responded positively to TDIFEMP and were not asked (or responded negatively to) TREFEMP and TRLEAVE.

This section does *not* apply to the enhanced sample.

TrvTme

(Sept-Nov)

```

FRED (1)
How long in total does it take you to travel from home to work?
Enter time in minutes.
If work abroad enter 0.
180 minutes or more = 180.

Enter a numeric value between 0 and 180.

```

General

This question is asked of all waves every Autumn, and, in addition, of Waves 1 and 5 only each quarter, every 3 years (2006, 2009 etc), where respondents have said they work somewhere separate from their home.

Time should be recorded in *minutes*. Travel time over three hours should be recorded as 180.

Guidance

Errands on the way to work

Disregard the time it takes to carry out regular errands, such as dropping the children off at school, on the way to work.

Mobile workers

Mobile workers (e.g. mobile mechanics) who use their home as a base should NOT be routed to this question. Return to **HOME** and code correctly

Work in several locations

If a person does not work in a single place but has a central depot or office, you should take their *usual* travel time from their home to the central location.

Estimates

If a respondent is unable to give a time, ask them to estimate how long it usually takes them to travel to work. If the respondent says their travel time varies greatly, ask them to give you an estimate based on an average over the last four weeks.

Working abroad

We are not really interested in the time it takes people to travel abroad: enter 0 at **TrvTime**.

Two residences

A respondent might have two residences: one used during the week, from which they travel to work, and the other used at the weekend. The time it takes to travel to work should be from their *main* residence to their place of work. If the respondent is sampled at the address that is *not* the main residence, they should not, of course, be interviewed.

TrvMth

(Sept-Nov)

```
FRED (1)
How do you usually travel to work?
Code main method only
① If work abroad code 9

1. car/van/minibus/works van          7. underground train/light
2. motorbike/moped/scooter            railway/tram
3. bicycle                             8. walk
4. bus/coach/private bus              9. other way of travelling
5. taxi
6. railway train
```

General

This question is asked of all waves every Autumn, and, in addition, of Waves 1 and 5 only each quarter, every 3 years (2006, 2009 etc).

Guidance

Railway train

Code 6 should be used for any franchised or privatised rail operator.

Underground/light railway/tram

Code 7 should be used for:

- the London Underground;
- the Docklands Light Railway (London);
- the Tyne and Wear Metro (Newcastle);
- the Strathclyde system (Glasgow);
- The Manchester tram system (Metro Link);
- the Sheffield tram system;
- other light railway systems.

Several methods of travel

If a respondent uses a combination of methods to get to work each day, the *main* method is the one that takes them the greatest *distance*, irrespective of the time each method takes. For example, if someone travels by Underground for 10 minutes and by foot for 15 minutes, you should establish which method takes them the greatest *distance* and code accordingly.

Varied methods of travel

If a respondent varies their method of travel to work, they should be asked for the method they use *most often*. If this is a problem, ask them for the main method used over the past four weeks.

Work in several locations, central base

Where respondents have a central depot or office but work in different places, code the mode of transport used to travel from their *home to the central location*.

Work in several locations, home base

Where respondents use home as a base but work in different places, code the mode of transport the respondent uses to travel between their *home and their other places* of work.

Working abroad

Respondents working abroad should be coded 9.

TrvDrv**(Sept-Nov)**

```
FRED (1)
Do you travel...
Running prompt

1.as a driver,
2.as a passenger,
3.sometimes as a passenger, sometimes as a driver?
```

General

This question is asked of all waves every Autumn, and, in addition, of Waves 1 and 5 only each quarter, every 3 years (2006, 2009 etc).

Guidance

You should code how respondent *usually* travels to work by car.

Use Code 3 only if the respondent is part of a *car-sharing group* and spends equal time being a driver and a passenger.

9 SICK ABSENCE

ActWkDy

Richard(1)	Help<F9>
In the week ending Sunday the [n], on which days were you scheduled to work? (i.e. on which days did your employer ask and expect you to work?)	
Record all days that apply	
1. Monday	6. Saturday
2. Tuesday	7. Sunday
3. Wednesday	8. Not working at all
4. Thursday	9. Scheduled working days not relevant
5. Friday	
Enter at most 7 values	

General

This question applies to people who are working, including New Deal working options and the self-employed.

Guidance

This question asks about the days when the respondent was scheduled to work in the reference week. Please interpret this in terms of the respondent's *main* job. By "scheduled to work", we mean days when the employer had asked and expected the employee to work. If the respondent was on annual or maternity leave, they were *not* scheduled to work.

If the respondent was sick during the reference week, probe and record which days they would have been scheduled to work if they had not been sick.

No scheduled work

Some people, particularly self-employed people, may say that they have no regularly scheduled days of work. Try to explain that we are interested in the days in the reference week on which they intended to work and on which they were expected to work. If they were ill on any of those days, record the days. If the respondent insists that he/she cannot answer the question because of the way they work, enter code 9 (Scheduled working days not relevant).

Shiftwork

Where a shift spans two days, record *both* days as working days.

IIIWk

```
Richard(1)
In that week, did you have any days off work because you were sick or injured?

1. Yes
2. No
```

Guidance

We are only interested in *working* days on which the respondent was too ill to work. If the respondent was only ill on a non-working day, enter “No”.

Part-days ill

If a respondent was ill for at least a half day, consider this to be a day off work.

IIIDays

```
Richard(1)
Which days were they?
Code all that apply

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday

Enter at most 7 values
```

General

This question applies if IIIWk =Yes

Guidance

We are only interested in recording *working* days on which the respondent was too ill to work. You may only enter days on which the respondent was scheduled to work.

Shiftwork

Where a respondent was unable to work a shift due to illness or injury and that shift spanned two days, record *both* days.

10 HOURS WORKED IN MAIN JOB

10.1 Usual Hours Worked

EverOT

```
FRED (1)
Do you ever do any work which you would regard as paid or unpaid overtime?

1. Yes
2. No
```

General

This question is designed to filter out people who cannot identify some of their hours worked as overtime so that they are not asked subsequent questions. It is, however, likely that some people will answer 'Yes' at this question and then answer 'none' at the following overtime questions. This is acceptable.

Although accurate information on hours of work is difficult to collect, we want respondents to think hard and do their best to provide correct information.

Hours of work are likely to change over the three (or six) month period since the last interview. We, therefore, feel that this should *not* be asked as a check question: this might lead informants to supply the same information as at the previous wave. However, it is important to check with respondents where differences occur between waves, particularly when these differences are substantial.

Guidance

Definitions

'Ever' means whatever the respondent takes it to mean. If the respondent is unable to answer, refer to the last four weeks (as in the questions below).

The words '...which you would regard...' are an important part of this question, as we are specifically interested in whether respondents, themselves, consider that they do any overtime, *not* whether the employer would officially class it as overtime.

Self-employed

In the case of respondents who are self-employed some say non-productive time, e.g. bookkeeping, is paid and some say it is unpaid overtime. You must accept whatever the respondent regards the overtime as.

TotUs1



Help<F9>
FRED (1) How many hours per week do you usually work in your (main) job/business - please exclude meal breaks? 97 hours or more = 97 Don't know or refusal = 99 Enter a numeric value between 0.00 and 99.00

General

This question is only asked if the respondent *never* does any paid or unpaid overtime.

Hours of work should be recorded to the nearest 15 minutes, e.g. 36 hrs 30 mins would be recorded as 36.5.

Meal breaks should always be *excluded* from the total, regardless of whether they are paid.

Guidance

Unusual work patterns

If the work pattern is not based on a week, get an average over the last four weeks.

Illness

If the respondent has been off sick for a long period take the usual hours worked before going sick.

New Job

If a person has started a new job in the reference week, the usual hours should relate to what the person expects them to be in the future.

Teachers

For teachers you should accept the answer given, which may very well be more than the normal 27 to 28 hours.

Trainees

For apprentices, trainees and other people in vocational training exclude any time spent in school or other special training centres outside their workplace.

Self-employed

Self-employed people often find it difficult to give precise figures. It is important, however, that we have information about their hours worked to compare these with the hours worked by employees. If necessary, encourage them to work things through on a daily basis and get as accurate a figure as possible.

Respondents working 'on-call'

If someone states at the hours questions that they usually work 24 hours a day because they are 'on-call', probe for the average number of hours *actually* worked. Identify the number of hours *actually* worked over the last four weeks and use the average of these to obtain a weekly total for usual hours. For example, where a respondent was on-call all night, but was only called out to work for two hours, the actual working hours for that night would be two hours. However if on duty (like a warden) and they have to be up and about then count all hours on shift as paid work.

Usual hours check

Although the informant's opinion is accepted at FtPtWk (whether informant works full or part-time), a Blaise check has been written into the questionnaire to ensure that informants who say they work full or part-time work state a 'sensible' number of hours. The check will only appear if:

The informant states that they work full-time at FtPtWk but work less than 16 hours a week.

The informant states that they work part-time at FtPtWk but work more than 40 hours a week.

If the check appears, check with the informant that you have recorded their *usual* hours and not included over-time, holiday/leave, etc. If the number of hours is correct, you will have to go back to FtPtWk and change it accordingly. If a respondent is a part time worker but because of leave cover etc. their hours for a while exceed their usual, code what she or he usually does at TotUs1 as a part time worker. The extra hours are coded in the ActHr section under paid overtime (ActPOt).

UsuHr



Help<F9>
FRED (1) Thinking of your (main) job/business, how many hours per week do you usually work - please exclude mealbreaks and overtime?
97 hours or more = 97 Don't know or refusal = 99
Enter a numeric value between 0.00 and 99.00

General

This question is only asked if the respondent answered "Yes" at EverOT.

POtHr

```
FRED (1)
How many hours paid overtime do you usually work per week?

97 hours or more = 97
Don't know or refusal = 99

Enter a numeric value between 0.00 and 99.00
```

General

This question is only asked if the respondent answered “Yes” at EverOT.

Guidance

Include overtime hours only.

Work at home

Include hours worked at home, if paid.

Flexitime

When an employee works on some kind of flexitime system, paid overtime should be registered only if no compensatory time off is taken.

Irregular overtime

Where overtime is worked on a seasonal or irregular basis and the respondent has difficulty in providing a ‘usual’ figure, take the average over the last four weeks.

UOtHr

```
FRED (1)
How many hours unpaid overtime do you usually work per week?

97 hours or more = 97
Don't know or refusal = 99

Enter number between 0.00 and 99.00
```

General

This question is only asked if the respondent answered “Yes” at EverOT.

Guidance

Include overtime hours only.

Work at home

Include unpaid work at home, e.g. teachers preparing lessons.

TotUs2



```
FRED (1)
Check total usual hours = 45.75 with respondent and enter agreed total

① If total is not 45.75 check that
Usual hours (basic) = 40.00
Usual paid overtime = 5.50
Usual unpaid overtime = 0.25
97 hours or more = 97
Don't know or refusal = 99

Enter numeric value between 0.00 and 99.00
```

Guidance

The sum of the basic, paid overtime hours and unpaid overtime hours will be calculated by the computer, and the total figure will be displayed. Check this total with the respondent and, if he or she agrees that it is correct, record the number of total usual weekly hours. If the total figure is incorrect, check the basic hours, paid overtime, and unpaid overtime hours with the respondent. Amend as necessary and re-check the total amount.

10.2 Actual Hours Worked

TotAc1



```
FRED (1)
Thinking now about the seven days ending Sunday the 4, how many hours did
you actually work in your (main) job/business - please exclude mealbreaks?

97 or more = 97
Don't know or refusal = 99

Enter a numeric value between 0.00 and 99.00
```

Help<F9>

General

This question is only asked if the respondent *never* does any paid or unpaid overtime.

The question asks for the respondent's total hours worked in the reference week, *excluding* mealbreaks. Be sure not to include any days in the reference week taken off sick.

ActHr



Help<F9>
FRED (1) Thinking now about the seven days ending Sunday the 4, how many hours did you actually work in your (main) job/business - please exclude mealbreaks and overtime? 97 hours or more = 97 Don't know or refusal = 99 Enter a numeric value between 0.00 and 99.00

General

This question is only asked if the respondent answered "Yes" at EverOT.

Guidance

The same general rules apply to this question as for the usual overtime hours.

ActPOt



FRED (1) How many hours paid overtime did you actually work in the week ending Sunday the 4? 97 hours or more = 97 Don't know or refusal = 99 Enter a numeric value between 0.00 and 99.00
--

General

This question is only asked if the respondent answered "Yes" at EverOT.

Guidance

The same general rules apply to this question as for the usual overtime hours. Record the actual hours of paid overtime worked in the reference week, even if the respondent feels the week was not typical of his or her normal working hours.

It is quite likely that a respondent will have done no paid overtime during the reference week. Therefore, a value of 0.0 at this question is quite acceptable.

ActUOt



```
FRED (1)
How many hours unpaid overtime did you actually work in the week ending
Sunday the 4?

97 hours or more = 97
Don't know or refusal = 99

Enter a numeric value between 0.00 and 99.00
```

General

This question is only asked if the respondent answered “Yes” at EverOT.

Guidance

The same general rules apply to this question as for the usual overtime hours.

Record the actual hours of unpaid overtime worked in the reference week, even if the respondent feels the week was not typical of his or her normal working hours.

It is quite likely that a respondent will have done no unpaid overtime during the reference week. Therefore, a value of 0.0 at this question is quite acceptable.

TotAc2



```
FRED (1)
Check total actual hours = 48.50 with respondent and enter agreed total

If total is not 48.50 check that
Actual hours (basic) = 44.25
Actual paid overtime = 4.00
Actual unpaid overtime = 0.25
97 hours or more = 97
Don't know or refusal = 99

Enter a numeric value between 0.00 and 99.00
```

General

This question is only asked if the respondent answered “Yes” at EverOT.

The calculated total should be checked with the respondent and any discrepancies probed, as with the total usual hours described above.

10.3 Reason for Variation from Usual Hours

YLess

FRED (1)

Ask or record

What was the main reason that you did fewer hours than usual/were away from work in the week ending Sunday the 4?

- | | |
|--|---|
| 1. Number of hours worked/overtime varies | 9. Laid off/short time/work interrupted by bad weather |
| 2. Bank holiday | 10. Laid off/short time/work interrupted by labour dispute at own workplace |
| 3. Maternity or paternity leave | 11. Laid off/short time/work interrupted by economic and other causes |
| 4. Other leave/holiday | 12. Other personal/family reasons |
| 5. Sick or injured | 13. Other reasons |
| 6. Attending a training course away from own workplace | |
| 7. Started new job/changed jobs | |
| 8. Ended job and did not start new one that week | |

General

This question is asked of those whose *actual* hours in the reference week are less than their *usual* hours. This includes those who did no hours in the reference week because they were away from their job or business (i.e. **JBAWAY** coded 'Yes').

Guidance

Multiple reasons

Code only one reason. If the respondent gives more than one reason, code the one that explains the *greatest number of hours* away from work.

Maternity/Paternity leave

Only respondents who were on the period of maternity leave allowable by law should be included here. Adoption leave should be included here as well since the terms/rights are the same as given for maternity leave. Any other leave taken for reasons of childbearing or child-rearing is coded 13.

Attending a training course

Respondents who were undergoing education or training *outside* their workplace should be **coded 6**. Respondents on a training course *inside* their workplace should be **coded 13**.

Laid off/short time/work interrupted by labour dispute at own workplace

Use **code 10** only for those respondents directly involved in a labour dispute (strike) at their own workplace. This could involve being either 'called out' or 'laid off' because of a labour dispute in the respondent's own workplace.

Laid off/short time/work interrupted by economic and other causes

Use **code 11** where respondents were not working for technical or economic reasons, e.g. because there was a shortage of orders (economic reason) or because production at their work place was impeded by a shortage of material supplies (e.g. another firm couldn't supply parts). You may use this code if there was a labour dispute at a supplier, provided that the respondent was not directly involved in the dispute.

MatLve**(Mar-May)**

```

WILMA (2)
...and was your maternity leave (in the week ending Sunday 4) ...
Code one only

1. a legal entitlement (statutory maternity leave/absence)
2. or leave your employer has allowed (contractual maternity leave)?
3. don't know

```

General

This question applies to women who answered 3 (Maternity or paternity leave) at **YLess**.

Guidance

The informant's understanding of her maternity leave should be accepted.

Legal summary

Below is a brief explanation of the legal (statutory) maternity entitlement.

- All pregnant employees (including casual staff) are entitled to a 14-week period of **Statutory Maternity Leave**. This applies regardless of their length of service or hours of work.
- **Statutory Maternity Leave** may commence as early as the beginning of the 11th week before the expected week of birth (and forms part of the total 14 weeks). However, this may be longer than 14 weeks if childbirth is later than expected, and it can continue until two weeks after childbirth, no matter when it started. In addition, women working in factories or workshops are entitled to four weeks Statutory Maternity Leave after childbirth, and this can be extended in certain circumstances.

- During her maternity leave period, the employee must continue to receive all her contractual benefits except wages (i.e. she should continue to accrue holiday entitlement, and her employer should continue to pay pension contributions)
- Women who have completed a qualifying length of continuous employment are entitled to an additional period of leave - Statutory Maternity Absence. This period of leave lasts from the date Statutory Maternity Leave finishes to the 28th week after the birth and may therefore give a total of 40+ weeks' maternity leave.
- The qualifying length of continuous employment is two years for those who work at least 16 hours a week and five years for those who work between 8 and up to 16 hours a week. The qualifying period must be completed by the beginning of the 11th week before the expected week of childbirth.
- During maternity absence, there are no statutory requirements for an employee to continue to benefit from any of her normal terms and conditions of employment.
- Pregnant employees who meet qualifying conditions based on their length of service and average earnings are entitled to receive, from their employers, up to 18 weeks Statutory Maternity Pay (SMP). SMP is paid whether or not the employee intends to return to work for her employer.
- Some employers provide more generous Maternity leave terms than they are legally obliged to - this is **Contractual Maternity Leave**. For example, the employee may be allowed up to 51 weeks maternity leave. Maternity leave that extends beyond that stipulated by law (i.e. statutory) is contractual maternity leave, and informants should be coded 2.

How to code informants:

Interview *within* the Statutory Maternity Leave or Statutory Maternity Absence period

If they are interviewed during their STATUTORY maternity leave (i.e. in the first 14 weeks of maternity leave) OR during Maternity Absence (up to 28 weeks after the birth), **Code 1**.

Interview *after* the statutory period

If they are interviewed after the STATUTORY period and are still on maternity leave, they should be coded as on CONTRACTUAL maternity leave: **Code 2**.

Annual Leave

Periods of annual leave taken to extend maternity leave should *not* be included; you should go back to **YLESS** and recode this as code 4 'other leave/holiday'.

ONS Example

ONS allows women to take up to 51 weeks maternity leave.

If you were to interview an ONS informant who was in her 7th week of maternity leave, she would still be on STATUTORY MATERNITY LEAVE and should be **coded 1**.

If you interviewed her 20 weeks after the baby was born, and she had worked full-time at ONS for over two years, she would be on STATUTORY MATERNITY ABSENCE and should be **coded 1**.

If, however you interviewed her 18 weeks after the baby was born, and she had only worked at ONS for 18 months, she would be on CONTRACTUAL MATERNITY LEAVE and should be **coded 2**.

YMore

FRED (1)

Ask or record

What was the main reason you worked more hours than usual in the week ending Sunday 4?

- 1.Variable hours worked
- 2.Overtime
- 3.Other reasons

General

This question is only asked if respondents worked more hours than usual in either their first or second jobs.

VaryHr

FRED (1)

Does the total number of hours you work tend to vary from week to week?

- 1.Yes
- 2.No

General

Variation in hours may be due, for example, to the unpredictable nature of the job (particularly for the self-employed) or to shift working. It includes respondents working flexible working hours under a flexitime system, if they say their hours vary. It may also be due to the respondent working varying amounts of paid or unpaid overtime.

11 EMPLOYMENT PATTERN

This section does *not* apply to the enhanced sample.

A number of questions in this section ask respondents to give their answer in terms of “usually, sometimes or never”. If an informant is unable to answer using these categories, explain that:

- “Usually” should be thought of as work done on *at least half* of the days worked;
- “Sometimes” should be thought of as work done on *less than half* of the days worked.

ShftWk99

(Mar-May)

```
FRED (1)
Do you do shiftwork in your (main) job;
❗ For 'always' use code 1
Running prompt

1. most of the time
2. occasionally
3. or never?
```

Guidance

Definition of shiftwork

Shift work is a regular work pattern during which an firm or organisation is open and working or providing services beyond the normal working hours from 8am to 6pm on weekdays.

Shift work is a work pattern under which different groups of crews of workers succeed each other at the same work site to perform the same jobs. At the start of the shift work, the work of the previous shift is taken over and at the end of the shift, the work is handed over to the next shift. Shift work usually involves working during unsocial hours in the early morning, at night or during the weekend and the weekly rest days do not always coincide with normal rest days (i.e. weekends).

Patterns of work that simply vary to suit day-to-day needs and are *not* part of any regular schedule should not be considered to be shiftwork. Some respondents, especially on covering duties in the health sector, may not recognise that they are working as part of a larger shift pattern. You may need to probe.

Definition of time

Let respondents decide the meaning of ‘most of the time’ and ‘occasionally’. If they are unable to decide, suggest that more than 50% of the time is ‘most of the time’.

ShfTyp**(Mar-May)**

```

FRED (1)
What type of shift pattern do you work?
Prompt as necessary

1.Three-shift working
2.Continental shifts
3.Two-shift system with earlies
and lates/double day shifts
4.Sometimes night and
sometimes day shifts
5. Split shifts
6. Morning shifts
7. Evening or twilight shifts
8. Night shifts
9. Weekend shifts
10. Other type of shiftwork

```

General

This question is only asked of respondents who usually or sometimes do shiftwork.

Guidance

There are many shiftwork patterns in the UK and the names for different types of shiftwork may vary from area to area. Information about the shiftwork categories is given below.

Three-shift working

The 24-hour day is usually divided into three working periods - morning, afternoon, and night. Someone doing this kind of shiftwork will usually, but not always, do one or more weeks of mornings, followed by one or more weeks of afternoons, followed by one or more weeks of nights. **(Code 1)**

Continental shifts

Sometimes called metropolitan shifts, this is a continuous three-shift system that rotates rapidly - e.g. three mornings, followed by two afternoons, followed by two nights. There is usually a break between shift changes. **(Code 2)**

Two-shift system with earlies and lates or double day shifts

Normally two shifts of eight hours each, e.g. 0600-1400 and 1400-2200. The worker usually alternates between shifts, often weekly, but it can be at longer intervals. **(Code 3)**

Sometimes night and sometimes day shifts

It is recognised that other alternating systems of days and nights exist, apart from those referred to above. Use this code for any other pattern of working that involves working shifts both during the hours of daylight and at night. **(Code 4)**

Split shifts

These are full shifts divided into two distinct parts with a gap of several hours in-between. Often used in passenger transport, catering, and service industries, where there is a need to meet peak demands at different times of the day. **(Code 5)**

Morning shifts

If full-time, most commonly 0600-1400. Use this code only if the morning shift is the only shift worked. Use also for part time during the morning. (**Code 6**)

Evening shifts

Most commonly between 1500 and 2400 if full time. Also used for a part-time shift from 1700-2100 or from 1800-2200. Part-time evening shifts are often called twilight shifts. (**Code 7**)

Night shifts

These are full time shifts, usually between 1800 and 0600, and usually continuing after midnight. Use this code only for permanent night work. (**Code 8**)

Weekend shifts

This should be used for working during the day on Fridays, Saturdays, and Sundays (0600-1800), when there is no other work. (**Code 9**)

Other type of shiftwork

Use this only if you are satisfied that none of the other codes is applicable. (**Code 10**)

11.1 Flexible Hours**Flex9D****(Mar-May and Sept-Nov)**

<p>FRED (1) Some people have special working hours arrangements that vary daily or weekly. In your (main) job is your agreed working arrangement any of the following: Running Prompt - Code up to 3</p>	
<p>1. flexitime (flexible working hours)</p>	<p>5. a nine-day fortnight</p>
<p>2. an annualised hours contract</p>	<p>6. a four-and-a-half day week</p>
<p>3. term time working</p>	<p>7. zero hours contract</p>
<p>4. job sharing</p>	<p>8. None of these?</p>
<p>Enter at most 3 values</p>	

General

Nine-day fortnights and four-and-a-half day weeks do not apply to *PART-TIME* working. Do not read them out for those working part-time. The other arrangements may apply to part-time workers.

GuidanceCode 1*Flexitime*

Employees can vary their daily start and finish times each day. Over an accounting period (usually four weeks or a month), debit and credit hours can be carried over

into another accounting period. Variable start and finish times, by themselves, are *not* enough to be considered a flexitime system: there must also be a formal accounting period. For example, although ONS interviewers work flexible hours, they do not have a formal accounting period (they are paid for the hours they work); consequently, they do not work flexitime. **(Code 1)**

Code 2

Annualised hours

The number of hours an employee has to work is calculated over a full year. Instead of, say, 40 hours per week, employees are contracted to work 1900 hours per year (after allowing for leave and other entitlements). Longer hours are worked over certain parts of the year and shorter hours at other periods. Variations in hours are related to seasonal factors or fluctuation in demand for the company's goods or services. **(Code 2)**

Code 3

Term-time working

Some respondents work only during the school or college term. Unpaid leave is taken during the school holidays, although their pay may be spread equally over the year. **(Code 3)**

Code 4

Job-sharing

Job-sharing is a type of part-time working. A full-time job is divided between, usually, two people. The job-sharers work at different times, although there may be a changeover period. **(Code 4)**

Code 5

Nine day fortnights

This involves compressing a 5-day working week into fewer full days. It involves individual employees having one day off, every other week. The actual day off may vary so long as the employee keeps to an alternating pattern of one five-day week followed by a four-day week. A variation of this is for employees to work for nine days in a row and then have four, five or six days off. Such arrangements refer to FULL-TIME working only. **(Code 5)**

Code 6

Four-and-a-half day weeks

This typically involves the normal working week finishing early on Fridays. The short day need not necessarily be Friday, but this is the most obvious and common day. Such arrangements refer to FULL-TIME working only. **(Code 6)**

Code 7

Zero-Hours contract

This is an open-ended contract without a guarantee for a fixed number of hours, workers are called into work and report to work at a short notice only when needed. [Although the employer has no obligation to provide work, a minimum number of hours may be agreed in some cases between the employer and the worker.] On-call

workers can be scheduled to work for several days or weeks in a row but they do not have a regular schedule. This situation is different from stand-by hours when the person “on duty” is waiting for an emergency call.

It is not possible to choose option 7 (zero-hours contract) if the respondent does shiftwork (ShftWk99= 1 or 2) since shiftwork and zero-hours contract are incompatible.

Code 8

Other cases/uncertainty

In most cases a respondent who has any of these particular working hours arrangements will immediately recognise the terms and will require no further explanation. If a respondent asks what is meant by the terms, it is unlikely they have any of these working hours arrangements. Consequently, they should be **coded 8 or 9**.

LSSOTH

(Mar-May)

<p>Fred (1) Was this time off during week ending Sunday the [date] taken as part of a flexitime or annualised hour's entitlement?</p> <p>Code as appropriate for the majority of the time off - code 'yes' if exactly half</p> <p>1. Yes 2. No</p>
--

General.

This question relates to reasons for the respondent not having worked in the ref. week, although they have a job. This will be a permanent addition to the LFS.

It applies if a respondent gives reasons for working less hours at **YLESS** is coded as either 1 (number of hours worked/overtime varies), 4 (other leave/holiday), 12 (other personal/family reasons) or 13 (other reasons) AND they have entered either flexi time or annualised hours at **FLEX9D**.

11.2 Days and Times Worked

DaysPZ

(Mar-May and Sept-Nov)

```
FRED (1)
On how many (different) days per week do you usually work?

Enter a numeric value between 1 and 7
```

General

This question is asked of everyone doing shift work, except for those doing a nine-day fortnight or a 4½-day week.

Guidance

The essential point here is the number of *different* days a respondent works per week. For example, working two hours a day, Monday to Friday, would constitute 5 days. We are interested in actual days worked, i.e. if respondent works 2 different days a week but is available all 7, only record 2.

Working over two days

Some respondents may work shifts that go over two days, e.g. starting work at 6 p.m. on Friday and finishing at 6 am on Saturday. They will have worked on *two* different days.

Varying work pattern

If a respondent works a different number of days each week, record the maximum number of days worked. For example, if a respondent worked five days in one week and six days in the next, record *six* days.

UsuWrkM

(Mar-May)

```
FRED (1)
Within your regular or normal pattern of work is it usual for you to work..
Code all that apply - Individual prompt

1. during the day?
2. during the evening?
3. at night?
4. no options (listed above) apply
```

General

This question is asked if the respondent is in employment. Codes are blanked if they clearly *do* apply (given the answers at ShfTyp), and they are automatically coded in these circumstances.

Guidance

The appropriate options should be selected by the respondent, based on their interpretation of their 'regular or normal' pattern of work. The options are all independent, and respondents can choose as many options as they feel apply to them.

Evening work

If it has been a regular part of their job for respondents to work on into the evening, (whether as paid or unpaid overtime), then code 'evening'. If respondents occasionally work into the evenings, but do not feel that it has become a regular part of their job, then do not code 'evening'.

Rotating schedules

If respondents work a rotating schedule such that they 'regularly' work in the evening (or any other time period), but not more than 50% of the time (e.g. if they only work evenings on one week in three), they can still code 'evening' here.

Work pattern spans time-periods

If respondents work mainly in one time period, but their shift spans another, (e.g. working from 6 p.m. until 8am), they might consider that this involves working both at night and during the day. If a shift only 'just' crosses into another time period, you may record this as either work in a single period or both. Allow respondents to decide.

Cut-off points between night and day

You may use the following cut-off points, but only if the respondent asks for them:

- 6 p.m. between day and evening
- 11 p.m. between evening and night
- 6 a.m. between night and day

EvDay**(Mar-May)**

FRED (1)
Ask or record
Do you ever work during the daytime?

1. Yes
2. No

EvEve**(Mar-May)**

FRED (1)
Ask or record
(Do you ever work) during the evening?

1. Yes
2. No

EvNight**(Mar-May)**

FRED (1)
Ask or record
(Do you ever work) at night?

1. Yes
2. No

General

These questions are asked of respondents who do not give a positive answer to the available categories at **UsuWrkm**.

Guidance

Whereas at **UsuWrkm** we were trying to identify the *core* of their work pattern, here we are trying to establish the *limits* of their current work activities. These three questions do not try to establish whether respondents have *ever* worked during the day/evening/night. Rather, the questions attempt to establish whether, respondents *ever* work at a particular time of day, within their current pattern of work.

The guidelines given at **UsuWrkm** apply to issues of boundaries and crossovers between time periods.

WchDay**(Mar-May)**

```
FRED (1)
May I just check,
On which days do you usually work?
Code all that apply

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday
```

General

This question will only appear if the answer at **DAYSPZ** is not seven. This question seeks to find out those days which the respondent works as part of their *core* work schedule. This should be straightforward for respondents whose days do not vary from week to week.

Guidance

There are two main reasons for working days to vary from week to week: because their days are varied or because their schedules are on a rotating pattern.

Varying work: flexible pattern

In the first case, where the respondent's work pattern is flexible, code those days on which it is *usual* that they might work. If it is *not unusual* for them to work on any day between Monday to Thursday, code all of those days. If they also work on Fridays or Saturdays *occasionally*, do *not* code Friday or Saturday here.

Varying days: rotational pattern

Where respondents work to a fixed rotational schedule, code *all* the days which can form part of that schedule, even if they are only worked on one week in every three or four. Do not code days which are not *built in* to the respondent's current rotating schedule, *unless* for some reason it is currently 'usual' for them to work those days as well. Days which are *not* part of the schedule, and which are only *occasionally* worked should not be coded at **WchDay**.

Difference between WchDay and DaysPZ

The number of days coded at **WCHDAY** may not be the same as the number of days coded at **DAYSPZ**, due to the differences arising from rotating schedules and varied schedules. Indeed, if there is a difference in the numbers this information will be useful.

Shiftwork

Where a shift spans two days, record *both* days.

EvSat**(Mar-May)**

FRED (1)
Do you ever work on Saturdays?

1. Yes
2. No

EvSun**(Mar-May)**

FRED (1)
Do you ever work on Sundays?

1. Yes
2. No

General

These questions will only appear if the days have not been coded at **WchDay**.

These questions again apply to the *limits* of the respondent's current working situation. The meaning is 'In the work you currently do, do you *ever* work on Saturdays... Sundays?'

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11.3 Holiday Entitlement

This section does *not* apply to the enhanced sample.

Hols**(Sept-Nov)****MAIN** 

FRED (1)
How many days of paid holiday are you entitled to per year - please exclude public holidays?
Enter days.
97 days or more = 97 Don't know or refusal = 98.

Enter a numeric value between 0.00 and 98.00

General

This question seeks information on paid holiday as specified in the respondent's contract of employment. It is asked if respondents were in paid work during the reference week or temporarily away from a job or on an employment-type New

Deal scheme (**Wrking**=1 or **JbAway**=1 or **NewDea4**=3), and employees (**Stat**=1).

Guidance

Exclusions

For this question, exclude:

- sick leave;
- special leave for such things as jury duty;
- public holidays, e.g. bank holidays;
- maternity/paternity leave;
- flexi-leave.

Unit of Measure

The question asks for *days*. If you are given weeks, you must confirm the number of *working* days in that week. For example, if someone says that they have three weeks' paid holiday, confirm that that is 15 working days' holiday and not 21 days'. Half days should be included.

Definition of a year

Per year means over a twelve-month period. This may not be from January to December. For example, the leave year in ONS is from 1 February to the 31 January.

Earned holiday entitlement

Some respondents may say that they have to 'earn' leave before they can take it. Based on their current situation, ask them to calculate how much leave they are likely to be entitled to over a twelve-month period. For example, if an employee were entitled to one day's leave per month worked, they would be entitled to 12 days' leave per year.

Short-term contracts

Some people may have a short-term contract, which sets out a rate of pay for each hour or period worked and may offer no holiday entitlements. If they say that they have no paid holiday then accept this answer.

Term-time workers

For full-time workers who retain continuity of service over periods outside term-time or the period they are required to be at work (e.g. school secretaries or meal supervisors), the following applies:

- where their contract specifies a holiday entitlement, this should be recorded;
- where holiday entitlement is not stated in their employment contract, the periods when they are not required at work should be regarded as paid leave.

Time of in lieu

Some workers are required to work on public holidays, but they are given time off in lieu (TOIL). Do *not* count these TOIL days as part of their paid holiday entitlement.

The following questions are only asked every other year (odd years – 2005, 2007 etc).

BHoIChk

(Sept-Nov) MAIN

<p>FRED (1) Interviewer check We calculate that [English & Welsh / Scottish / Northern Irish] bank holidays apply to Fred, (based on his / her place of work being [Wrkplace]) Is this correct?</p> <p>1. Yes 2. No</p>

General

This interviewer check appears if the respondent was in paid work during the reference week, temporarily away from a job or on an employment-type New Deal scheme (**Wrking=1** or **JbAway=1** or **NewDea4=3**), and an employee (**Stat=1**). This check is needed to select the right set of holidays. It needs to be completed even for respondents who did not work on any Bank Holidays.

Guidance

This question displays the region in which the respondent's place of work is located. Press <Return>, unless you *already know* that the respondent's employer would assign Bank Holidays under a *different* system (if, for example, a Scottish firm employed someone from a local unit in England). We want to identify the holiday pattern appropriate to where the respondent *works* – irrespective of the holiday policy of the employer.

BHolCor**(Sept-Nov) MAIN**

FRED(1)

Interviewer check

Select appropriate public holiday pattern

- | | |
|---|--|
| 1. English & Welsh
(standard UK Bank Holidays) | 4. Other - public holidays not in
any UK pattern. |
| 2. Scottish
(2 days at New Year's
early/late August BHol) | 5. Don't know |
| 3. Northern Irish
(St Patrick's Day, July 12th) | |

General

This question applies to all respondents where '2' has been entered at **BHolChk**, or where their region cannot be calculated.

Guidance

You may need to check with the respondent. If the respondent cannot be matched exactly to any particular pattern (for example if they worked in different regions during the period in question), then assign them to the region that takes in all the relevant Bank Holidays (e.g. Scotland takes in all English-Welsh Bank Holidays and in addition has Early Aug and a second day at New Year's; NI takes in all English-Welsh Bank Holidays and in addition has July 12th and St. Patrick's Day). If this is not possible, select '4'.

Bank**(Sept-Nov) MAIN**

FRED(1)

Thinking about your main job, did you work on any Bank or Public Holidays during the period 1 December [last year] and 31 August [this year] (inclusive)?

1. Yes
2. No
3. Don't Know

General

This question is asked if respondents were in paid work during the reference week or temporarily away from a job or on an employment-type New Deal scheme (**Wrking=1** or **JbAway=1** or **NewDea4=3**), and employees (**Stat=1**).

Guidance

If the respondent is confident that they did not work on any Bank Holidays, then code 'No'. If they do not remember working on a Bank Holiday but cannot say for sure, code 'Don't Know'.

Local Holidays

In some parts of the UK, some "Bank holidays" are observed only locally. We are only interested in those Bank holidays that apply to the *whole* country (e.g. Scotland) within the UK where the respondent works.

BnkHol

(Sept-Nov) MAIN

FRED (1)	
On which of the following days did you work...	
Individual prompt - Code all that apply	
1. Late Aug B/Hol (Mon 29 Aug 2005)?	8. St. Patrick's Day (NI) (Thu 17 Mar 2005)?
2. Early Aug B/Hol (Scotland) (Mon 1 Aug 2005)?	9. 2 nd Day New Year's (Scotland) (Tue 4 Jan 2005)
3. July 12th (NI) (Tue 12 Jul 2005)?	10. New Year's Day (Mon 3 Jan 2005)
4. Spring B/Hol (Mon 30 May 2005)?	11. Boxing Day (Tue 28 Dec 2004)
5. May B/Hol (Mon 2 May 2005)?	12. Christmas Day (Mon 27 Dec 2004)
6. Easter Monday (Mon 28 Mar 2005)?	
7. Good Friday (Fri 25 Mar 2005)?	
Enter at most 11 values	

General

This question applies to all respondents who answered 'yes' at **Bank**, except those who were not assigned a region (i.e. except those for whom **BHoICor** was set to '4').

Guidance

Once the set of Bank Holidays has appeared, code any days that the respondent reported working, but only if the job they had *at that time* recognised that particular Bank Holiday.

Example:

- If a respondent worked for most of the period in question in Northern Ireland but has been employed since June in England, then the NI Bank Holidays should be selected at **BHoIChk** and **BHoICor** (because these will provide all the holidays needed to code the respondent's Holidays for the year).

- When the NI holidays appear at **BnkHol**, select the ones which the respondent worked whilst they were in Northern Ireland.
- Then, even if the respondent was subsequently employed in England on July 12th, and worked on that day, that day should *not* be coded, because of the fact that it was not a Bank Holiday in England. (It may be worth noting down any such 'irrelevant' days to help with following questions).
- However, if the respondent was employed in England on the August Bank Holiday, and worked on that day, that day *should* be coded, because it *is* relevant.

The client is primarily interested in the uptake of standard statutory UK bank holidays (even if they are held locally a few days either side of their national date as with Scotland). However, having local extra 'public holidays' on top of that is not what these questions are designed to pick up.

Scottish Bank Holidays

The late August Bank Holiday and the early August Bank Holiday are different in Scotland. Scotland has regional variances for these holidays and it depends on where you live in Scotland as to which dates people take these holidays.

The early August Bank Holiday in Scotland is referred to as the FAIR Holiday and may be taken in July, whilst the equivalent of the late August Bank holiday is typically taken in September and is usually referred to as the September weekend.

BnkHolF

(Sept-Nov) MAIN



```
FRED (1)
On how many of these (statutory / public) holidays did you work during the period
1 December [last year] and 31 August [this year] (inclusive)?

NUMBER 1..13
```

General

This question applies to respondents who answered 'yes' at **Bank** and were not assigned a region (i.e. those for whom **BHolCor** was set to '4').

Guidance

Code a number, based on the respondent's assessment of Statutory / Public Holidays which were relevant to their employment, regardless of whether these were UK Bank Holidays or other Public Holidays.

Example:

If the respondent worked for some of the period for a company (or in a location) in which they might expect to have French Public Holidays, count the number of French Public holidays on which they knowingly worked.

If, in addition to this, the respondent worked for another part of the period for a company in which they would expect to have UK Public Holidays then add the French days to any UK Bank Holidays on which they worked.

If the number of days cannot be identified based on the (locally) relevant holidays, code '98'.

BHPaid**(Sept-Nov) MAIN**

```
FRED (1)
Were you paid for working on (these) this day(s)
[list]?

1. Yes
2. No
3. Some of them - spontaneous only {only if holidays worked >1}
```

General

For all respondents who stated that they worked on some Bank or Public Holidays (even if the number is not given).

Guidance

Code 'yes' (or 'some of them') if any payment was received, even if it was less than usual amount.

Code 'yes' (or 'some of them'), even if payment was indirect, for example if the respondent was given (paid) time off in lieu of the Bank Holidays they worked.

BHNotA**(Sept-Nov) MAIN**

```
FRED (1)
On the Bank and Public Holidays you did not work, [list] were you paid at least
your basic rate for...

1. all of them,
2. some of them,
3. or none of them?
```

FRED (1)
Although you did not work on any Bank or Public, [list] were you paid at least your basic rate for...

1. all of them,
2. some of them,
3. or none of them?

General

This question is asked of respondents for whom *at least two available* Bank Holidays were not coded at **BnkHol**. The second version appears for those who answered 'no' to **Bank**. (i.e. who did not work on *any* Bank Holiday)

Guidance

In the majority of cases, the answer will be straightforward. Simply code the appropriate answer. Code whichever answer is *literally* true for the respondent for the day that they did not work, even if they were not in employment. However, if the respondent moved between regions, then it is possible that any Bank Holidays that were not coded at **BnkHol** because they were not *relevant*, will appear here alongside those which were not coded because they were not worked.

Example - if the respondent was:

- employed in Northern Ireland until after St. Patrick's day, and worked on all Bank Holidays up until then,
- unemployed over Easter.
- employed in England since June. Did not work on July 12th, but did work on the August Bank Holiday.

Provide an answer that is true for all the listed and *relevant* days. In the example above, July 12th is not relevant, so it does not matter whether the respondent worked that day or not. Hence the answer would be 'some of them'. If the respondent *had* worked on all the Easter Bank Holidays then the answer would be 'all of them', regardless of whether he had worked on July 12th, because the only day *not* worked would be the *irrelevant* July 12th.

BHNotB

(Sept-Nov) MAIN

FRED (1)
On the Bank / Public Holiday you did not work, [B/Hol] were you paid at least your basic rate?

1. Yes
2. No

General

This question is asked of respondents for whom just one of the available Bank Holidays was not coded at **BnkHol**.

Guidance

If the day shown here is not a 'relevant' Bank Holiday (see under **BHNOTA** above) then use <Ctrl> R.

Otherwise, code whichever answer is *literally* true for the respondent for the day that they did not work, even if they were not in employment.

BHNotC

(Sept-Nov) MAIN

```
FRED (1)
May I just check,
why were you not paid (for the others)?

1. Only receive pay for actual days worked,
2. Do not usually work on those days,
3. Had not started current job,
4. Other reason
```

General

This question is asked of respondents who were *not* paid for all (or some) of the Bank Holidays on which they did *not* work.

Guidance

Multiple reasons

More than one of these reasons could apply, especially if the respondent changed jobs or had periods without work. In this case, ask the respondent to provide the main reason or the reason that applies to most days.

- Code 1 applies where the terms of employment do not include payment for (unworked) Bank Holidays.
- Code 2 applies where the employer pays for Bank Holidays, but the respondent's normal pattern of work did not include the specific day of the week on which the Bank Holiday in question falls.
- Code 3 applies where the Bank Holiday fell during a period of unemployment (regardless of what employment came before or after).

12 TRADE UNION REPRESENTATION

This section does *not* apply to the enhanced sample.

Union

(Sept-Nov) MAIN

```
FRED (1)
Are you a member of a trade union or staff association?

1 . Yes
2 . No
```

General

This question is asked of all respondents currently in employment (or employment type schemes). It only applies to their main job.

Guidance

Include only staff associations concerned with terms of conditions of work. Works social clubs, motoring associations, or other leisure organisations should not be included.

TUPres

(Sept-Nov) MAIN

```
FRED (1)
Are any of the people at your place of work members of a trade union or staff
association?
Refer to respondent's (main) job - as a [Occupation Title]

1 . Yes
2 . No
```

General

This question is asked of employees and those on government schemes if they have answered 'no' to **Union**.

TUCov**(Sept-Nov) MAIN**

FRED (1)
Are your pay and conditions of employment directly affected by agreements between your employer and any trade union(s) or staff association(s)?

1. Yes
2. No

General

This question is asked of all respondents currently in employment (or employment type schemes).

Guidance

We are interested in whether the respondent's own pay and conditions are directly affected by agreements between their employer and trade unions.

13 SECOND JOB

Questions about a second job are only asked of people who are working (employed or self-employed) or are on a government scheme.

SecJob

```
FRED (1)
In the week ending Sunday 4 did you do any other paid work or have any other paid
job or business in addition to the one you have just told me about?

1 . Yes
2 . No
```

General

It may be necessary to remind respondents that we are interested in any other job, no matter how small or casual, so long as it was PAID.

Government scheme participants placed with an employer who provides work experience also come to this question. Previously they have been asked about their work experience on the scheme; here they are asked about any other paid work they have (apart from their scheme experience).

Guidance

More than one 2nd job

If the respondent had more than one second job, the following questions should refer to the one he or she considers to be the *main* second job. If both are considered equal, ask about the one in which *most hours* were worked last week. You must make it clear to the respondent which second job you are interested in before you continue. If the respondent has two jobs paid by one employer this should be treated as two jobs, not one. You should probe to find out which is the main job and which is regarded as the second job.

Changed jobs within week

Some respondents may have had two jobs in the reference week because they changed jobs that week. They should be coded 'Yes', and they will be identified at the next question.

Did no work in second job

If the respondent has a second job but did not do any work in that job in the reference week, the respondent should still be coded as having a second job; we still need to collect information about that second job.

Y2Job

FRED (1)
Was that because you changed jobs in the week ending Sunday the 4?

1. Yes, changed jobs during the week
2. No

General

This and subsequent questions in this section are only asked if the respondent has a second job.

One purpose of this question is to distinguish between two groups of respondents: those who only had two jobs in the reference week because they changed jobs that week, and those who held two jobs at the same time. The first group are not asked details of their 'second job'; the second group, however, are asked for more information about their second job.

All the remaining questions on second jobs are similar to corresponding questions relating to main job. Therefore, refer to the notes relating to the equivalent main job questions.

13.1 Industry and Occupation

IndD2

FRED (1)
What did the firm/organisation you worked for in that second job mainly make or do (at the place where you worked)?

Describe fully - probe manufacturing or processing or distribution etc and main goods produced, materials used, wholesale or retail etc.
Industry description at last interview was

IndT2

FRED (1)
Enter a title for industry of second job
Industry title at last interview was

General

As for **IndT**, it is important to record an industry title that can be understood by interviewers and respondents at subsequent waves.

OccT2

FRED (1)
What was your second job (in the week ending Sunday the 4)?
Enter job title
Occupation title at last interview was

OccD2

FRED (1)
What did you mainly do in your second job?
Check special qualifications/training needed to do the job
Occupation description at last interview was

RecJb2



FRED (1)
Code whether you have had to make any change at all to industry (IndD2 or IndT2) or occupation (OccD2 or OccT2)
1.Neither industry nor occupation changed at all
3.Both changed
5.Only industry changed
7.Only occupation changed
9.No second job last wave

13.2 Employment Status

Stat2

```
FRED (1)
In your second job were you...
Running prompt

1.working as an employee
2.or were you self-employed?
```

JOBTYP2

```
FRED (1)
Leaving aside your own personal intentions and circumstances, was your second job...
Running prompt

1. a permanent job
2 or was there some way that it was not permanent?
```

General

See **JOBTYP** for notes.

JOBTMP2

```
FRED (1)
Ask or record
In what way was the job not permanent - was it...
Code one only
Note that if respondent says retired you should go back to the previous question (JobTyp2) and stress
the first clause

1. seasonal work
2. done under contract for a fixed period or fixed task
3. agency temping
4. casual type of work
5. or was there some other way that it was not permanent?
```

General

See **JOBTYP** for notes.

13.3 Managerial Status

SUPVIS2

FRED (1)
In your job do you have formal responsibility for supervising the work of other employees?

- 1 Yes
- 2 No

Manag2

FRED (1)
Ask or record
Did you have any managerial duties?

1. Manager
2. Foreman/supervisor
3. Not manager/supervisor

General

See **Manage** for notes.

MpnES02

FRED (1)
How many people worked for your employer at the place where you worked?

1. 1-10	7. 250-499
2. 11-19	8. Don't know but between 50 and 499
3. 20-24	9. Don't know but 500 and over
4. Don't know but under 25	
5. 25-49	
6. 50-249	

General

See **MpnE02** for notes.

Solo2

FRED (1)

Ask or record

Were you working on your own or did you have employees?

1. On own/with partner(s) but no employees
2. With employees

General

See SOLO for notes.

MpnSS02

FRED (1)

How many people did you employ at the place where you worked?

- | | |
|----------------------------|--------------------------------------|
| 1. 1-10 | 7. 250-499 |
| 2. 11-19 | 8. Don't know but between 50 and 499 |
| 3. 20-24 | 9. Don't know but 500 and over |
| 4. Don't know but under 25 | |
| 5. 25-49 | |
| 6. 50-249 | |

General

See MpnS02 for notes.

13.4 Hours Worked

ActHr2



FRED (1)

How many hours did you actually work in the week ending Sunday the 4 in your second job in total, including any paid or unpaid overtime - please exclude mealbreaks?

97 Hours or more = 97

Don't know or refusal = 99

Enter a numeric value between 0.00 and 99.00

14 HOMEWORKERS (SECOND JOB)

The following questions relate to place of work in a second job and are similar to those relating to a main job and the same guidelines should be used.

Home2

FRED (1)

Ask (or record if already know code 4 applies)

(In your second job) Do you work mainly..

- 1.in your own home
- 2.in the same grounds or buildings as your home
- 3.in different places using home as a base
- 4.or somewhere quite separate from home?

(See HOME).

HomeD2

(Mar-May) MAIN

FRED (1)

Ask or record

(In your second job) (although you do not work mainly work at home) have you spent at least one full day in the seven days ending Sunday the 4 working...

Code all that apply

- 1.in your own home
- 2.in the same grounds or buildings as your home
- 3.in different places using home as a base
- 4.or somewhere quite separate from home?

Enter at most 3 values

(See HOMED)

TelQA2

(Mar-May) MAIN

FRED (1)

Do you use both a telephone and a computer to carry out your work at home?

- 1.Yes
- 2.No

(See TELEQA)

TeIQB2**(Mar-May) MAIN**

FRED (1)
Would it be possible to work at home (or use home as a base) without using both a telephone and a computer?

1. Yes
2. No

(See TELEQB)

AtFrm2**(Mar-May) MAIN**

FRED (1)
Ask or record
Do you work..
Running prompt
1. for your family business
2. for an outside firm or organisation
3. or on your own account?

(See ATFROM)

SmeSt2**(Mar-May) MAIN**

FRED (1)
Ask or record
Do you..
Running prompt
1. own or rent a business
2. have a live in job
3. or have accommodation provided by your employer?

(See SMESIT)

WkTow2

FRED (1)
In your second job
in which city, town or village is your place of work?

Take nearest, in London try to get name of area
(e.g. place within borough, not just the borough)

(See **WKTOWN**)

WkCty2

FRED (1)
Ask or record
And which county/city is that in?

(See **WKCTY**)

WkPI299

FRED (1)
Press <space bar> to enter the coding frame
If there is more than one code for the place, enter the first listed code

Enter a numeric value between 1 and 999997

General

By pressing the space bar, you will enter the coding frame to code **WkTow2**. The operation of the coding frame is explained in Chapter 3 under the **M3ResC** question.

Guidance

Codes are automatically entered when you leave the coding frame. If you chose "Abroad", code 999997 will be entered.

15 LOOKING FOR WORK

15.1 Reason

DifJob

```
RICHARD (1)
Were you looking for a different or additional paid job or business in the week
ending Sunday the 4?

1.Yes
2.No
```

General

Looking for a different or additional paid job or business may cover a wide range of activities, from looking through newspaper advertisements to actively writing to prospective employers and attending interviews. It should represent something more than simply feeling dissatisfied with the present job. Beyond that, it is up to the respondent to decide whether he or she was looking for work.

Guidance

Self-employed

Self-employed people may interpret 'looking for additional business' as trying to increase their present business. They should be coded 1 at this question only if they were looking for a *different business* last week, and not just for additional clients.

AddJob

```
RICHARD (1)
Were you looking..
Running prompt

1.for a new job to replace your present (main) job
2.or for an additional job?
```

Guidance

Those who were looking for a replacement *second* job should be coded 2.

LookM

RICHARD (1)
Why were you looking for another job?
 Code first 3 reasons given

- | | |
|--|---|
| 1. Present job may come to an end | 5. Respondent wants to work longer hours than in present job |
| 2. Present job is to fill in time before finding another job | 6. Respondent wants to work shorter hours than in present job |
| 3. Pay unsatisfactory in present job | 7. Other aspects of present job unsatisfactory |
| 4. Journey to work unsatisfactory in present job | 8. Other reasons |

Enter at most 3 values

PrefHr

RICHARD (1)
In the job that you were looking for, would you rather work longer hours than in your present job, or would you rather work shorter hours?

1. longer
2. shorter
3. the same
4. don't know, no preference

Guidance

Some respondents may qualify their answer at this question with a reference to pay. Code their answer here ignoring any qualification they make.

Paid/unpaid overtime

Ignore any unpaid overtime respondents currently do. Respondents should consider the idea of working additional hours over their basic contracted hours (which of course they are doing already), but paid at their *basic* rate.

LesPay

RICHARD (1)
Would you rather work shorter hours than at present, even if it meant less pay?

1. Yes, would prefer shorter hours
2. No, would not prefer shorter hours
3. Don't know

General

Applies to respondents who would like to work shorter hours. It gives them the opportunity to express any qualifications about pay they may have made at the previous question.

Note: This question has been changed to appear in every quarter.

15.2 Under-Employment

Our clients within ONS want to use the LFS to estimate the level of under-employment in the labour market.

Under-employment occurs when someone would like to work longer hours than they currently do in their present job (which may be either a part-time or a full-time job). If they currently work regular overtime, longer hours means hours above their current overtime hours. The level of under-employment is indicated by the number of *additional* hours above the hours they *regularly* work.

You should accept the informant's answer to these questions, regardless of any qualifications they may make.

UndEmp

```
RICHARD (1)
Would you prefer to work longer hours at your current basic rate of pay -
that is, not overtime or enhanced pay rates - if you were given the opportunity?

1. Yes
2. No
```

General

Applies to respondents who are currently working and not looking for a different or additional job. The question refers here to the respondent's *main* job.

This question is interested in identifying people who would like to work longer hours, (and thus earn more money), than they currently do. However, it is really trying to pick out those who simply do not have as many *basic* hours as they would like, rather than those who would quite like some additional overtime.

The question is *not* asking whether the respondent would be willing to work more hours if all they received was the same amount that they already earn. Nor is it asking whether they would want more hours if it meant those hours were at a *higher* overtime rate. The question is asking if the respondent would want more hours if it

meant an exactly *corresponding* increase in pay, but no *additional* overtime payments or bonuses.

Guidance

No "basic rate"

If the respondent cannot identify what their 'basic rate' is (does not know the basic rate, on an annual salary, self-employed, on commission), ask the respondent for a 'typical' or 'average' amount of hours worked and earnings.

Paid/unpaid overtime

Ignore any unpaid overtime respondents currently do. Respondents should consider the idea of working additional hours over their basic contracted hours (which of course they are doing already), but paid at their *basic* rate.

Unspecified hours

Respondents who are paid by the job rather than the hour should treat the hours they *actually* work as the equivalent of their contracted hours. They should consider whether they would like more hours than they actually work, with those extra hours being paid at the equivalent of their average rate of pay.

Overtime Rates

If the respondent states that they would *automatically* qualify for a higher overtime rate if they *did* work longer hours, ask them to suppose that this were not the case. If the respondent states that they would *only* work longer hours if their rate for the extra hours were more than they currently earn as their basic rate per hour, then code 'no'.

Loss of benefit

For some respondents, an increase in earnings might be offset by a loss in benefit or increase in tax. Ask them to suppose that this were not the case when they give their answer. This is because we want to identify all those respondents who would *like* to work longer hours at their basic gross rate of pay, (even where they are not currently seeking to because of the effect of deductions etc.). This will enable us to ask later about the reasons why they do not *take on* longer hours.

UndHrs

```
RICHARD (1)
How many extra hours, in addition to those you usually work, would you like
to work each week?

97 Hours or more = 97
Don't know or refusal = 99

Enter a numeric value between 1.00 and 99.00
```

General

This question is asked of respondents who are currently working and would like to work longer hours in their existing job, a new job, or an additional job.

Guidance

You should record only the *additional* hours the informant would like to work.

Examples

- If a respondent currently works 35 hours a week, but would like to work 40 hours, record that they want to work 5 additional hours a week.
- If a respondent's regular hours are 35 hours a week plus 5 hours of overtime *and* he would like to work 10 hours of overtime a week, record that he wants to work an additional 5 hours a week.

UndY98

```

RICHARD (1)
May I just check, why are you not looking for a job with longer hours or
for an additional job?
Code all that apply - Prompt as necessary

1.Would like to work longer hours          taken
   but in your existing job                5. Are waiting for the results of
2.Feel there is no work available          an application for a job
   given your qualifications and/or        6. Are awaiting for the outcome of
   experience                             measures to start up a business
3.Believe that no work is                7. Have health problems
   available nearby                       8. Do not want to look for work
4.are waiting for results of              immediately
   examinations you have already          9. Other reason

Enter at most 9 values

```

General

This question is only asked if the respondent is not looking for another job but wants to work longer hours. The purpose of this question is to identify reasons why these respondents are not looking for additional employment.

UnWYMn

RICHARD (1)

Code main method from those coded at previous question

- | | |
|--|--|
| 1. Would like to work longer hours but in your existing job | taken |
| 2. Feel there is no work available given your qualifications and/or experience | 5. Are waiting for the results of an application for a job |
| 3. Believe that no work is available nearby | 6. Are awaiting for the outcome of measures to start up a business |
| 4. are waiting for results of examinations you have already | 7. Have health problems |
| | 8. Do not want to look for work immediately |
| | 9. Other reason? |

General

This question records the main reason of those given at the previous question. If there was only one reason given at UndY98, the question is skipped.

UndST

For those looking for a different or additional job

RICHARD (1)

If you found a job or work (to provide these extra hours) could you start in two weeks?

1. Yes
2. No

For those who want additional hours from their current employer

RICHARD (1)

If you were offered longer hours (by your current employer) could you start working them within two weeks?

1. Yes
2. No

General

This question applies to respondents who are looking for a different or additional job in which they could work longer hours. It also applies to those who would like more hours from their current employer.

UndNST

```
RICHARD (1)
Is the main reason you could not start in 2 weeks because you...
Code main reason only

1.must complete education or training?
2.cannot leave your current job within two weeks?
3.are looking after your family /home?
4.have health problems?
5.other reason
```

General

This question is only asked of respondents who said that could not start a new or additional job or extra hours within two weeks. The question aims to find out why.

UndSkHr

```
RICHARD (1)
Have you approached your employer about working more hours each week?

1.Yes
2.No
```

General

This question applies to respondents who are employees and who would like to work longer hours, either in their current or in a new job.

UndAbl

```
RICHARD (1)
Is your employer able to increase your hours in this way?

1.Yes
2.No
```

General

This question applies to respondents who are employees and who would like to work longer hours, either in their current or in a new job.

ExtHrs



RICHARD (1)
May I just ask,
What is the main reason that you have not taken up extra hours at work (with your current employer)?

1. Must complete education or training
2. Looking after family / home
3. Health problems
4. Other reasons
5. Don't know

General

Applies to employees who want extra hours at their basic rate and say that their employer can provide them.

ExtOth

(Mar-May)

RICHARD (1)
Record other reasons

General

This question applies to those who said that they had some other reason for not taking up extra hours.

LesPay2

Richard(1)
Would you prefer to work shorter hours than at present in your current job?

- 1.Yes
- 2.No
- 3.Don't Know

General

This question applies to people who are not looking for a different job and do not want to work longer hours.

Guidance

You should include *paid* overtime hours, as long as they are regular, but ignore *unpaid* overtime.

LesPay3

```
Richard(1)
Would that still be true even if it meant less pay?

1. Yes
2. No
3. Don't Know
```

General

Applies to respondents who said “Yes” or “Don’t Know” at **LesPay2**.

OvHrs

```
Richard(1)
How many fewer hours would you like to work in [that]/[your current] job?

 ⓘ 97=97 hours or more

Enter a numeric value between 1 and 97
```

General

This question applies to respondents who said Yes at LesPay or LesPay3.

Guidance

Please ensure that you record the number of hours they want to reduce each week – *not* the number of hours they want to work. Respondents should consider only *paid* hours – be they basic or paid overtime.

OvSt

```
Richard(1)
If you found a job which let you work fewer hours, could you start in 2 weeks?

1. Yes
2. No
```

General

This question applies to respondents who said they wanted to work shorter hours, in either their present or a new job.

OvNSt

```
Richard(1)
Is the main reason you could not start in two weeks because you...
Code main reason only

1. must complete education or training?
2. cannot leave your current job within two weeks?
3. are looking after your family/home?
4. have health problems?
5. Other reason
```

General

Applies if OvSt = No.

OvSkHr

```
RICHARD (1)
Have you approached your employer about working fewer hours each week?

1. Yes
2. No
```

General

This question is only asked of respondents who are employees and who would like to work fewer hours, either in their current job or in a new job

OvAbl

```
RICHARD (1)
Is your employer able to let you work fewer hours?

1. Yes
2. No
```

General

This question is only asked of respondents who are employees and who would like to work fewer hours, either in their current job or in a new job.

15.3 Looking in the Past 4 Weeks

Look4



FRED (1)
Thinking of the 4 weeks ending Sunday the 4, were you looking for any kind of paid work at any time in those 4 weeks?

1. Yes
2. No

General

This question is only asked of respondents who did not have a job in the reference week.

The interview cannot proceed without an answer to this question; therefore, 'Don't Know' or 'Refusal' cannot be entered.

Guidance

'Looking for paid work' may cover a wide range of activities, and you should not try to interpret the phrase for the respondent.

Vacation and casual work

All those looking for paid work, including those looking for vacation or casual work, should be coded 1.

LkYt4



FRED (1)
...or were you looking in those 4 weeks for a place on a government scheme?

1. Yes
2. No

General

This question is only asked of respondents aged under 60 who said they were not looking for work in the reference week.

The interview cannot proceed without an answer to this question; therefore, 'Don't Know' or 'Refusal' cannot be entered.

Guidance

For those 'looking for' a place on a government scheme the search should be *active* rather than passive. In other words, a respondent who has not approached an agency but who would consider a place if an agency approached him or her should be coded 2.

15.4 Not Looking for Work

Wait

FRED (1) Were you waiting to take up a job that you had already obtained? 1. Yes 2. No

General

This question applies to respondents who were not looking for a place on a government training scheme in the four weeks before the reference week. It also applies to men aged 60-69 and women 60-64 who were not looking for work.

JOBEG

FRED (1) Ask or record And will you be starting your new job... Running prompt 1. within three months (Including 'in 3 months time') 2. or more than three months?
--

General

This question identifies when a person is due to begin their new job. It applies if respondent is not seeking work because they have already obtained a job i.e. **WAIT** = 1

LikeWk

FRED (1)
Even though you were not looking for work in the 4 weeks ending Sunday the 4 Aug , would you like to have a regular paid job at the moment, either a full- or part-time job?

1. Yes
2. No

General

This question is only asked of respondents who answered 'No' at **Wait**.

NoLoWa

Mr Fred Smith (1)
May I just check,
what were the reasons you did not look for work (in the last 4 weeks)?
Code all that apply

- 1- Waiting for the results of an application for a job/being assessed by an ET Training agent?
- 2- Student?
- 3- Looking after the family / home?
- 4- Temporarily sick or injured?
- 5- Long-term sick or disabled?
- 6- Believes no jobs available?
- 7- Not yet started looking?
- 8- Doesn't need employment?
- 9- Retired from paid work?
- 10- Any other reason

General

This question is asked if WAIT = 2 (Not waiting to take up a job already obtained) and comes after LIKEWK.

Please code ALL the reasons why the respondent did not look for work.

NoLWM

Mr Fred Smith (1)
 May I just check,
what was the main reason you did not look for work (in the last 4 weeks)?

- 1- Waiting for the results of an application for a job/being assessed by an ET Training agent
- 2- Student
- 3- Looking after the family / home
- 4- Temporarily sick or injured
- 5- Long-term sick or disabled
- 6- Believes no jobs available
- 7- Not yet started looking
- 8- Doesn't need employment
- 9- Retired from paid work
- 10- Any other reason

General

This question is asked if WAIT=2 (No), and only if there is more than one response to NOLOWA.

Guidance

Here, we are looking for the main reason, ask the respondent which of the reasons given at NOLOWA is the most important.

NoLWF

Autumn

Mr Fred Smith (1)
 May I just check,
was the main reason that you did not look for work because...

- 1- You were caring for children below school age
- 2- You were caring for other children
- 3- You were caring for a dependent adult relative
- 4- Or some other reason?

General

This question is asked if NOLWM=3 (reason they did not look for work was 'looking after family/home').

Guidance

More than one reason

Remember we are asking for the *main* reason here. If the respondent says that more than one category applies, ask them which is the most important. For example, if they are looking after children above and below school age, probe to identify which of the two groups of children most affect their situation. Similarly, if the respondent

cares for an adult relative (for example, an elderly parent) *and* cares for children, ask them to decide which situation affects them the most.

Handicapped/disabled adult children

Some respondents may query whether handicapped or disabled adult children should be counted as children (code 2) or adults (code 3). Accept their definition.

NWNCre

(Sept – Nov)

```
Mr Fred Smith (1)
May I just ask,
is this because suitable care services...
Code all that apply

1- for children are not available or affordable?
2- for ill, disabled or elderly are not available or affordable?
3- Care facilities do not influence your decision to not look for work?
```

General

This question is asked if NOLWF = 1, 2, or 3

The need for care services can be a need for normal working hours or for special periods of the day (e.g. early morning), or special periods of the year (e.g. school holidays).

Guidance

Care includes all care responsibilities for:

- own children
- other children (up to 14) living inside or outside the household
- adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

Care services excludes unpaid help from relatives, friends, or neighbours.

Childcare services

This includes crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, and paid carers. Childcare services subsidised by state/employers are also included.

“Suitable” in this case, means the minimum standards of quality that the person request from a care service.

“Available” in this case, means at a reasonable distance, taking into account the means of transport.

“Affordable” in this case, should take into account the relationship between an eventual future salary for the person who would work (more) if care services were available and the cost of the care service.

15.5 Employment Status Wanted

LkSelA

```
FRED (1)
Were you looking for work...

1.as an employee
2.or as self-employed?
3.No preference
```

General

This question is only asked of respondents who were looking for a different or additional job.

Guidance

Some people may only have a vague idea about the kind of job they would prefer. If the respondent is not sure whether they want work as an employee or self-employed, **code 3**. Do not, however, read out ‘No preference’.

LkSelC

```
FRED (1)
Will you be working...

1.as an employee
2.or as self-employed?
```

General

This question is only asked of respondents who were waiting to take up a job or going back to work.

Respondents who are waiting to take up a job already obtained should be coded according to the job they are waiting to take up.

LkFtPA

```
FRED (1)
Were you looking for...

1.full-time
2.or part-time work?
3.No preference
```

General

This question is asked of respondents who were not specifically looking to be self-employed.

Do not read out 'No preference'.

LkFtPC

```
FRED (1)
Will you be working...

1.full-time
2.or part-time?
```

General

This question is asked of respondents who are waiting to take up a job they have already obtained.

15.6 Full-time/Part-time

AxPA

(Mar-May) MAIN

```
FRED (1)
If you could not find a full-time job, would you accept a part-time job?

1.Yes, would accept a part-time job
2.No, would not accept a part-time job.
```

General

This question is asked of respondents who said they were looking for full-time work.

Guidance

Qualified answers, such as 'it depends on the pay' or 'it depends where it is', should be coded as 1.

AxPB**(Mar-May) MAIN**

```
FRED (1)
If you had not found a full-time job, would you have accepted a part-time job?

1.Yes, would accept a part-time job
2.No, would not accept a part-time job.
```

General

This question applies to respondents who said they would be working full-time.

Guidance

Qualified answers, such as 'it depends on the pay' or 'it depends where it is', should be coded as 1.

AXFA**(Mar-May) MAIN**

```
FRED (1)
If you could not find a part-time job, would you accept a full-time job?

1.Yes, would accept a full-time job
2.No, would not accept a full-time job.
```

General

This question is asked of respondents who said they were looking for part-time work.

Guidance

Qualified answers, such as 'it depends on the pay' or 'it depends where it is', should be coded as 1.

AXFB**(Mar-May) MAIN**

```
FRED (1)
If you had not found a part-time job, would you have accepted a full-time job?

1.Yes, would accept a full-time job
2.No, would not accept a full-time job.
```

General

This question applies to respondents who said they would be working part-time.

Guidance

Qualified answers, such as 'it depends on the pay' or 'it depends where it is', should be coded as 1.

15.7 Main methods of Seeking Work**MethMp**

```
FRED (1)
In the four weeks ending Sunday the 4, did you do any of these things...
Individual prompt - Code all that apply

1.Visit a Jobcentre/Jobmarket or Training and Employment Agency Office?
2.Visit a Careers Office?
3.Visit a Jobclub?
4.Have your name on the books of a private employment agency?
5.Advertise for jobs in Newspapers, journals or on the internet?
6.Answer advertisements in newspapers, journals or on the internet?
7.Study situations vacant columns in newspapers, journals
8.Apply directly to employers?
9.Ask friends, relatives, colleagues or trade unions about jobs?
10.Wait for the results of an application for a job?
14.Do anything else to find work?

If you code 6 - code 7 as well
Enter at the most 11 values
```

General

This question is asked of respondents who are looking for a different or an additional job as an *employee* or seeking a place on a government scheme.

Individually prompt all of the answer categories and enter all of the applicable codes. You must leave a space between each code and press <Enter> only when the full list of applicable codes has been recorded.

Guidance

See **MethAI**

MainMe



FRED (1)

Code main method from those coded at previous question

- | | |
|---|--|
| 1. Visit a Jobcentre/Jobmarket or Training and Employment Agency Office | or on the internet |
| 2. Visit a Careers Office | 8. Apply directly to employers |
| 3. Visit a Jobclub | 9. Ask friends, relatives, colleagues or trade unions about jobs |
| 4. Have your name on the books of a private employment agency | 10. Wait for the results of an application for a job |
| 5. Advertise for jobs in Newspapers, journals or on the internet | 14. Do anything else to find work |
| 6. Answer advertisements in newspapers, journals or on the internet | |

If you code 6 - code 7 as well

7. Study situations vacant columns in newspapers, journals

General

This question is asked if a response was obtained from **MethMp** (employee).

You are asked to code the main (or only) method of looking for work that the respondent gave at the previous question. If only one method of looking for work was recorded previously, simply enter the relevant code. If the respondent used more than one method, check what the main method was.

INetMe

Mr Fred Smith (1)

Ask or record

May I just check,

Did any of the methods you used to look for work involve using the internet?

- 1- Yes
2- No

General

This question is asked after MAINME.

If the respondent used the internet at all to look for work, e.g. by looking at newspaper, company, or general job websites, code 1 (Yes) at this question.

MethSE

```

FRED (1)
In the four weeks ending Sunday the 4, did you do any of these things...
Individual prompt - Code all that apply

5.Advertise for jobs in          12.   Seek any kind of permit
  newspapers, journals or on the internet?      to be able to do a job?
6.Answer advertisements in      13.   Try to get a loan or other
  newspapers, journals or on the internet?      financial backing for a job
11.Look for premises or equipment 14.   Do anything else to find work?
  for a job?

Enter at most 6 values

```

General

This question is asked of respondents who are looking for a different or additional job as *self-employed*.

Individually prompt all of the answer categories and enter all of the applicable codes. You must leave a space between each code and press <Enter> only when the full list of applicable codes has been recorded.

Guidance

See **MethAI**

MainMs

```

FRED (1)
Code main method from those coded at previous question

5.Advertise for jobs in          12.   Seek any kind of permit
  newspapers, journals or on the internet      to be able to do a job
6.Answer advertisements in      13.   Try to get a loan or other
  newspapers, journals or on the internet      financial backing for a job
11.Look for premises or equipment 14.   Do anything else to find work
  for a job

```

General

This question is asked if a response was obtained from **MethSE** (self-employed).

You are asked to priority code the main (or only) method of looking for work which the respondent gave at the previous question. If only one method of looking for work was recorded previously simply enter the relevant code. If the respondent used more than one method, check with the respondent what the main method was.

MethAI



FRED (1)
 In the four weeks ending Sunday the 4, did you do any of these things...
 Individual prompt - Code all that apply

1. Visit a Jobcentre/Jobmarket or Training and Employment Agency Office?	8. Apply directly to employers?
2. Visit a Careers Office?	9. Ask friends, relatives, colleagues or trade unions about jobs?
3. Visit a Jobclub?	10. Wait for the results of an application for a job?
4. Have your name on the books of a private employment agency?	11. Look for premises or equipment for a job?
5. Advertise for jobs in Newspapers, journals or on the internet?	12. Seek any kind of permit to be able to do a job?
6. Answer advertisements in Newspapers, journals or on the internet? If you code 6 - code 7 as well	13. Try to get a loan or other financial backing for a job or business?
7. Study situations vacant columns in newspapers, journals or on the internet?	14. Do anything else to find work?

Enter at most 14 values

General

This question is asked of respondents who are looking for a different or additional paid job as *employed or self-employed*.

Individually prompt all of the answer categories and enter all of the applicable codes. You must leave a space between each code and press <Enter> only when the full list of applicable codes has been recorded.

Guidance

Unable to code

If you cannot code the respondent's answer to this question, go back to the "looking for work question" (**Look4**) and code 'No'. You should first point out that the definition of looking for work assumes the respondent is able to identify specific methods he or she has been using to look for work. Additionally, you can stress that **code 14** ('Do anything else to find work') covers a variety of activities.

Note the following points concerning the answer categories:

Visit a careers office

Code 2 is limited to careers offices funded by DWP and DfES (Career Services). Offices funded by other organisations (e.g. armed services) should be *excluded*;

Advertise for jobs

Code 5 is for respondents who placed their *own* advertisements in newspapers or journals, on a notice board, in a shop window or over the Internet;

Answer/study advertisements

Codes 6 and 7 include notices outside factories or in shop windows. You may also use these codes for advertisements on the Internet. If you use code 6, then code 7 must also be entered since you cannot answer advertisements if you have not studied them in the first place;

Direct applications to employers

Code 8 means making *unsolicited* personal visits to and/or writing unsolicited letters to employers, i.e. *not* in response to an advertisement.

MainMA

FRED (1)	
Code main method from those coded at previous question	
1. Visit a Jobcentre/Jobmarket or Training and Employment Agency Office	8. Apply directly to employers
2. Visit a Careers Office	9. Ask friends, relatives, colleagues or trade unions about jobs
3. Visit a Jobclub	10. Wait for the results of an application for a job
4. Have your name on the books of a private employment agency	11. Look for premises or equipment for a job
5. Advertise for jobs in Newspapers, journals or on the internet	12. Seek any kind of permit to be able to do a job
6. Answer advertisements in Newspapers, journals or on the internet	13. Try to get a loan or other financial backing for a job or business
If you code 6 - code 7 as well	14. Do anything else to find work
7. Study situations vacant columns in newspapers, journals or on the internet	

General

This question is asked if a response was obtained from **MethAI** (no preference over employed/self-employed).

You are asked to priority code the main (or only) method of looking for work which the respondent gave at the previous question. If only one method of looking for work was recorded previously simply enter the relevant code. If the respondent used more than one method, check with the respondent what the main method was.

GuidanceCodes 6 and 7 entered

If only codes 6 and 7 were coded previously, enter **code 6** here.

15.8 Availability to Start Work

Start

FRED (1)
If a job or a place on a government scheme had been available in the week ending Sunday the 4, would you have been able to start within 2 weeks?

- 1.Yes
- 2.No

General

This question is asked if the respondent was looking for paid work, seeking a place on a government scheme, not actively seeking work but would like a job, waiting to start work, or looking for a different or additional job.

We ask about being able to start work within two weeks because this is an important component of an internationally agreed definition of unemployment.

YStart

FRED (1)
Why would you not have been able to start within 2 weeks?
Code main reason only

- 1.Must complete education
- 2.Cannot leave present job within 2 weeks
- 3.Looking after the family/home
- 4.Temporarily sick or disabled
- 5.Long-term sick or disabled
- 6.Other reason

General

This question is only asked if the respondent answered 'No' to **Start**.

YStrtF**(Sept-Nov)**

```
FRED (1)
May I just check
was the main reason you could not start work because...
Running prompt
1.you were caring for children below school age
2.you were caring for other children
3.you were caring for a dependent adult relative
4.or some other reason?
```

General

This question is only asked of respondents who answered 'looking after the family/home' (code 3) at **YSTART**.

GuidanceMore than one reason

Remember we are asking for the *main* reason here. If the respondent says that more than one category applies, ask them which is the most important. For example, if they are looking after children above and below school age, probe to identify which of the two groups of children most affect their situation. Similarly, if the respondent cares for an adult relative (for example, an elderly parent) *and* cares for children, ask them to decide which situation affects them the most.

Handicapped/disabled adult children

Some respondents may query whether handicapped or disabled adult children should be counted as children (code 2) or adults (code 3). Accept their definition.

FutWk

```
Mr Fred Smith (1)
Do you think you will work in the future?
Prompt as necessary
1. Definitely (will work in future)
2. Probably (will work in future)
3. Probably not (work in future)
4. Definitely not (work in future)
5. Don't know / Can't say
```

General

This question is asked if LOOK4=2(No) AND WAIT=2(No) OR if LOOK4=1(Yes) AND START=2(No).

Please record what the respondent thinks about the likelihood of working in the future. It is their own opinion that we are interested in.

FWkWen

Mr Fred Smith (1)
When do you think this might be

1. **Within the next year**
2. **More than one year but less than five**
3. **More than five years?**
4. Don't know

General

This question is asked if FUTWK=1, 2, or 5.

Code 4

Priority should be given to codes 1,2, and 3. This should only be used if the respondent does not know when in the future they might work.

15.9 Duration of Job Search

LkTimA

FRED (1)
How long have you been looking for paid work/ a place on a government scheme/ an additional or replacement job?

1. Not yet started	6. 12 months but less than 18 months
2. Less than 1 month	7. 18 months but less than 2 years
3. 1 month but less than 3 months	8. 2 years but less than 3 years
4. 3 months but less than 6 months	9. 3 years but less than 4 years
5. 6 months but less than 12 months	10. 4 years but less than 5 years
	11. 5 years or more

General

This question is asked of respondents seeking a different or additional job, looking for paid work, or looking for a place on a government scheme.

LkTimB

```

FRED (1)
How long were you looking for paid work/ an additional or replacement job?

1. Not yet started
2. Less than 1 month
3. 1 month but less than 3 months
4. 3 months but less than 6 months
5. 6 months but less than 12
   months
6. 12 months but less than 18
   months
7. 18 months but less than 2 years
8. 2 years but less than 3 years
9. 3 years but less than 4 years
10. 4 years but less than 5 years
11. 5 years or more

```

General

This question is only asked of respondents waiting to start a job or a government scheme.

If the respondent has difficulty in recalling when he or she started looking for work, you may prompt by reading out the actual categories. Do not prompt selectively. Otherwise, the respondent may be tempted to accept your prompt rather than their own answer. If this approach does not work it may be useful to refer to actual dates or events to help pinpoint the time when he or she started looking e.g. Easter, summer holidays, the respondent's birthday.

Guidance

It is possible that the respondent has not yet started looking for work, in which case use code 1.

15.10 Activity before Seeking Work**Befor**

```

FRED (1)
What were you doing before you started to look for paid work, were you...
Running prompt

1. working
2. in full-time education or
   training or on a government
   scheme
3. looking after the family or
   home
4. or were you doing something
   else?

```

General

This question is only asked of respondents who have started looking for a job.

Guidance

Several activities

Only one activity should be coded. If the respondent mentions more than one activity, take the one that the respondent regards as the main one.

Apprenticeships

Apprenticeships should be coded as 1 unless the respondent was on a YT scheme.

BEFOR

```
FRED (1)
May I just check
was the reason you were not working because...

1.you were caring for children below school age
2.you were caring for other children
3.you were caring for a dependent adult relative
4.or some other reason?
```

General

This question is only asked of respondents who answered 'looking after the family/home' (code 3) at **BEFOR**.

Guidance

More than one reason

Remember we are asking for the *main* reason here. If the respondent says that more than one category applies, ask them which is the most important. For example, if they are looking after children above and below school age, probe to identify which of the two groups of children most affect their situation. Similarly, if the respondent cares for an adult relative (for example, an elderly parent) *and* cares for children, ask them to decide which situation affects them the most.

Handicapped/disabled adult children

Some respondents may query whether handicapped or disabled adult children should be counted as children (code 2) or adults (code 3). Accept their definition.

16 BENEFIT ENTITLEMENT

SttBen

FRED (1)

I would now like to ask you about State Benefits and Tax Credits that you may be receiving or claiming.

- ① Include cases where claim accepted, but not received money yet
- Do not include cases where appealing against rejected claims
- Code 1 to continue

General

This question is asked of all respondents aged 16-69.

Benfts

FRED (1)

Ask or record

In the week ending Sunday the 4, were you receiving any State Benefits or Tax Credits (including State Pension, Allowances, Child Benefit or National Insurance credits)?

1. Yes
2. No

TpBen03

FRED (1)

Ask or record

Which of the following types of benefit or Tax Credits were you claiming:

Code all that apply

1. Unemployment-related benefits, or National Insurance Credits?
2. Income Support (not as an unemployed person)?
3. Sickness or Disability benefits?
4. State Pension (including Widowed Parent's Allowance and Bereavement Allowance)?
5. Family-related benefits (excluding child benefit and tax credits)
6. Child Benefit?
7. Housing, or Council Tax Benefit?
8. Tax credit?
9. Other?

Enter at most 8 values

Guidance

This is an ASK or RECORD question – you can record any benefits already mentioned without asking them again. However, you will have to ask the other categories just to check if the respondent receives any benefits that they may have forgotten.

Working Tax credit and Child Tax credit should be included under the new category 'Tax credits' (Option 8). See the section **NtaxCred** for more details on tax credits.

Education Maintenance Allowance (EMA) should be recorded as a benefit under '9 – Other'. The EMA is a government pilot scheme providing up to £30 per week for young people during term time. The scheme, which started in September 1999 as a pilot scheme, was intended to test whether extra funds will encourage more young people aged 16-19 to stay in full-time education and training. It is to be introduced nationally from September 2004.

UnemBen

<p>FRED (1) Ask or record (In the week ending Sunday the 4) were you claiming.. Code all that apply</p> <p>1. Job Seeker's Allowance? 2. or National Insurance Credits?</p> <p>Enter at most 2 values</p>

Guidance

Some unemployed people are not eligible for Jobseeker's Allowance (e.g. they may not have paid enough National Insurance contributions, or they may already have received Jobseeker's Allowance for 6 months, or have earnings from part-time work, etc.). Those not eligible for JSA can still claim credits for their National Insurance contributions

People can get National Insurance credits for many reasons, only one of which is being unemployed. It is important therefore to include only those claiming through an Employment Services Local Office (formerly an Unemployment Benefit Office).

If they are looking for work and are available for work, they can claim Income Support from the DSS.

JSATyp

```
FRED (1)
Was your Jobseeker's Allowance...
Running prompt

1. contributory JSA,
2. income based JSA,
3. or both?
4. Don't know
```

Guidance

From October 7th 1996, Unemployment Benefit and Income Support as an unemployed person, were replaced by Job Seeker's Allowance (JSA). There are two types of JSA: contributory and income based JSA.

Contributory JSA

Those people who were previously claiming Unemployment Benefit will move onto *Contributory JSA*. Eligibility for this type of JSA is the same as Unemployment Benefit, i.e. the respondent must have made sufficient National Insurance contributions over the past two years. Contributory JSA can only be claimed for up to 6 months. If a person has been claiming UB for four months before the change, they will be eligible for two months of Contributory JSA. **Code 1.**

Income based JSA

Those people who were claiming Income Support as an unemployed person will now receive *Income based JSA*. Entitlement to this allowance is the same as Income Support and is based on the respondent's income. **Code 2.**

Contributory and Income based JSA

If claimants were receiving both benefits (UB and Income Support) then they will receive both types of JSA. **Use Code 3.**

JSADur

```
FRED (1)
...and how long have you been claiming Jobseeker's Allowance and/or
National Insurance Credits?

1. Less than 1 month
2. 1 month but less than 3 months
3. 3 months but less than 6 months
4. 6 months but less than 12
   months
5. 12 months but less than 18
   months
6. 18 months but less than 2 years
7. 2 years but less than 3 years
8. 3 years but less than 4 years
9. 4 years but less than 5 years
10. 5 years or more
```

General

This question is asked if the respondent is currently claiming Jobseeker's Allowance or is receiving National Insurance contribution credits.

Guidance

This question refers to the *total continuous* length of time an informant has claimed any unemployment-related benefit, not just the benefit they are currently claiming.

Example

Someone may now be getting credits for National Insurance contributions as an unemployed person. However, when they became unemployed 2 years ago, they received Unemployment Benefit. The length of time this person has been claiming unemployment-related benefit, therefore, starts from the time they first claimed Unemployment Benefit up to the reference week.

If they had worked for a month sometime during that two-year period (and had consequently stopped claiming Unemployment Benefit) before becoming unemployed again, record the length of time from their renewed claim to the present.

IncSup

FRED (1)

Ask or record

(In the week ending Sunday the 4) were you claiming income support as a...

Running prompt

1. sick person
2. pensioner
3. lone parent
4. any other form or premium of income support?

General

This question is only asked if the respondent answered "Income Support" (code 2) at **Tpben03**.

Income support is a benefit for those on low incomes; for those claiming other disability benefits it includes an additional element or 'disability premium'.

Income Support allowances can be paid for an indefinite period in addition to other benefits, e.g. Income Support can be paid in addition to State Retirement Pension.

SkDsBn3

FRED (1)	
Ask or record	
(In the week ending Sunday the 4) were you claiming...	
Code all that apply	
1. Incapacity Benefit?	8. Attendance Allowance?
2. Severe Disablement Allowance?	9. Industrial Injuries Disablement Allowance?
4. Statutory Sick Pay?	
5. Invalid Care Allowance?	
7. Disability Living Allowance?	
Enter at most 7 values	

General

This question is only asked if the respondent answered “Sickness or disability” (code 3) at **Tpben03**.

Our clients are interested in identifying people on Incapacity Benefit, Severe Disablement Allowance, Income Support as a sick person, and National Insurance Sickness Benefit for a number of reasons.

As the LFS collects a range of information about each respondent and about a very large number of people, a picture of claimants can be built up.

As the LFS is primarily interested in employment and future work plans, it is the ideal vehicle for assessing claimants’ future and present participation in the labour force/market.

Because the LFS collects information from the same respondent five times over the period of a year, our clients can observe what happens to respondents once they stop claiming these benefits.

Please note the numbering of the options is not consecutive. This is because the previous options 3 and 6 are no longer valid.

Guidance

Incapacity Benefit

- Incapacity benefit is paid to claimants between 16 years and retirement age;
 - it is subject to stringent medical criteria (it is possible for claimants to receive benefit while medical procedures are undertaken; that is before full entitlement is established);
 - it is possible for Incapacity Benefit claimants to undertake paid work, as long as it does not exceed an average of 16 hours per week (the number of weeks on which the average is based is currently subject to normal adjudication)

procedures), as long as the remuneration is less than a threshold amount (which is yet to be set), and as long as a doctor has stated explicitly the therapeutic effect the work is expected to have for the claimant;

- it (as well as Severe Disablement Allowance) is subject to tax. from April 1995.

Claimants are eligible to claim Incapacity Benefit following 28 weeks on Statutory Sick Pay if they have the requisite number of National Insurance contributions, or immediately if they have insufficient contributions or are without regular employment. However, it is not possible to claim Incapacity Benefit without first drawing SSP for the qualifying period if the incapacity has resulted from an industrial injury. Those suffering an injury or ill health that has been directly linked with their employment are required to satisfy the normal eligibility criteria.

Severe Disablement Allowance (SDA)

This allowance is normally paid only to those of working age. Therefore, only respondents aged 16-64 are asked this question.

SDA is claimed by those who cannot work because of long-term sickness and who do not qualify for contributory Invalidity pension because of inadequate National Insurance contributions.

Because SDA is a non-contributory benefit, it cannot be claimed in combination with contributory benefits, such as Incapacity Benefit.

New claims for SDA cannot be made after April 2001, but those already receiving will continue to do so.

Statutory Sick Pay (SSP)

This is paid by employers to employees who earn above the National Insurance threshold. It is paid after four consecutive sick days up to a maximum of 28 days in any one spell or linked spells of sickness. After 28 weeks (or if the employer's obligation ends before then), the respondent will usually transfer to Incapacity Benefit.

Invalid Care Allowance (ICA)

This is a weekly benefit paid to people aged over 16 who:

- are not earning more than £50 a week; and
- give regular and substantial care (35+ hrs/wk) to a severely disabled person (who also receives DLA or AA). This can also be known as Carers Allowance.

Although this is an ask or record question, it has to be treated as per TpBen03 (you can record any benefits already mentioned without asking them again). However, you will have to ask the other categories just to check if the respondent receives any benefits that they may have forgotten.

Disability Living Allowance (DLA)

This is paid to persons under 66 who need help with personal care and/or getting around. DLA can be paid even if no one is giving the care needed. There are two components:

- Care Component covers things like washing, dressing, using the toilet, and cooking the main meal
- Mobility Component is for persons who can't walk or who have difficulty in walking

Attendance Allowance (AA)

This is paid to disabled persons aged 65 or over who live at home and need to be looked after because of their disability. Individuals may receive AA even if no one is actually providing them with care.

Industrial Injuries Disablement Benefit

This is provided to employees who have been injured at work or who are suffering from an industrial disease.

Options no longer included:

The following benefits used to be included in this question but have now been removed:

- Disability Working Allowance – This was replaced by Disabled Person's Tax Credit in April 2000
- Disabled Person's Tax Credit – This will no longer exist from April 2003. Until then, it has been moved to NtaxCrd.
- Mobility Allowance – This no longer exists.

PenBen3

FRED (1) Ask or record (In the week ending Sunday the 4) were you claiming.. Code all that apply 1 Retirement or Old Age Pension? 2 Widowed Parent's Allowance? 3 Bereavement Allowance or Widow's Pension? 4 War Disablement Pension or War Widow's Pension (including any related allowance)?

General

This question is only asked if the respondent answered "State Pension" (code 4) at **Tpben03**.

Retirement or Old Age Pension

This is only for those over the State Pension age (currently 60 for women and 65 for men)

Widowed Parent's Allowance

This was formerly known as Widowed Mother's Allowance. It is a regular payment for widows or widowers who are bringing up children.

Bereavement Allowance

This replaces the old Widow's Allowance. It is for those who have lost a spouse, and are aged over 45 and have no children. It is a regular payment for 52 weeks from the date of bereavement.

War Disablement Pension or War Widow's Pension

This is for those who were disabled whilst serving under British command in war, or for those who lost a spouse who was serving.

Family03

<p>FRED (1) Ask or record (In the week ending Sunday the 4) were you claiming... Code all that apply</p> <p>1. Guardian's Allowance? 4. Maternity Allowance? 5. Statutory Maternity Pay?</p> <p>Enter at most 3 values</p>
--

General

This question is only asked if the respondent answered "Family related benefits" (code 5) at **Tpben03**.

Please note that the numbering of the options is not consecutive.

Guidance

Guardian's Allowance

This is for people bringing up a child because the parents have died or are otherwise unable to look after the child themselves. They must be receiving Child Benefit for the child

Maternity Allowance

Paid for 18 weeks around the time of childbirth. It is paid to women who are employed but are not entitled to Statutory Maternity Pay.

Statutory Maternity Pay

Currently this is paid for up to 18 weeks but from April 2003 it will be paid for up to 26 weeks.

Options 4 and 5 do not need to be read to men or old age pensioners.

HsngGB

Great Britain

<p>FRED (1) Ask or record (In the week ending Sunday the 4) were you claiming.. Code all that apply</p> <p>1. Housing Benefit? 3. Council Tax Benefit?</p> <p>Enter at most 2 values</p>
--

General

This question applies to GB and to respondents who answered "Housing or Council Tax Benefit" (code 7) at **Tpben03**.

HsngNI

Northern Ireland

<p>FRED (1) Ask or record (In the week ending Sunday the 4) were you claiming.. Code one only</p> <p>1. Rent or rate rebate? 2. Rate rebate?</p>
--

General

This question applies to Northern Ireland only and to respondents who answered "Housing or Council Tax Benefit" (code 7) at **Tpben03**.

NTaxCrd

Help<F9>
FRED (1) Which if any of the following Tax Credit payments are you at present receiving in your own right? Please include any lump sum payments received since April 2003 Code all that apply
1. N/A
2. N/A
3. N/A
4. Working Tax Credit
5. Child Tax Credit
6. None of these

General

Everyone who indicates that they are receiving benefits (Benfts = yes) are routed to this question. This is because the structure for asking about tax credits completely changed from March-May 2003 and we want to make sure that no-one is left out. A check will appear if someone does not indicate in TPBen03 that they are receiving tax credits (Option 8) but lists some credits in NtaxCrd.

Please note the options 1, 2, and 3 are not available because they are no longer valid.

Guidance

Tax credits

Tax credits are claimed for :-

- Based on individual circumstances if you are single or separated.
- Based on joint circumstances if you are living together as if you are married.

Working Tax Credit

This is to support working households on low incomes by topping up earnings. There are extra amounts for working households in which someone has a disability. It is possible to claim an additional childcare element to contribute towards the cost of qualifying child care.

People who are responsible for a child or young person can claim Working Tax Credit if

- you are aged 16 or over **and** work at least 16 hours a week.

People without children can claim Working Tax Credit if

- you are aged 25 or over **and** work at least 30 hours a week
- you are aged 16 or over **and** work at least 16 hours a week and you have a disability which puts you at a disadvantage in getting a job

- you or your partner are aged 50 or more **and** work at least 16 hours a week and are returning to work after time spent on qualifying out-of-work benefits.

WTC only needs to be applied for once a year. Therefore it is possible that a person met the qualifying criteria at the time they applied but no longer meet the criteria at the time they respond to the LFS.

WTC is paid through the employer to people who are employed, or directly to the claimant if they are self-employed. The childcare element is paid directly to the person who is mainly responsible for caring for the children in the family.

Child Tax Credit

Child Tax Credit is a payment to support families with children.

It is paid directly to the person who is mainly responsible for caring for the children (including some 16 to 18 year olds) in the family. Families who do not work, or work and earn up to £58,000 a year can claim.

If respondent has dependent children and is claiming Working Tax Credit they should also be receiving Child Tax Credit. A soft check will appear if they do not answer that they are receiving Child Tax Credit under the above circumstances.

CCTC

<p>FRED (1) Ask or record Does your Working Tax Credit include a Child Care Tax Credit to help pay for child care expenses?</p> <p>1. Yes 2. No</p>
--

General

If respondents report that they are in receipt of Working Tax Credit they will be asked CCTC.

Child Care Tax Credit

Child Care Tax Credit is a supplementary payment to help with child care costs, and should not be confused with Children's Tax Credit which is entirely different.

TAXFUT03

FRED (1)

Are you awaiting the outcome of a claim for any of the following Tax Credits?
Code all that apply

1. N/A
2. N/A
3. N/A
4. Working Tax Credit
5. Child Tax Credit
6. None of these

General

This question is only asked if respondents have not previously indicated that they are **already** receiving all current types of tax credit.

Please note the options 1, 2, and 3 are not available because they are no longer valid.

17 EMPLOYMENT 12 MONTHS AGO

This section does *not* apply to the enhanced sample.

All of the following employment questions apply to respondents aged 16 or more; the questions relate to circumstances twelve months before the reference week.

OYCirc

(Mar-May)

FRED (1)
I should (also) like to ask you now about your situation 12 months ago, that is in March 2004. Were you...
 Code first that applies

1. Working in a paid job or business?	or a relative?
2. Laid off or on short time at firm?	6. A full-time student or pupil?
3. Unemployed, actively seeking work?	7. Looking after the family or home?
4. On a special government scheme?	8. Temporarily sick or injured?
5. Doing unpaid work for yourself	9. Long-term sick or disabled?
	10. Retired from paid work?
	11. None of these

General

The date 12 months ago is included in the question. We are looking for information relating to exactly one year ago i.e. the corresponding reference week. If the respondent was doing multiple things one year ago (e.g. working and then not working), working takes precedence and you should collect the information relating to their work at that time.

Guidance

'Work' at this question means *any* work for pay or profit, *including* casual and holiday work. Informants working in casual or holiday work 12 months ago should answer the questions in relation to that job.

Government schemes

Note that there is a 'government scheme' category separate from 'working in a paid job or business'. You should be aware that, in the light of the interviewer statement at **ISTATE**, respondents might describe their circumstances 12 months earlier as 'working in a paid job or business' rather than the correct 'on a government scheme'. In these circumstances ensure code 4 is used rather than codes 1 or 2.

Pensionable age

For men 65+ and women 60+, you may code **OYCIRC 10** (retired from paid work) without asking this question *only if* it has been clearly ascertained during the

interview that they retired from paid work *at least 5 years ago*. In all other circumstances, you must read out the question in the normal way.

Career break, maternity leave, sick leave

Informants who were on a career break, maternity leave, or on extended sick leave 12 months ago and who had an agreement with their employer that there was a job for them to return to, should be coded 1. (See instructions for **JBAWAY**)

17.1 Industry and Occupation

OYSInd

(Mar-May)

```
FRED (1)
In your (main) job were you working for the same firm or organisation as last
week/in your last job?

1.Yes, the same
2.No, different
```

General

This question applies to respondents who were working 12 months before the reference week (**OYCirc**=1,2, or 5).

Guidance

Self-employed

Self-employed people who were also self-employed twelve months ago should be coded 1 if their business has remained the same (i.e. do not code them according to the clients for whom they happened to be working).

OYIndD

(Mar-May)

```
FRED (1)
What did the firm/organisation you worked for twelve months ago mainly make or do at
the place where you worked?
Describe fully - probe manufacturing or processing or distributing etc. and main goods produced, materials
used, wholesale, retail etc
```

General

This question is only asked of respondents who were with a different employer 12 months before the reference week.

(See **INDD**)

OYIndT**(Mar-May)**

FRED (1)
Enter at title for the industry twelve months ago

General

This question is only asked of respondents who were with a different employer 12 months before the reference week.

(See **INDT**)

OYSOcc**(Mar-May)**

FRED (1)
Was your (main) occupation twelve months ago exactly the same as it was last week/in your last job ?

1.Yes, the same
2.No, different

General

This question applies to respondents who were working or were laid off 12 months before the reference week.

Guidance

Note that it is the *occupation* that we are asking about and not the specific job: a change of employer while remaining in the same occupation should still be coded 1.

Promotion

Becoming a foreman or supervisor *does* count as a change of occupation, even if the employer is the same.

OYOcCT**(Mar-May)**

FRED (1)
What was your (main) job twelve months ago?
Enter job title

General

This question applies to respondents who had a different job 12 months before the reference week.

(see OCCT)

OYOccD**(Mar-May)**

```
FRED (1)
What did you mainly do in that job?
Check special qualifications/training required
```

General

This question applies to respondents who had a different occupation 12 months before the reference week.

(See OCCD)

17.2 Employed or Self-employed**OYStat****(Mar-May)**

```
FRED (1)
May I just check
In your occupation twelve months ago, were you...
Running prompt
1.working as an employee
2.or were you self-employed?
```

General

This question applies to respondents who were working or were laid off 12 months before the reference week.

(See STAT)

17.3 Managerial Status

OYSUPVI

(Mar-May)

FRED (1)
In your job do you have formal responsibility for supervising the work of other employees?

1 Yes
 2 No

OYMnge

(Mar-May)

FRED (1)
Ask or record
 Did you have any managerial duties?

1. Manager
 2. Foreman/supervisor
 3. Not manager/supervisor

General

This question applies to respondents who were employed 12 months before the reference week.

(See **MANAGE**)

OympE02

(Mar-May)

FRED (1)
How many people worked for your employer at the place where you worked?

1. 1-10	7. 250-499
2. 11-19	8. Don't know but between 50 and 499
3. 20-24	9. Don't know but 500 and over
4. Don't know but under 25	
5. 25-49	
6. 50-249	

General

This question applies to respondents who were employed 12 months before the reference week.

(See **MPNE02**)

OYSolo**(Mar-May)**

FRED (1)
Ask or record
 Were you working on your own or did you have employees?
 1. On own/with partner(s) but no employees
 2. With employees

General

This question applies to respondents who were self-employed and had employees 12 months before the reference week (See **SOLO**).

OympS02**(Mar-May)**

FRED (1)
How many people did you employ at the place where you worked?

1. 1-10	7. 250-499
2. 11-19	8. Don't know but between 50 and 499
3. 20-24	9. Don't know but 500 and over
4. Don't know but under 25	
5. 25-49	
6. 50-249	

General

This question applies to respondents who were self-employed 12 months before the reference week and who had employees (See **MPNS02**).

17.4 Full or Part-time**OYFtPt****(Mar-May)**

FRED (1)
In that job twelve months ago, were you working..
 1. Full-time
 2. or Part-time?

General

This question applies to respondents who were employed or were laid off 12 months before the reference week. (See **FTPTWK**)

18 RECONCILIATION BETWEEN WORK & FAMILY LIFE

This is the EuroStat Ad-Hoc module for 2005.

IMPORTANT NOTE: Please ensure that the family checks are run i.e. set FamChk to 'Yes' when it appears in the questionnaire and NOT at the end of the interview. If FamChk is not set to 'Yes' then this block of new questions will not work correctly.

BWLInt

(Mar-May)

```
Mr Fred Smith (1)
I'm now going to ask you about your care responsibilities and the care services you use.
1- Press 1 to continue
```

UsChCa

(Mar-May)

```
Mr Fred Smith (1)
During a usual week, what is the main type of childcare used for children in your
household while you are working (outside compulsory school hours)?

Prompt as necessary

1- Childcare services (including paid childminders), pre-school
2- Partner who is living in the household
3- Relatives/Neighbours/Friends (unpaid)
4- No childcare used
```

General

This question is asked if the respondent is aged between 16 & 64 is currently in work, and has at least one own/spouse's child aged up to 14 living in the household.

The objective is to record what the main childcare used for the children in the household up to the age of 14, **while the person is working**.

Guidance

Reference period -Usual week

This is a current and normal week outside of holidays (i.e. parent's, children's, services', etc.) and other particular arrangements (sick child or other problems). If the person cannot decide because their childcare changes from one week to another, the reference period should be the reference week as long as the reference week is

not distorted by holidays, a sick child etc. If the reference week is distorted by holidays, sick child etc, the first undistorted week before the reference week should be used.

Children concerned

Children who are 14 years of age or younger, who are living in the household being interviewed and who are either the respondent's or the respondent's spouse/partner's child. This includes both adopted and foster children.

Note

If all of the children 14 or younger are attending school, you should collect information about the main organisation outside compulsory school hours. Code pre-school, including free pre-school in the same code as childcare services.

Childcare services

This includes crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, and paid carers. Childcare services subsidised by state/employers are also included.

More than one childcare arrangement

If respondents are using several childcare arrangements for a child or different childcare arrangement from one child to another, the carer (from codes 1 to 3) who spends the highest number of hours/week caring for one or several children should be coded. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

Code 1 - Childcare services (including paid childminders), pre-school

The main distinction here is whether or not the childcare is paid for and not whether the provider is qualified. For example, paid, unqualified childminders / neighbours / friends, should be coded 1.

Code 3 – “Relatives/neighbours/friends (unpaid)”

This includes grandparents and fathers/mothers living outside the household. This also includes children who are 14 or older, either living inside or outside of the household who are taking care of sibling(s). If a sister/brother aged more than 14 takes care of the children up to age 14, the sister/brother is considered as a relative and should be coded as 3.

Code 4 – “No childcare used”

Use this code if the children age 14 or younger take care of themselves/each other OR if the respondent works at home or cares for the child at the work place OR if no childcare is used at all (e.g. compulsory school hours correspond to working hours).

Note: If a sister/brother aged more than 14 takes care of the children up to age 14, the sister/brother is considered as a relative and should be coded as 3.

RgChCa**(Mar-May)**

Mr Fred Smith (1)

IF PARENT: Apart from the children living in your household, do you regularly take care of any other children aged 14 and under without being paid?**IF NOT PARENT: Do you regularly take care of children aged 14 and under without being paid?**

Note that only unpaid care should be coded 'yes' here - care in a professional capacity should not be counted.

1- Yes

2- No

General

This question is asked of all 16-64 year olds. The aim is to identify all care responsibilities undertaken by the respondent. The wording shown on screen is different for respondents that are parents and those who are not.

Guidance

If this question is asked of a 16-year-old who regularly cares for a younger sibling in the same household, use code 1.

Carers

Carers are defined as people who look after or provide *regular* help, on a fixed pattern, to children. The carer has to be responsible for the care.

Example

Personal care, homework, playing games, reading, taking out, help, assistance, or surveillance.

However, if a respondent goes into a school on a voluntary basis to help individual children with reading, for example, this is not considered to be care and code 2 should be used.

Other children

This corresponds to children other than the respondent's/spouse's children living in the household. E.g. Respondent's/spouse's children living outside the household or other children (not respondent's/spouse's) living inside or outside the household. Children who are 14 years old should be included.

Regularly

This is defined as on a fixed term pattern (i.e. every day, every week etc).

Children with disability

Children aged 14 years or younger who have a disability or a health problem are considered "children".

Children age 15+

Care for children who are aged 15 or older who are ill or disabled should not be included here, include them at RGADCA.

Payments

If the carer is paid 'in-kind' – for example, a return offer to baby-sit – this should not be considered as paid caring and therefore should be included here. However, this must also be a regular arrangement for it to be included here.

Care to be excluded

If the care consists of financial support or if the care is a volunteer worker for a charity or for another organisation, then it should not be considered as care. Similarly, care done in a professional capacity (i.e. as a job) should be excluded.

RgAdCa

(Mar-May)

Mr Fred Smith (1)

Do you regularly look after ill, disabled, or elderly relatives or friends aged 15 or more in need of care, without being paid?

Note that only unpaid care should be coded 'yes' here - care in a professional capacity should not be counted.

1- Yes

2- No

General

This question is asked of all 16-64 year olds.

Guidance

Carers

Carers are defined as people who look after or provide regular help, on a fixed pattern, to ill, disabled, or elderly relatives or friends. The carer has to be responsible for the care. Respondents who receive allowances (e.g. Carer's Allowance which was previously called the Invalid Care Allowance) to take care of a relative with a disability should be considered as carers (code 1). The dependant adults helped can live inside or outside the household.

Example

Personal care (e.g. washing, dressing); physical help (e.g. walking); helping with paperwork or financial matters; domestic help (e.g. housework, laundry); company, talking, visiting.

Regularly

This is defined as on a fixed term pattern (i.e. every day, every week etc).

Care to be excluded

If the care consists of financial support or if the care is a volunteer worker for a charity or for another organisation, then it should not be considered as care. Similarly, care done in a professional capacity (i.e. as a job) should be excluded.

ChgWlf

(Mar-May)

Mr Fred Smith (1)

Which of the following statements best describes your current situation

- 1- You would like to work (more) and reduce your care responsibilities
- 2- You would like to work fewer hours / stop work and increase time spent caring [blank if not working]
- 3- You would like to leave things as they are?
- 4- Don't Know

General

This question is asked if the respondent is aged between 16 & 64 AND respondent has at least one's own/spouse's child up to 14 living in the household or RGCHCA = 1 or RGADCA = 1.

We are trying to find out the current wish of the respondent independently of the constraints e.g. even if she/he cannot work because of lack of childcare services. If the respondent is finding this question difficult to answer because their feelings and/or circumstances might change in the future, ask them to select an answer based on their feelings and/or circumstances as they are today.

The word 'more' shown in brackets only appears (without brackets) for those respondents who are working. 'more' does not show up for those respondents that are not working.

Guidance

"Care responsibilities" include care for children and for ill/disabled/elderly relatives or friends.

Code 2

This includes "wish not to work at all in order to have more time for caring".

If the respondent says that she/he wishes to work more and care more OR that she/he wishes to work less and care less, code 3.

ChCWkM**(Mar-May)**

Mr Fred Smith (1)
Are you not working the hours you would like to work because of a lack of, or the unsuitability of childcare services?

- 1- Yes
 2- No

General

This question is asked if the respondent is aged between 16 & 64 AND CHGWLF = 1 AND respondent has at least one own/spouse's child up to 14 living in the household or RGCHCA = 1.

GuidanceChildcare services

This includes crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid child carers, paid childcare, and childcare services that are subsidised by state/employers.

Unsuitable

If a respondent considers childcare to be too expensive then that is considered unsuitable and code 1 should be used.

ChCRes**(Mar-May)**

Mr Fred Smith (1)
In terms of childcare, what are your reasons for not working (more). Is it...

Code all that apply - individual prompt

- 1- **A lack of childcare services?**
 2- **Childcare services are too expensive?**
 3- **Available childcare services are not of sufficient quality?**
 4- **Other reason?** (not linked with the lack of suitable childcare services)

General

This question is asked if the respondent is aged between 16 & 64 and ChCWkM=1

The word 'more' shown in brackets only appears (without brackets) for those respondents who are working. 'More' does not show up for those respondents that are not working.

Guidance

Code 1

This code should be used if there are no childcare services available at times needed by the respondent e.g. during working hours or school holidays. The exact time when childcare is required is coded at **LacChC**

Code 2

This includes people who are not working and who might expect a salary which is not high enough compared to the cost of the care. The salary can be higher than the cost of the care but not high enough to encourage the person to work.

Code 3

Use this code if the respondent feels, for example, that the educational content provided is not sufficient, if there are too many children and not enough carers, and/or the respondent is not confident (does not trust) in the services. This can also include if the respondent feels that there is a lack of suitable childcare services for children aged 14 or younger with special needs.

Code 4

This includes respondents that can not find a job, or wants the child to be cared for only by relatives but there is no relative who can do that, or they could work more if partner worked less etc.

ChCResM

(Mar-May)

Mr Fred Smith (1) May I just check, What is your main reason (for not working (more))? 1- A lack of childcare services 2- Childcare services are too expensive 3- Available childcare services are not of sufficient quality 4- Other reason (not linked with the lack of suitable childcare services)	Help <F9>
---	-----------

General

This question is asked if the respondent gave more than one reason at ChCRes.

The main reason should be interpreted as the main current reason, even if there is a combination of reasons. If it is impossible to choose, then code the first that applies. E.g. If the mother left a job because of the lack of childcare services 2 years ago and now she finds childcare too expensive in relation to the expected salary, code 2.

Please refer to the guidance given at ChCRes, above.

LacChC**(Mar-May)**

Mr Fred Smith (1)	Help <F9>
When is there a lack of childcare services?	
Only use code 3 if it is impossible for the respondent to choose between code 1 or 2.	
1- During the day (Weekdays. 7am to 7pm)	
2- At other times (Weekdays before 7am, after 7pm, weekends, school holidays)	
3- Or both	
4- Don't Know (has no idea about future working hours) [blank if working]	

General

This question is asked if person is aged between 16 & 64 and **CHCRESM = 1**.

Here we are looking for the respondent to give us the **main time** at which there is a lack of childcare services. Only use code 3 if the respondent can not choose between option 1 or 2.

GuidanceCode 1

This code should be used when the care would be needed from approximately 7am to 7pm. Use this code if respondents feel that there are no available places for the children at the childcare services in the area. You should also use this code if respondents feel that there is not enough care services for children who need more care (e.g. a child is cared for in the morning but there is a lack of care services in the afternoon).

Code 2

This code should be used if the care would be needed at special times, e.g. before 7am, after 7pm, at night, weekends, or during school holidays.

Code 3

Priority should be given to codes 1 and 2. Only use this code if the respondent cannot choose between codes 1 and 2. **If there is no childcare available at all, code 3 should be used.**

Code 4

Priority should be given to codes 1 and 2. This should be used if the respondent does not know the hours where the care would be needed, i.e. they have no idea about their future working hours. It can also be used if the respondent finds it impossible to choose between code 1 and 2.

AdCWkM**(Mar-May)**

Mr Fred Smith (1)
Is the fact that you are not working (more) linked to the lack or the unsuitability of care services for ill, disabled or elderly adults?

- 1- Yes
- 2- No

General

This question is asked if person is aged between 16 & 64 and RGADCA = 1 and CHGWLF = 1.

The word 'more' shown in brackets only appears (without brackets) for those respondents who are working. 'More' does not show up for those respondents that are not working.

AdCRes**(Mar-May)**

Mr Fred Smith (1)
In terms of taking care of ill, disabled or elderly adults, what are your reasons for not working (more). Is it...

Code all that apply - individual prompt

- 1- A lack of adult care services?
- 2- Adult care services are too expensive?
- 3- Available adult care services are not of sufficient quality?
- 4- Other reason? (not linked with the lack of suitable care services for adults)

General

This question is asked if person is aged between 16 & 64 and ADCWKM=1.

The word 'more' shown in brackets only appears (without brackets) for those respondents who are working. 'More' does not show up for those respondents that are not working.

GuidanceCare Services

This includes paid carers, care services at home and/or care institution (including institutions where persons can go only during the day).

Code 1

This code should be used if there are no care services available at times needed by the respondent e.g. during working hours or during holidays. The exact time when care is required is coded at **LacAdC**

Code 2

This applies to the person who is being helped or to the person who is paying for the help. A person who could expect a salary which is not high enough compared to the cost of the care he/she would have to support should be coded here. The salary can be higher than the cost of the care but not high enough to encourage the person to work.

Code 3

This can be from the point of view of the respondent OR from the point of view of the helped person. This code also includes those who are not confident (do not trust) etc in the services.

Code 4

This includes respondents that can not find a job, or the person helped does not want to be helped by someone else.

AdCResM

(Mar-May)

Mr Fred Smith (1) May I just check, What is your main reason (for not working (more))? 1- A lack of adult care services 2- Adult care services are too expensive 3- Available adult care services are not of sufficient quality 4- Other reason (not linked with the lack of suitable care services for adults)	Help <F9>
--	-----------

General

This question is asked if the respondent gave more than one reason at AdCRes.

The main reason should be interpreted as the main current reason, even if there is a combination of reasons. If it is impossible to choose, then code the first that applies. E.g. If the respondent left a job because of the lack of care services 2 years ago and now the cost of an external care service is too expensive for the person helped OR for the respondent, code 2.

Please refer to AdCRes for further guidance.

LacAdC**(Mar-May)**

Mr Fred Smith (1)	Help <F9>
When is there a lack of adult care services?	
Only use code 3 if it is impossible for the respondent to choose between code 1 and 2.	
1- During the day (Weekdays, 7am to 7pm)	
2- At other times (Weekdays before 7am, after 7pm, weekends, holidays, 24 hours)	
3- Or both	
4- Don't Know (has no idea about future working hours) [blank if working]	

General

This question is asked if person is aged between 16 & 64 and ADCRESM=1.

Guidance

Here we are looking for the respondent to give us the main time at which there is a lack of childcare services. Only use code 3 if the respondent can not choose between option 1 or 2.

Code 1

This code should be used when the care would be needed from approximately 7am to 7pm. Use this code if respondents feel that there are no care service for the person at all OR no care service available (no place available). You should also use this code if the respondent feels that there is not enough care i.e. there is a need for prolongation of the care service.

Code 2

This code should be used if the care would be needed at special times, e.g. before 7am, after 7pm, at night, weekends, during holidays, or 24 hours.

Code 3

Priority should be given to codes 1 and 2. Only use this code if the respondent finds it impossible to choose between codes 1 and 2.

Code 4

Priority should be given to codes 1 and 2. This should be used if the respondent does not know the hours where the care would be needed, i.e. they have no idea about their future working hours.

SpChCa**(Mar-May)**

Mr Fred Smith (1)
In the last 12 months, have you made any special arrangements (with your employer) so you could care for your children during school holidays, or when the usual childcare services were unavailable?

Special arrangements include taking days off or reducing the number of hours worked.

- 1- Yes
- 2- No

General

This question is asked if the respondent is aged between 16 & 64, is currently in work, and has at least one own/spouse's child up to 14 living in the household.

GuidanceChildcare services

These include crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre. Paid carers are included, along with childcare services subsidised by the state or by employers.

Include instances where special arrangements were made because the carer was on holiday.

Self employed

For the self-employed it may be necessary to exclude the words "(with your employer)". Where a person is self-employed in the traditional sense – i.e. a builder that works for him/herself – making reference to your employer is not applicable. The question however can still be relevant in that they may make arrangements with the person they are contracted to alter their work pattern (e.g. they may leave a site early to pick their children up). Essentially, we are after changes to how they would usually provide their services as a result of their childcare responsibilities. There are some circumstances where including the optional text for a self-employed worker may be required, for example, an agency worker may classify themselves as self-employed, but in most respects their relationship with the person they provide their services to is akin to an employee-employer relationship. Here it would make sense to include the optional text.

Code 1

This code should be used, for example, if the person worked from home in the school holidays, or if they had a term-time only contract over the last 12 months (i.e. worked only during the school period and not during school holidays). It covers both permanent and temporary changes to working arrangements.

Code 2

This code should be used if the respondent is coded as being in work but has not worked in the last 12 months (e.g. maternity/paternity/parental leave), or if there were no special periods for the person (e.g. has only one child going to a day care centre and the day care centre was open over the last 12 months without any interruption).

NtStCh**(Mar-May)**

Mr Fred Smith (1)
Was this because you could not find a suitable childcare service to replace the usual childcare arrangement (on at least one occasion)?

- 1- Yes
- 2- No

General

This question is asked if the respondent is aged between 16 & 64 and SPCHCA = 1.

Suitability here relates to childcare not being available at the time of day/week required, childcare being too expensive, or not being of sufficient quality. The exact difficulty is specified at **DfChSe**, below.

Code 2

This code should be used if the respondent had no problem at all with alternative childcare services during these periods.

DfChSe**(Mar-May)**

Mr Fred Smith (1)
What was the main difficulty you met with finding alternative childcare services?
Prompt as necessary

- 1- A lack of services during the day (Weekdays 7am to 7pm)
- 2- A of lack of services at special times (Weekdays before 7am or after 7pm, weekends, school holidays)
- 3- Services were too expensive
- 4- Services were not of sufficient quality
- 5- Other reasons

General

This question is asked if the respondent is aged between 16 & 64 and NTSTCH = 1.

The main problem should be recorded. If it is impossible to choose, then code the first option that applies.

Guidance

Childcare Services

This includes crèches, day care centres, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centres, paid carers, paid childcare, and childcare services subsidised by state/employer.

“Alternative”

This is seen as a substitute to the usual childcare (services, relatives etc), where the usual childcare arrangements are not available because they are closed, caring persons are on holiday etc.

VarWint

(Mar-May)

```
Mr Fred Smith (1)
I'm now going to ask you about being able to change your working pattern for family
reasons.

1- Press 1 to continue
```

Guidance

Family Reasons

This includes care for children and dependants, for example, having flexibility so that they can leave work early (and by implication start early) to collect their children after work from school, or to start late so they can take an elderly friend /relative to hospital.

VarWF

(Mar-May)

```
Mr Fred Smith (1)
Is it possible for you to vary the start and/or end of your working day by at least
one hour?

If respondent says 'Yes', please probe for correct response option

1. Yes, generally possible
2. Yes, rarely possible
3. No, not possible
```

General

This question is asked if the respondent is currently in work, and is aged between 16 & 64.

Guidance

Formal or informal working arrangements should be taken into account.

“For family reasons” includes care for children and dependants.

Use code 1 or 2 if the possibility exists without using special leave.

Code 1

Use code 1 if the respondent can confirm that at least half of the time they are able to vary the start or the end of their working day (start later and/or finish earlier) by an hour. Respondents who are generally able to vary the start and/or end of their working day or who have a general possibility for working time banking should be coded as 1. This is because they can vary their working day, in particular for family reasons, when they want to.

Code 2

Use code 2 if the respondent can confirm that they can vary the start or end of their working day (start later and/or finish earlier) by an hour, less than half of the time.

FamWkT

(Mar-May)

Mr Fred Smith (1)	Help <F9>
Is it possible for you to take whole days off without using holidays and special leave?	
If respondent says 'Yes', please probe for correct response option	
1. Yes, generally possible	
2. Yes, rarely possible	
3. No, not possible	

General

This question is asked if the respondent is aged between 16 & 64 and is currently in work.

Guidance

Special leave is a period of time (usually a number of hours or days) available to employees to take time off work to deal with family emergencies (e.g. sick child, elderly relative). It is separate from holiday and is different from parental leave. It can be paid or unpaid.

Formal or informal working arrangements should be taken into account.

“For family reasons” includes care for children and dependants.

Self-employed

Holidays and special leave are not generally applicable to the self-employed in the same way that they apply to an employee. The question therefore relates to their ability to take days off of work at their own discretion whilst contracted to do work.

Code 1

This code should be used if the respondent can generally organise the working time in order to take whole days off for family reasons, even if a limit for the number of days exists. Respondents who are generally able to vary the start and/or end of their working day or have a general ability to time bank should also be coded as 1. This is because they can vary their working day etc in particular for family reasons when they want to. Use code 1 if the respondent can confirm that at least half of the time they are able to vary the start or the end of their working day by an hour.

Code 2

This code should be used if the respondent can but rarely organise the working time in order to take whole days off for family reasons. Use code 2 if the respondent can confirm that they can vary the start or end of their working day by an hour, less than half of the time.

Self-employed

This question applies to those who are self-employed as well as those who are employees. The respondent will have to think of this question in terms of their regular workday. For example, a contractor who provides services to the public will have regular appointments and will therefore have to amend their working pattern in order to attend to family emergencies/reasons.

FamSkT

(Mar-May)

Mr Fred Smith (1)

Have you taken time off from work for family sickness or emergencies without using holidays in the last 12 months?

Please exclude time off taken for respondent's own sickness or accidents.

- 1- Yes
- 2- No

General

This question is asked if the respondent is aged between 16 & 64 and is currently working.

Guidance

This includes cases of sickness or accident of a child or relative but also other family emergencies, e.g. childminder ill or having their own urgent reasons, nursery closed because of flu epidemic. Most of the time it refers to unplanned situations

but it can also be planned in advance in some cases of sickness, e.g. operation of a family member.

The respondents own sickness or accidents are excluded.

If the respondent is coded as working but has not worked in the last 12 months (e.g. person on maternity / paternity / parental leave over the last 12 months), they should be coded 2 (No).

Self-employed

This question applies to those who are self-employed as well as those who are employees. The respondent will have to think of this question in terms of their regular workday. For example, a contractor who provides services to the public will have regular appointments and will therefore have to amend their working pattern in order to attend to family emergencies/reasons.

SpLRem

(Mar-May)

Mr Fred Smith (1)	Help <F9>
Was this time taken off as...	
Running Prompt	
1- Paid 'special leave'	
2- Unpaid 'special leave'	
3- Or was some other arrangement always used?	

General

This question is asked if FAMSKT = 1.

Guidance

“Special leave” is a generic title used to describe this type of leave – it is used to distinguish it from other types of leave. “Special leave” days are often provided in case the employee has a sick child or other family problems. Special leave is a period of time (usually a number of hours or days) available to employees to take time off work to deal with family emergencies. It is separate from holiday and is different from parental leave. It can be paid or unpaid.

Code 2 is only used if all “special leave” was unpaid.

ParInt**(Mar-May)**

Mr Fred Smith (1)

I now want to ask about Parental Leave. All employees who have completed one year's continuous service are legally entitled to take a period of 13 weeks unpaid leave to care for children under the age of 5, or 18 weeks unpaid leave for children with disabilities who are under the age of 18. It is usually taken as a block of leave, that is, a number of weeks at a time to care for children. This type of leave is not the same as Maternity or Paternity Leave, or time off for emergencies.

General

The questions on Parental leave are asked of everyone who is currently in employment or left their job within the last 12 months. They are also asked of respondents who became self-employed in the last 12 months, since they may have previously been an employee and therefore entitled to take Parental leave within the last year.

ParLea**(Mar-May)**

Mr Fred Smith (1)

Help <F9>

In the last 12 months, have you taken any Parental Leave for children in your family?

- 1- Yes
- 2- No

General

This question is asked only of people who are currently in employment (WRKING =1 OR JBAWAY=1 OR RELBUS =1 OR OWNBUS = 1) OR who have left their job within the last two years. It is asked if person is aged between 16 & 64 and the person has at least one own child up to age 18 living in the household.

GuidanceParental Leave

The right to parental leave entitles all eligible employees who have completed one years qualifying service to take a period of unpaid leave to care for each child born or adopted on or after 15 December 1994 (on or after 15 December 1981 in the case of a disabled child). This is **in addition** to maternity/paternity leave.

Parents are able to start taking parental leave as soon as the child is born or placed for adoption, or as soon as they have completed the required one year's qualifying service with their employer, whichever is later. They can take 13 weeks parental leave for each child (or 18 weeks for each child entitled to a disability living allowance).

- Depending on the employer, it can be taken full time/part time/piecemeal/time credit system.
- Parents of children born between 15 December 1994 and 14 December 1999 can take leave up to 31 March 2005
- Parents of children born on or after 15 December 1999 can take leave up to their child's 5th birthday
- Adoptive parents of children placed for adoption between 15 December 1994 and 14 December 1999 can take leave up to 31 March 2005 (or the child's 18th birthday if that is sooner)
- Adoptive parents of children placed for adoption on or after 15 December 1999 can take leave up to the fifth anniversary of the date of placement (or the child's 18th birthday if that is sooner)
- Parents of disabled children from any of these categories can take leave up to their child's 18th birthday

Note

Respondents who had no possibility in terms of time to take parental leave over the last 12 months because they are/were on maternity/paternity leave should be coded 2 (No).

ParLTy

(Mar-May)

```
Mr Fred Smith (1)
Was this leave...

1- Taken in one block full-time
2- Taken part-time
3- Taken in another arrangement or combination of arrangements?
```

General

This question is asked if person is aged between 16 & 64 and PARLEA = 1

Guidance

Code 2

This code should be used if the respondent was on parental leave in a part-time job. For example, this covers situations where a person previously working full-time changes to part-time working, with the balance of hours taken as parental leave.

“Another arrangement”

This includes if parental leave was taken during school holidays or if the person uses a time credit system (e.g. days or hours taken off).

“Combination of arrangements”

This means that the person had mixed the ways of taking parental leave over the last 12 months, e.g. they took parental leave in one block and then part time over the last 12 months.

Part-time workers

If the respondent was working part-time, goes on parental leave and doesn't go to work at all, use code 1. If they reduce their hours or go from 3 to 2 days a week, code 2 should be used.

ParLRm

(Mar-May)

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Mr Fred Smith (1)
Was the leave ...

1- fully paid
2- partly paid
3- or not paid at all?
```

General

This question is asked if person is aged between 16 & 64 and PARLEA = 1

NoParL

(Mar-May)

```
Mr Fred Smith (1)
What is your main reason for not taking parental leave over the last 12 months?

Prompt as necessary

1- Had no legal right to take parental leave
2- Parental leave unpaid or pay too low
3- Not enough flexibility in choice of the parental leave period
4- Negative effects on social security
5- Negative effects on the career/negative perception from the employer
6- Preference for work (for other reasons than codes 2 to 5)
7- Unaware of (right to) Parental Leave
8- Other reason
```

General

This question is asked if the respondent is aged between 16 & 64 and PARLEA=2. It is the individual's main reason for not taking parental leave that should be recorded.

Guidance

Code 1

Most of the time this code will be linked with the age of the children, with the past working situation of the respondent, and with the duration of parental leave already taken.

Code 3

This code should be used if, for example, parental leave in part-time job is not possible or if months of the leave can not be chosen.

Code 4

Use this code if the respondent did not take parental leave because they thought their benefits or tax credits would be reduced.

Code 5

This code should be used if the respondents main reason for not taking parental leave is because they think it will negatively affect their career prospects or progression, or if their employer will take a negative view of them having taken parental leave.

Code 6

This code should be used if the respondent prefers to work for reasons other than those mentioned in codes 2 to 5.

Code 7

Use this code if the reason the respondent has not taken parental leave is because they have not heard of it, or because they were unaware they had a right to take it.

19 EDUCATION and TRAINING

19.1 Introduction

The DWP and DfES needs detailed information about qualifications so that it can monitor the population and, where necessary, provide better access to training and qualifications.

The government has set up a National Advisory Council for Education and Training Targets (NACETT). Up-to-date information on training and qualifications is needed to ensure that targets are being met.

Although most questions in this section include a 'Don't know' code, it should be used only *after* probing, where the respondent is unable to provide an answer. We expect this option to be used only when collecting proxy information, when the respondent is not aware of the qualifications held by or training received by the person for whom they are answering.

19.2 Qualifications

QualCh5

Help<F9>

Mr Fred Smith (1)
I would now like to ask you about education and work-related training.
Do you have any qualifications...

Individual Prompt - Code all that apply

- 1 From school, college or university?
- 2 Connected with work?
- 3 From government schemes?
- 4 From a Modern Apprenticeship?
- 5 From having been educated at home, when you were of school age?
- 6 No qualifications
- 7 Don't know

Enter at most 5 values

General

This question applies to all men and women of working age and to others who are working.
Code all that apply.

We need information about all qualifications that informants have obtained both at school and since leaving school. This question is to make informants think about the various settings where they may have obtained their qualifications.

You should probe an answer of 'no qualifications' until you are satisfied that it is correct. In particular, you should ensure that the respondent realises that he or she

need not be using these qualifications in their current work to answer ‘Yes’ and that a qualification could have been obtained in a previous job.

At Waves 2-5

After checking any information entered in the previous wave, ask about qualifications *gained since the last interview*. (Most interviewers already do this, but the clients would like to ensure that these questions are asked in a standard form). For example:

“May I just check, have you (has....) gained any qualifications since the last interview?”

Guidance

Modern Apprenticeships

Modern Apprenticeships are high quality work based learning opportunities for young people aged 16-25. Each MA framework includes an NVQ at the appropriate level, Key Skills and a technical certificate, which is delivered off the job. Foundation MAs lead to NVQ Level 2 and Advanced MAs to Level 3. Most Modern Apprentices are employed and receive a wage at the going rate. There are frameworks to cover most occupations and industries. They started in 1995.

In Scotland, MA’s are available at one level –level 3 and are broadly equivalent to Advanced Modern Apprenticeships in England. They are aimed at 16-24 year olds and include an SVQ at Level 3 or above, plus core skills. There are also some opportunities for those aged 25 and over. MAs must be in employment whilst training and will receive a wage. As in England, MAs are available across the wide range of occupational sectors.

Home-educated children

Home-educated children are those who for any reason, are being / were educated at home by parents, guardians, or tutors, and are / were not receiving any other form of education.

Quals4

FRED (1)		
Which qualifications do (you think) you have, starting with the highest qualifications?		
Code all that apply - Prompt as necessary		
1 Degree level qualif. incl foundation degrees, graduate memb'ship of a profess'l institute, PGCE, or higher	10 A-Level/Vocat'l A-Level or equiv.	21 GCSE/Vocat'l GCSE
2 Diploma in Higher Education	11 Higher (Scotland)	22 CSE
3 HNC/HND	12 Welsh Baccalaureate	23 National Qualifs (Scotland)
4 ONC/OND	13 International Baccalaureate	24 RSA/OCR
5 BTEC/BEC/TEC/EdExcel	14 NVQ/SVQ	25 City and Guilds
6 SCOTVEC, SCOTEC or SCOTBEC	15 GNVQ/GSVQ	26 YT Certificate
7 Teaching qualif (excl PGCE)	16 AS-Level/Vocat'l AS-Level or equiv	27 Key Skills
8 Nursing or other medical qualif not yet mentioned.	17 Certificate of 6 th Yr. Studies (CSYS) or equiv	28 Basic Skills
9 Other Higher Education qualifs below degree level	18 Access to HE	29 Entry Level Qualifications (Wales)
	19 O-Level or equiv	30 Any other profess/vocat'l qualifs/ foreign qualifs
	20 Standard/ Ordinary O Grade (Scotland)	

General

This question applies to respondents who have some qualification.

Code *all* the informant's qualifications starting with the highest.

Check for 'any other qualifications?' until the informant says no.

Guidance

Code the general qualification only; later questions will ask about the precise level of each qualification

Degree level qualifications or equivalent (including PGCE): Code 1

- **Higher degrees** - these are Masters degrees or Doctorates.
- **Postgraduate certificates or diplomas** - these are obtained after a degree (i.e. you have to have graduated with a first degree to be eligible for the course).
- **Post Graduate Certificate of Education (PGCE)** - these should be coded 1 (degree level) not code 7 (teaching certificate). PGCEs are gained after a first degree. If an informant mentions that they have a teaching qualification/certificate, check whether it is a PGCE; if so use code 1. See code 7 to check for other teaching qualifications.

- **First degrees (normally Bachelor degrees)** – Examples are Bachelor of Arts (BA) and Bachelor of Science (BSc). In some instances, Scottish first degrees have the title Masters – such as the MA (See notes under Degree4 for further information). Some first degrees are awarded with honours and classified as first class, second class, etc. These remain first degrees and should not be confused with higher degrees. First degrees in England usually take three years, but in Scotland, they usually take four years (with honours). Ordinary level first degrees can be completed at Scottish HEIs in three years.
- **Foundation degrees** – these are intermediate, vocational Higher Education qualifications. They are at a level just below the honours degree and normally allow progression to the honours degree with just over one year of further full time study.
- **Professions-** Most doctors, dentists and lawyers will have a degree and should be coded 1 and not 30 (professional or vocational qualifications).
- **Foreign degrees-** All foreign degrees should be coded 30.
- **Other qualifications-** Most respondents who have a degree will also have A-Levels and O-Levels (or their equivalent). Be sure to probe for these if they are not mentioned by the respondent.

Diploma in Higher Education: Code 2

- Accept the respondent's views on which category their qualification fits into.
- A Diploma in Higher Education in Nursing Studies should be coded 2.
- Use Code 9 only if the respondent states that they have 'something from higher education' but they do not know what it is.

HNC/HND: Code 3

ONC/OND: Code 4

BTEC/BEC /TEC/EdExcel: Code 5

- EdExcel BTEC is new terminology for BTEC (EdExcel is the awarding body, formerly known as BTEC and changed to London Qualifications Limited in 2003). Respondents are likely to recognise this qualification under the different headings.
- The following BTEC/ BEC/ TEC/ EdExcel qualifications should be coded 5: first certificates, general certificate, first diploma, general diploma, National Certificate, National Diploma, and higher level
- The awarding body BTEC make awards for qualification types other than BTEC – these should be coded under the appropriate category e.g. BTEC HND: Code 3; BTEC GNVQ Code 15.

ScotVEC ScoTEC ScotBEC: Code 6

- ScotVec and ScotBec have now merged to form SQA

- BEC (Business Education Council) and TEC (Technical Education Council) qualifications have recently superseded ONC/OND and HNC/HND. In Scotland ScotBEC and ScoTEC were merged to form ScotVEC (Vocational Educational Certificate) in 1985. These newer qualifications (BTECs and ScotVECs etc) are awarded at different levels.
- If a respondent has one of these qualifications, code the general term here (a later question will determine the level of qualification).

Teaching Qualification (excluding PGCE): Code 7

- Only those with teaching certificates should be coded here.
- Exclude respondents with a PGCE (Post Graduate Certificate in Education) and no other teaching qualification: they should be coded 1 (see above)
- Exclude informants with a BEd (Bachelor in Education) or other degrees that incorporate a teaching certificate. These should be coded 1.
- Exclude respondents who are studying for NPQH (National Professional Qualification for Head teachers). They should be coded under option 30 'Any other professional...'

Nursing or other medical qualification: Code 8

- Exclude nursery nurse qualifications.
- Include St John's Ambulance Home Nursing Stage 1 Certificate.

Other Higher Education Qualification: Code 9

- Accept the respondent's views on which category their qualification fits into.
- Use Code 9 only if the respondent states that they have 'something from higher education' but they do not know what it is.

A-Level /Vocational A-Level or equivalent: Code 10

- **A-Levels** were introduced in 1951.
- **Vocational A levels (VCEs)** were introduced in September 2000. These include:
 - VCE Advanced Subsidiary (3 units) - available in a few subjects, equivalent to the GCE AS level, code 16.
 - VCE Advanced Level (6 units) - equivalent in size and demand to a single GCE A level, code 10
 - VCE Double Award (12 units) – equivalent in size to two GCE A levels, code 10.

Note: Vocational A levels were formerly known as Advanced GNVQs - where a respondent has an advanced GNVQ, code under GNVQs not A levels.
- **AS-Levels** are *not* the equivalent of A-Levels and should be coded 16.

- **S-Levels** are additional papers taken with an A-Level and are only awarded if the candidate achieves a minimum A-Level grade. These should *not* be included.
- **Higher School Certificate** is the equivalent of 2 A-Levels and should be coded 10.
- If a respondent states that they have a school matriculation certificate, you should probe whether it is the Higher School Certificate or the School Certificate. The Higher School Certificate should be coded 10.
- **AO-Levels** should be coded as O-Levels - code 19.

Higher: Code 11

- This is the Scottish Certificate in Education Higher
- Although these can be gained at Higher and Standard/Ordinary Level, we are only interested in Higher at this question. Standard and Ordinary Levels will be recorded at code 20.
- Scottish Intermediate should be coded as 23 (other Scottish national qualifications).

Welsh Baccalaureate: Code 12

This is an overarching qualification for mainly advanced level study (i.e. directed at 16-18 year olds).

The Welsh Baccalaureate Advanced Diploma/Certificate will include options mainly from GCE A levels, AS levels, Vocational A levels, NVQ level 3 units and Key Skills level 3 – code as 12.

The Welsh Baccalaureate Intermediate Diploma/Certificate will provide a parallel overarching qualification comprising a combination of mainly level 2 qualifications such as GCSE C-A*, GCSEs in vocational studies, GNVQ or NVQ level 2 units including some Key Skills units at level 2 – code as 12.

International Baccalaureate: Code 13

This qualification will be encountered more frequently as our involvement with the European Union increases. Students study six subjects of which three are at a higher level. This higher level is regarded as being the equivalent of an A-Level.

The International Baccalaureate is awarded by the International Baccalaureate Organisation through schools in 117 countries, including 60+ schools in the UK (both private and state sector).

If a respondent has a French Baccalaureate, please use code 30 as this is part of the national French schooling system and is *not* the same as the International Baccalaureate.

NVQ/SVQ: Code 14

National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs) are based on standards that spell out the broad skills required in employment. These standards have been developed in co-operation with industry

and commerce so that the NVQs will be directly relevant to the needs of both employers and individuals.

Standards are set by 'lead bodies', which include representatives of employers, trade unions and professional groups, supported by the Central Statistical Office, but it is the National Council for Vocational Qualifications (NCVQ) which

determines whether an award qualifies to be an NVQ. Bodies like City and Guilds, RSA and BTEC now make awards that meet NVQ criteria.

NVQs consist of a number of separate units, each of which sets out what the candidate must be able to do and to what standard. Units are like mini-qualifications: they act as targets for training and credits in certification.

Each NVQ covers an area of competence and a level, which places it in the NVQ Framework. This framework makes qualifications easier to understand and shows how people can progress through the system. The NVQ Framework consists of five levels of achievement. Level 1 is the simplest, being intended as a broad foundation for progression to higher levels. Level 5 is the most complex and includes professional qualifications and their equivalents.

These qualifications are awarded in their own right. However, other qualifications can be awarded an NVQ Level (i.e. equivalence level).

A qualification should only be recorded *once* at this question. Where the informant quotes the qualification and the NVQ Level, only record the NVQ Level. NVQ Levels 34, 35 and 36 enable one to be an NVQ assessor. These levels, however, are considered to be NVQ Units rather than qualifications in themselves.. They should therefore be coded 30, *not* code 14 (NVQ).

GNVQ/GSVQ: Code 15

General National Vocational Qualifications (GNVQ) and General Scottish Vocational Qualifications (GSVQ) rely on a demonstration of knowledge gained and are generally obtained at school.

- Part 1 GNVQ should be coded here. These can consist of part 1 or a foundation level GNVQ or part 1 of an intermediate GNVQ.

AS-Level: Code 16

- AS Levels were introduced in 1989. They were originally called *Advanced Supplementary Levels*, but in 1996 this was changed to *Advanced Subsidiary Levels*, however both are shortened to AS Level.
- AS levels are not the same as S-Levels. S-Levels can only be attained when A-Levels are passed at a minimum grade. They should not be recorded separately from A-Levels (See code 10 above).

Certificate of Sixth Year Studies (CSYS) or equivalent: Code 17Access to HE: Code 18

Access to higher education courses (Access courses) provide a preparation for higher education (HE) for mature students who have few, if any, other qualifications. They address the particular needs of adults who may have left school early and have been out of education for a number of years. Courses are specifically designed to equip them to succeed in studying at university level.

O-Levels or equivalent: Code 19

- O-Levels were taken from 1951 to 1988.
- Only use this code if the respondent passed their O-Levels. Accept the respondent's opinion about whether they passed.
- School Certificate and Matriculation are the equivalent of 5 O-Level passes. If respondents state that they have a School Certificate, check whether it is the Higher Certificate - if so use code 10 (A-Level or equivalent).
- AO-Levels are O-Level equivalent and should be coded 19.
- Northern Counties Examination Certificate is recognised as 'O' level as it covered 90% of the syllabus. 13+ should be coded to 30 ('other').

Standard/Ordinary O Grade: Code 20

The Standard (S) grade courses lead to an examination at the end of the fourth year of secondary schooling. Standard grades, which superseded Ordinary (O) grades, are graded between 1-6:

1-2	Credit Level
3-4	General Level
5-6	Foundation Level

Ordinary Grades were graded between A- E (unless taken before 1973, where they were listed as 'Pass').

Examinations at the Higher (H) grade normally require one further year of study and may be taken at the end of the fifth or sixth year. Note that Scottish Highers are included at code 11, not here.

GCSE/ Vocational GCSE: Code 21

GCSE's were introduced in 1988.

GCSEs in vocational subjects were launched nationally from September 2002. Respondents may refer to these as Applied GCSEs.

Vocational GCSEs are all double awards (equivalent to two academic GCSEs) – code 21.

Short course (or half) GCSEs are equivalent to half a GCSE – code 21.

CSE: Code 22

CSE's were taken between 1966 to 1988.

National Qualifications (Scotland): Code 23

These can be awarded at 7 levels: Access 1, 2 & 3; Intermediate 1 & 2; Higher; and Advanced Higher. These levels are recorded at a subsidiary question.

They have replaced the CSYS (Code 17), the Higher (Code 11), and supplement the Standard Grade (Code 20).

Scottish Intermediate should be coded as 23.

RSA/OCR: Code 24

OCR is new terminology for RSA qualifications (OCR is the Awarding Body).

Respondents are likely to recognise this qualification under different headings.

OCR Nationals are designed to cater for those who want to develop skills and knowledge through work-related learning. Targeted primarily at post-16 learners. RSA/OCR can be gained at four levels. These levels are recorded at a subsidiary question.

Note that the awarding body OCR make awards for qualification types other than OCR/RSA – these should be coded under the appropriate category e.g. OCR NVQ: code 14, OCR GNVQ: code 15 etc.

City and Guilds: Code 25

These can be awarded at 3 levels. These levels are recorded at a subsidiary question.

Note that the awarding body City & Guilds made awards for qualification types other than C&G – these should be coded under the appropriate category e.g. C&G NVQ – code 14.

YT Certificate: Code 26

This certificate is awarded upon the successful completion of a YT placement.

Key Skills: Code 27

Key Skills qualifications (which comprise a test and portfolio) were introduced in September 2000. They consist of Communication, Application of Number and Information Technology and are available at levels 1 to 4 – code any 27.

Note: Wider key skills units (comprising only a portfolio) are available in Working with Others, Improving Own Learning and Performance, and Problem Solving these should **not** be coded here.

Opportunities to produce Key Skills portfolio work are often signposted during GCSE/A-Level schooling; Key Skills form part of the Modern Apprenticeship framework; and free study towards Key Skills level 2 or equivalent will be an entitlement for all up to age 19.

Basic Skills: Code 28

Basic Skills qualifications are available in literacy, language (English for Speakers of Other Languages) and numeracy.

These qualifications are suitable for anyone over the age of 16 years who wishes to develop and demonstrate their skills in literacy and/or numeracy. ESOL is primarily directed at immigrants; profile set to increase if ESOL improvement becomes mandatory to acquire British Citizenship.

Entry Level Qualifications (Wales): Code 29Any other professional/vocational qualifications/foreign qualifications: Code 30

Vocational qualifications that might be included at code 30 include:

- Heavy Goods Vehicle
- Public Service Vehicle Licence
- First Aid qualification

However, such qualifications should only be included *if* they were obtained for work purposes. For example, a First Aid certificate that was obtained to be used at work should be coded 30; a First Aid certificate obtained to help in a Brownie pack should not be included. The decision as to whether a qualification is vocational or not should be left to the respondent.

- Include any qualifications that cannot be coded above.
- **Foreign qualifications** (including degrees) - with the exception of the International Baccalaureate - should be coded here. Foreign qualifications are not incorporated in the frame because they are too diverse to be compared easily with British qualifications.

If a respondent has a French Baccalaureate, please use code 30 as this is part of the national French schooling system and is *not* the same as the International Baccalaureate.

Vocational qualificationsAccountancy

Institute of Chartered Accountants (ACA, CA, FCA)

- offers only higher degrees which entitles the holder to membership of the Institute
Code: Quals4=1 (Degree level) and Degree=3 (Other)

Chartered Association of Certified Accountants (ACCA, FCCA)

- Diploma of Finance - this is lower than degree level
Code: Quals4=30 (Vocational qualifications)
- Higher degree - entitles holders to Membership of the Association
Code: Quals4=1 (Degree level) and Degree=3 (Other)

Architecture

Royal Institute of British Architects (RIBA, ARIBA, FRIBA)

- Membership of the RIBA is equivalent to degree level. Students may enrol as Non-Corporate Members of the RIBA, but only those who have passed the relevant final exams and done two years of work experience are entitled to full Corporate Membership.

Code: Quals4=1 (Degree level) and Degree=3 (other)

Royal Institute of Architectural Technicians (ABIAT, MBIAT)

Association of Building Engineers (FBEngm, MBEng)

- These bodies award membership on a similar basis as the RIBA (completion of degree course plus two years relevant work experience)

Code: Quals4=1 (Degree level) and Degree=3 (other)

Banking

Chartered Institute of Banking Certificate

These can be awarded at 4 levels:

- Preliminary section - one year course
- Final Section (CIB) - minimum 2 years, plus A-Levels or 5 years work experience

Code: Quals4=30

- Associate Exams (ACIB) - 3 year course, first degree equivalent:

Code: Quals4=1 & Degree=3

- Lombard Scheme (MBA) - higher degree equivalent

Code: Quals4=1 & Degree=3

Please note: In order to find out when a person's highest qualification was achieved **YERQAL1** is asked later on in the interview. Here the respondent may reply by either giving the age (YERQAL2) at which they achieved their highest qualification or in what year they did so (YERQAL3). When completing these questions, if the respondent has more than one qualification at the highest level (e.g. they have 2 degrees), interviewers should note the date or age at which the respondent first obtained a qualification at that level.

If the qualification named in YERQAL1 is a 'professional/vocational or foreign qualification' and the respondent has more than one qualification in this category, then please record details regarding the qualification at the highest level. If they have more than one qualification at this highest level then you should code the date or age at which they first obtained a qualification at that level.

QLstYr

Mr Fred Smith (1)

Which, if any, of these qualifications did you gain in the last 12 months?**Code all that apply - Prompt as necessary**

1 Degree level qualif. incl foundation degrees, graduate memb'ship of a profess'l institute, PGCE, or higher	10 A-Level/Vocat'l A-Level or equiv.	21 GCSE/Vocat'l GCSE
2 Diploma in Higher Education	11 Higher (Scotland)	22 CSE
3 HNC/HND	12 Welsh Baccalaureate	23 National Qualifs (Scotland)
4 ONC/OND	13 International Baccalaureate	24 RSA/OCR
5 BTEC/BEC/TEC/EdExcel	14 NVQ/SVQ	25 City and Guilds
6 SCOTVEC, SCOTEC or SCOTBEC	15 GNVQ/GSVQ	26 YT Certificate
7 Teaching qualif (excl PGCE)	16 AS-Level/Vocat'l AS-Level or equiv	27 Key Skills
8 Nursing or other medical qualif not yet mentioned.	17 Certificate of 6 th Yr. Studies (CSYS) or equiv	28 Basic Skills
9 Other Higher Education qualifs below degree level	18 Access to HE	29 Entry Level Qualifications (Wales)
	19 O-Level or equiv	30 Any other profess/vocat'l qualifs/ foreign qualifs
	20 Standard/ Ordinary O Grade (Scotland)	31 None in last 12 months

General

This question is asked of all respondents aged 19 or more who have given a response to QUALS4, and has the exact same answer options as QUALS4 with an additional option – 31 'None in last 12 months'.

Please record which of their qualifications the respondent has gained in the last year. If the respondent has not obtained any of their qualifications in the last 12 months, use code 31 'None in last 12 months'.

A soft check has been added to the questionnaire at YERQAL2 and YERQAL3. If respondents say they got their highest qualification within the last year at these 2 questions, and the qualification is not mentioned at QLSTYR, a signal will come up to say "Qualification may have been obtained within the last 12 months. If so, please code at QLSTYR".

Othqal

Help <F9>
<p>FRED (1)</p> <p>Ask or record</p> <p>You said you have a professional/vocational or foreign qualification. Please could you describe this qualification...</p> <p>Type a brief description of the qualification</p> <p>Enter a text of at most 150 characters</p>

General

This question is only asked of those who say that they have any 'other professional or vocational qualifications, or foreign qualifications' (Quals4=30). This question has been added to the questionnaire to aid interviewers when checking on these qualifications at Wave 2 to 5.

Guidance

If the respondent has more than one qualification in this category, then please record details regarding the qualification at the highest level. If they have more than one qualification at this highest level then you should record the details regarding the first qualification they obtained at that level.

The following questions may help you record the appropriate information:

What is the name of the qualification/ name of the awarding body?

What was the subject name?

What is the level of the qualification?

When was it obtained?

If it is a foreign qualification, where was it obtained?

Degree4

Help <F9>						
<p>FRED (1)</p> <p>Is your degree...</p> <p>Individual prompt - Code first that applies</p> <table> <tr> <td>1. a higher degree (including PGCE)?</td> <td>4. graduate membership of a professional institution?</td> </tr> <tr> <td>2. a first degree?</td> <td>5. other?</td> </tr> <tr> <td>3. a foundation degree?</td> <td>6. don't know?</td> </tr> </table>	1. a higher degree (including PGCE)?	4. graduate membership of a professional institution?	2. a first degree?	5. other?	3. a foundation degree?	6. don't know?
1. a higher degree (including PGCE)?	4. graduate membership of a professional institution?					
2. a first degree?	5. other?					
3. a foundation degree?	6. don't know?					

General

This question applies to respondents who have a degree (**Quals=1**).

Guidance

PhD, MSc, MA, MPhil should be included as higher degrees.

Qualifications obtained after a first degree - Post Graduate Certificates - (e.g. PGCE) should be coded 1.

Some Scottish 'polytechnics' (actually called Central Institutions) have changed their names to universities; others have not. Those that have changed their name are:

- Glasgow Caledonian
- Paisley
- Napier
- Robert Gordon

MAs from these 'new' Scottish universities should be classified as higher degrees, as should those from Central Institutions that have not changed their name. MAs from the 'old' universities (other than Strathclyde), Oxford and Cambridge should be classified as first degrees. In Scotland, MAs from Glasgow, Edinburgh, St. Andrews and Aberdeen should be coded as first degrees.

- Try to ensure that degrees are recorded at codes 1 or 2 and not entered as professional or vocational qualifications. For example, most doctors and dentists will have a degree.
- Foreign degrees should not be included - you should go back and recode **Quals4** to 30.
- If the respondent has more than one degree, interviewers should record the details regarding the highest level degree they have. If the respondent has more than one degree at the same level then interviewers should record the details regarding the first degree obtained at that level (i.e. the earliest highest level degree they obtained).

HighO

```
FRED (1)
Ask or record
Is your higher degree...
Code first that applies
1.a Doctorate?
2.a Masters?
3.a Post Graduate Certificate in Education?
4.or some other postgraduate degree or professional qualification?
5.Don't know
```

General

This question applies to respondents who have a higher degree.

Guidance

Accept the respondent's views on level. If code 4 seems appropriate, check that the level is considered to be Postgraduate (by the respondent at least).

Othdeg

FRED (1)

Ask or record

You said that the type of degree you have is not a higher degree, first degree, foundation degree or graduate membership of a professional institution. Please describe what type of degree it is.

Please write a brief description of the type of degree

Enter a text of at most 225 characters

General

This is asked of those who say that they have an "other" type of degree (**Degree4** = 5). This question has been added to the questionnaire to aid interviewers when checking on these qualifications at Wave 2 to 5.

Guidance

If the respondent has more than one 'other' degree, then please record details regarding the degree at the highest level. If they have more than one degree at this highest level then you should record the details regarding the first qualification they obtained at that level.

The following questions may help you record the appropriate information:

What is the name of the qualification/ name of the awarding body?

What was the subject name?

What is the level of the qualification?

When was it obtained?

If it is a foreign qualification, where was it obtained?

Subjct

FRED (1)

Enter subject title of highest qualification -

General

This question applies to respondents who have a higher, first or other degree or who have a nursing or medical qualification.

The type of highest qualification that we are referring to will appear in the question and comes from the answer provided at **DEGREE4**.

Guidance

Where a respondent is coded 3 (Post-Graduate Certificate of Education) at **HighO**, the subject of the qualification should be entered as 'Education' or 'Teaching'.

SinCom

```
FRED (1)
Ask or record
Is [subject] a single or combined subject?

1.Single subject
2.Combined Subject in ONE subject area
3.Combined Subject in more than one subject area
```

General

This question applies to respondents who answered **Subject**.

You should be able to judge whether the respondent's degree is in one or more subjects from the previous question.

SngDeg

```
FRED (1)
Code subject studied in qualification
Press <spacebar> to enter coding frame
```

General

This question applies to respondents who studied a single subject.

Do not read this question out to the respondent. The subject given at **SUBJECT** is coded here using computer-assisted coding. Press <space bar> to enter the coding module, and the screen shown below will appear.

The coding program uses a step-wise procedure. A single subject is highlighted. Select the general subject most appropriate and press <enter>: the coding frame from 1.1 to 1.92 (e.g. for medicine) will appear. If you had chosen code 2 (medicine-related subjects), a different list would have appeared. Choose the most appropriate subject from this second-level list and press <enter> again. A third-level list will appear. If you wish to move back up a level, type .

Choose the most appropriate subject from this final list. You will automatically exit from the computer-assisted coding module and return to the main Blaise screen, with the appropriate code entered.

Alternatively, if you are in the coding screen and you type <Alt> L, you will be taken into a lookup table, which is based on your earlier entry at **Subject**. You will notice that the entry at Subject *does* now appear at the foot of the screen. As with the Country of Birth and Nationality coding frames, there are two ways of identifying the correct code: the alphabetic list, and the searching and matching method. Unlike country of birth and nationality, the searching and matching method is the default.

However, you can switch easily between the two methods by <Alt> A and <Alt> S (for Alphabetic and Searching). Note that <Esc> takes you back to the screen below.

The screenshot displays the Blaise Data Entry software interface. The main window title is "Blaise Data Entry - H:\Blaise Questionnaires\DR2004 v8\LFs0303". The menu bar includes "Forms", "Answer", "Navigate", and "Help". The main area shows the following text:

JENNY (1)
CODE SUBJECT STUDIED IN QUALIFICATION.
PRESS <SPACE BAR> TO ENTER CODING FRAME

On the left side, there is a panel titled "Enter a classification" with the following fields:

- Degree4: 2
- HighO: [empty]
- OthDeg: [empty]
- Subjct: LAV
- SinCom: 1
- SngDeg: [empty]

A "Hierarchical" lookup window is open, displaying a list of subjects:

- 1 Medicine and Dentistry
- 2 Subjects allied to Medicine
- 3 Biological Sciences
- 4 Veterinary Sciences, Agriculture and related subjects
- 5 Physical Sciences
- 6 Mathematical and Computer Sciences
- 7 Engineering
- 8 Technologies
- 9 Architecture, Building and Planning
- 10 Social studies
- 11 Law
- 12 Business and Administrative studies
- 13 Mass Communications and Documentation
- 14 Linguistics, Classics and related subjects
- 15 European Languages, Literature and related subjects
- 16 Eastern, Asiatic, African, American and Australasian Languages, Literature
- 17 Historical and Philosophical studies
- 18 Creative Arts and Design

The "Code:" field at the bottom of the lookup window is empty. Buttons for "Select", "Cancel", and "Lookup..." are visible at the bottom right of the lookup window.

At the bottom of the main window, the status bar shows "74/1993", "Insert", and "LFS0203".

CmbDeg

FRED (1)
 Code subject area(s) studied in qualification
 (.....)

i If combined subject in one subject area code 1 only.
 If combined subject in more than one subject area code up to 12.

1. Medicine	10. Social Sciences (including Law)
2. Medical Related Subjects	11. Business and Financial Studies
3. Biological Sciences	12. Librarianship and Information Studies
4. Agricultural Sciences	13. Linguistics, English, Celtic
5. Physical/Environmental Sciences	14. European Languages
6. Mathematical Sciences and	15. Other Languages
7. Engineering	16. Humanities
8. Technology	17. Arts
9. Architecture and related subjects	18. Education

Enter at most 12 values

General

The interviewer decides whether or not the degree is a combined degree.

Enter up to 18 codes for combined subjects.

CmbMain

FRED (1)
 Probe main subject studied in qualification
 (.....)

i Code one subject area only

1. Medicine	10. Social Sciences (including Law)
2. Medical Related Subjects	11. Business and Financial Studies
3. Biological Sciences	12. Librarianship and Information Studies
4. Agricultural Sciences	13. Linguistics, English, Celtic
5. Physical/Environmental Sciences	14. European Languages
6. Mathematical Sciences and Computing	15. Other Languages
7. Engineering	16. Humanities
8. Technology	17. Arts
9. Architecture and related subjects	18. Education

General

Applies if Sincom=2 'Combined Subject in more than one subject area'.

Guidance

Eurostat now requires that a main subject area be recorded for most qualifications, including combined degrees. Currently the LFS records up to 12 subject areas in a combined degree at question CMBDEG. The additional question **CMBMAIN** has

been included for you to record the main subject area of study. If a respondent finds the question difficult to answer, ask them to think about which element contributed most to their qualification or which area they spent the most time studying. Failing that, take the first subject area mentioned: i.e. if the respondent took a combined French and History degree, code the French element as the main subject area. You will only be able to code a subject area mentioned in CMBDEG.

DegCIs

```
Mr Fred Smith (1)
What class of degree did you achieve?

1- First
2- Upper Second / 2:i
3- Lower Second / 2:ii
4- Third
5- Pass
6- Other
7- Don't Know
```

General

This question is asked after CMBMAIN and if DEGREE4[1-5] = 2 (first degree). If the respondent has more than one first degree then please record the highest degree class they achieved.

Guidance

Code 6- other

This should be used for degrees that cannot be assigned into the first five codes, e.g. degrees where second class degrees are not divided into 2:1 and 2:2, and for some medical degrees / older degrees that are not awarded a class.

Teach4

```
FRED (1)
Was your teaching qualification for...
Code all that apply
Help <F9>

1. Further Education?
2. Key Stage 4?
3. Key Stage 3?
4. Key Stage 2?
5. Key Stage 1?
6. Foundation Stage?
7. Don't know
```

General

This question applies to those who said they had a teaching qualification at **Quals4** or those who said they had a PGCE at **HighO**.

Every attempt should be made to allocate teaching qualifications into the categories given. Where respondents genuinely find it impossible to classify their teaching qualification, code 'Don't know'.

Guidance

In England and Wales, teachers are currently trained to teach two different Key Stages (KS). However, the Key Stage terminology will be unfamiliar to those who trained in Scotland, and for those who trained a long time ago and are no longer teaching. The table below is an explanation of each KS. Please translate the respondent's teaching qualification into the equivalent Key Stages e.g. if someone is qualified to teach at Primary School level but not at a specific key stage then they should put both KS1 and KS2.

England & Wales		
	Age	Key Stage
Early Years Education	3 – 5	Foundation
Primary Education	5 – 7	Key Stage 1
	7 – 11	Key Stage 2
Secondary Education	11 – 14	Key Stage 3
	14 – 16	Key Stage 4

Special Needs Education

If the respondent feels that the qualification was aimed at primary or secondary education, use one or both of these codes. If the respondent is unsure, use code 4 (Don't Know).

PGCE

Respondents with a PGCE teaching certificate should *not* be included here unless they also have one of these teaching qualifications.

19.3 Further Specification of Qualifications

The questions in this section ask for further details about the qualifications identified previously. (e.g. the level or number of passes obtained).

You should accept the respondent's answers; only use "Don't know" after probing if you are satisfied that the respondent is unable to provide an answer.

NumAL

```
FRED (1)
Ask or record
Do you have...

1.one A level (or equivalent)
2.or more than one?
3.Don't know
```

General

This question only applies to respondents who said they had A-levels.

Guidance

Higher School Certificate

Where a respondent was recorded as having Higher School Certificate (code 10) at **Quals4**, they should be coded as having 'more than one' (code 2) at this question.

S-level

S level qualifications, although higher than A-levels, should be counted as *one* A-level at this question. If a respondent has only one A-level and one S-level, count this as only *one* A-level (code 1), because they will have had to pass the A-level in order to be awarded an S-level.

Vocational A-Levels

Introduced since September 2000, exist in two forms:

- VCE Advanced Level (6 units) - equivalent in size and demand to a single GCE A level, count each as one A-level
- VCE Double Award (12 units) – equivalent in size to two GCE A levels, count as two A-levels.

NumSCE

```
FRED (1)
Do you have...

1.one or two Highers
2.or 3 or more Highers?
3.Don't know
```

General

This question only applies to respondents who said they had Highers.
You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

NumAS

```
FRED (1)
Do you have...

1.one A/S level
2. 2 or 3 A/S levels
3.or 4 or more passes at this level?
4.Don't know
```

General

This question only applies to respondents who said they had A/S-levels. You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

Guidance

An A/S level is a qualification *between* GCSE (and its equivalents) and A-levels. Do not confuse them with S levels, which are higher than A-levels.

TypHST

```
Angus (2)
What levels of National Qualifications do you have.
Code all that apply
Prompt as necessary

1. Access Level?
2. Intermediate 1?
3. Intermediate 2?
4. Higher?
5. Advanced Higher?
```

General

This question applies to respondents who said that they had a Scottish National Qualification.

Interviewers should record every level of a National Qualification that the respondent holds.

AdvHST

Angus (2)
Do you have...

1. One Advanced Higher
2. or more than one?

General

This question applies to respondents who said that their highest National Qualification (Scotland) was “Advanced Higher”.

HST

Angus (2)
Do you have...

1. Three or more highers
2. or fewer than three?

General

This question applies to respondents who said that their highest National Qualification (Scotland) was “Higher”. It also applies if they had only one Advanced Higher.

WlshBc

Mr Fred Smith (1)
Ask or record
Is your Welsh Baccalaureate...

1. At the intermediate level
2. Or advanced level
3. Don't know

General

This question is asked if QUALS4=12 (Welsh Baccalaureate).

QGCSE4

FRED (1)		Help <F9>
Do you have any of the following qualifications.		
Code all that apply		
1. GCSEs below Grade C?		[blank if does not have GCSEs]
2. CSEs below Grade 1?		[blank if does not have CSEs]
3. Standards grades 4-7/ O Grades below C?		[blank if no SCEs/ O Grades]
4. Scottish NQs Intermediate 1 below grade A?		[blank if no Intermed. 1 NQs]
5. Scottish NQs Intermediate 2 below grade D?		[blank if no Intermed. 2 NQs]
6. None of these		

General

This question only applies to respondents who said they had Standard/ O Grades, GCSE, CSE, or Scottish National Qualifications. In reality only one or two of the qualifications will be listed because it is unlikely that respondents will have GCSEs, CSEs, Standard/ O Grades, and Intermediate Level Scottish Qualifications.

If, for example, a respondent had previously passed GCSE Maths at Grade D and then they later resat the exam and passed at Grade C please record the grade C only – this is because it is the same subject (Maths) in the same qualification type (GCSE).

You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

Only qualifications obtained (identified from **Quals4**) will be included in the text of the question.

GCSE4

FRED (1)		Help <F9>
... and do you have any of the following qualifications.		
Code all that apply		
Individual prompt		
1. GCSEs grade C or above?		[blank if does not have GCSEs]
2. CSEs grade 1?		[blank if does not have CSEs]
3. Standards grades 3 or above/ O Grades C or above?		[blank if no Standard/O Grades]
4. Scottish NQs Intermediate 1 grade A or above?		[blank if no Intermed. 1 NQs]
5. Scottish NQs Intermediate 2 grade D or above?		[blank if no Intermed. 2 NQs]
6. None of these		

General

This question only applies to respondents who said they had Standard/ O Grades, GCSE, CSE, or Scottish National Qualifications. In reality only one or two of the qualifications will be listed because it is unlikely that respondents will have GCSEs, CSEs, Standard/ O Grades, and Intermediate Level Scottish Qualifications.

You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

If, for example, a respondent had previously passed GCSE Maths at Grade D and then they later resat the exam and passed at Grade C please record the grade C only – this is because it is the same subject (Maths) in the same qualification type (GCSE).

Only qualifications obtained (identified from **Quals4**) will be included in the text of the question. If a qualification is displayed in **QGCSE4** but not selected then the equivalent is not displayed in this question. This is because it is assumed that the respondent must have the qualification. For example if someone is asked in **QGCSE4** if they have GCSEs below Grade C and they say that they do not then they will not be asked at **GCSE4** if they have GCSEs grade C or above because it is assumed that they must do.

NumOL5

Help <F9>
Mr Fred Smith (1)
Ask or record
You mentioned that you have passes at (GCSE Grade C or higher) (CSE Grade 1) (Standard Grade 3 or above/ O Grade C or above) (Scottish NQ Intermediate 1 Grade A or above) (Scottish NQ Intermediate 2 Grade D or above) (GCE O Level)
How many passes do you have at this level?
1. Fewer than five 2. Or five or more 3. Don't know

General

This question applies to respondents who said they had GCSEs at grade C or above, CSEs at grade 1, O-levels, Standard grades 1-3/ O Grades C or above, or Intermediate Scottish National Qualifications at Level 1 Grade B or above or Level 2 Grade D or above.

You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

Guidance

Resitting Exams

If, for example, a respondent had previously passed GCSE Maths at Grade D and then they later resat the exam and passed at Grade C please record the grade C only – this is because it is the same subject (Maths) in the same qualification type (GCSE).

Vocational GCSEs

All Vocational GCSEs are double awards (equivalent to two academic GCSEs). For example, a respondent with two Vocational GCSEs at grades C or above and one academic GCSE should be recorded as having '5 or more passes'.

Short course (or half) GCSEs

Short course GCSEs are counted as half a GCSE. For example, a respondent would need 4 academic GCSEs and 2 short course passes at grade C or above to be recorded as '5 or more passes'. Halves should be rounded down: a respondent with 5 short course passes at Grade C should be recorded as having 2 passes at GCSE.

Schools Certificate or Matriculation

Where a respondent has a School Certificate or Matriculation they should be recorded as having '5 or more passes' (code 3).

Lower Scottish Leaving Certificate

Lower Scottish Leaving Certificate should be coded 1.

NumOL50

Mr Fred Smith (1)

Ask or record

Can I just check,
Do you have...

1. One or two
2. Three or four?
3. Don't know

This question is asked if NumO15=1 (Less than five).

NumOL5F

Mr Fred Smith (1)

Ask or record

Can I just check,
Do you have...

1. Five to seven
2. Eight or more?
3. Don't know

This question is asked if NumO15=2 (More than five).

BTEC

FRED (1)

Is your highest BTEC qualification...

Code first that applies

1. At a higher level (level 4)?
2. At a National Certificate or National Diploma level (level 3)?
3. A first diploma or general diploma (level 2)?
4. A first certificate or general certificate (below level 2)?
5. Don't know

General

This question applies to respondents who said they had a BTEC, BEC or TEC qualification.

You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

Guidance

If the respondent says that the qualification is a GNVQ or an NVQ, it should *not* be coded as a BTEC qualification. Rather, it should be coded 15 (GNVQ/GSVQ) or 14 (NVQ/SVQ) at **Quals4**.

BTEC National Diploma

BTEC National Diploma should be coded to BTEC National certificate (code 2).

SCTVEC

FRED (1)

Is your highest SCOTVEC qualification...

Code first that applies

1. At a higher level (level 4)?
2. At full National Certificate level (level 3)?
3. At first/General diploma level (level 2)?
4. At first/General certificate level (below level 2)?
5. Modules towards a National Certificate?
6. Don't know

General

This question applies to respondents who said they had a SCOTVEC, SCOTEC, or SCOTBEC qualification.

You should accept the respondent's answer, but accept 'Don't know' only after you have probed.

Guidance

If the respondent says the qualification is a GNVQ or an NVQ, this should not be coded as a SCOTVEC qualification. Rather, it should be coded 15 (GNVQ/GSVQ) or 14 (NVQ/SVQ) at **Quals4**.

RSA

```
FRED (1) Help <F9>
Is your highest RSA/OCR...
Code first that applies

1. A higher diploma?
2. An advanced diploma or advanced certificate?
3. A diploma?
4. Or some other RSA (including Stage I, II, & III)?
5. Don't know
```

General

This question applies to respondents who said they had an RSA qualification.

Guidance

Higher diploma = Level 4

Advanced diploma/certificate = Level 3

Diploma = Level 2

Other RSA (including Stage I, II, & III) = Level 1

If the respondent says that their qualification is a GNVQ or an NVQ, it should not be coded as a RSA (now renamed OCR) qualification. Rather, it should be coded 13 (GNVQ/GSVQ) or 12 (NVQ/SVQ) at **Quals4**.

CandG

```
FRED (1)
Is your highest City and Guilds qualification...
Code first that applies

1.advanced craft/part 3
2.craft/part 2
3.foundation/part 1?
4.Don't know
```

General

This question applies to respondents who said they had a City & Guilds qualification.

Guidance

Advanced craft/part 3 = Level 3

Craft/part 2 = Level 2

Foundation/part 1 = Level 1

Advanced Craft/part 3

Stage 3, full technology certificate, Licentiate, Advanced craft senior and Advanced Certificate should all be coded as advanced craft/part 3 (**code 1**).

Craft/part 2

Stage 2 and Diploma in Vocational Education at intermediate level should be coded as craft/part 2 (**code 2**).

Foundation/part 1/ other

All other City and Guilds qualifications should be coded as **code 3**.

GNVQ or NVQ

If the respondent says the qualification is a GNVQ or an NVQ, it should not be coded as a City and Guilds qualification. Rather, it should be coded as 15 (GNVQ/GSVQ) or 14 (NVQ/SVQ) at **Quals4**.

QGNVQ

```
FRED (1)
Do you have any FULL GNVQs/GSVQs?

1. Yes
2. No
3. Don't know
4. Never heard of GNVQs/GSVQs
```

General

This question applies to all respondents unless they said that they had no qualifications.

Guidance

If a respondent answers 'no' or 'don't know' to this question it may be appropriate to prompt whether they have ever heard of GNVQs/GSVQs.

Note, however, that code 4 (Never heard of GNVQs) is only available for *personal* (as opposed to proxy) interviews, i.e. if the respondent is answering for him/her self. If this is a proxy interview and the proxy respondent "has never heard of them", enter **code 3** (Don't know).

GNVQ4

Help <F9>
FRED (1) Is your highest GNVQ/GSVQ at... Individual Prompt - Code first that applies
1. Advanced level? 2. Full Intermediate level? 3. Part One Intermediate level? 4. Full Foundation level? 5. Part One Foundation level? 6. Don't know

General

This question applies to respondents who said they had a GNVQ or a GSVQ.

Guidance

A full qualification = 6 units.

A part qualification = 3 units.

NVQSVQ

```
FRED (1)
Ask or record
Do you have any FULL NVQs or FULL SVQs?
Prompt as necessary

1.Yes
2.No
3.Don't know
4.Never heard of NVQs/SVQs
```

General

This question applies to all respondents unless they said they had no qualifications or unless they had an NVQ or SVQ.

At Waves 2-5

After checking any information entered in the previous wave, ask about full NVQs (SVQs) *gained since the last interview*.

Guidance

Record the answer according to circumstances. For example, if the respondent has already mentioned that s/he has NVQs at **Quals4, code 1** (yes). If this is a proxy interview and the proxy respondent "has never heard of them", enter **code 3** (Don't Know).

'No' answer

If a respondent answers 'no' to this question it may be appropriate to prompt whether they have ever heard of NVQs.

NVQLev

```
FRED (1)
What is your highest level of full NVQ/SVQ?

1.Level 1
2.Level 2
3.Level 3
4.Level 4
5.Level 5
6.Don't know
```

General

This question applies to respondents who said they had an NVQ/SVQ.

Guidance

- 1- NVQ 5 = Higher Degree
- 2- NVQ 4 = First Degree and equivalent
- 3- NVQ 4 = Higher Education below degree level
- 4- NVQ 4 = HNC, BTec and RSA higher etc.
- 5- NVQ 4 = Nursing and teaching
- 6- NVQ 3 = 2 or more A levels or equivalent
- 7- NVQ 3 = GNVQ advanced
- 8- NVQ 3 = ONC, BTec national etc.
- 9- NVQ 2 = GCSE (5 or more Grades A-C passes)
- 10- NVQ 2 = GNVQ intermediate
- 11- NVQ 2 = BTec 1st diploma etc.
- 12- NVQ 1 = GCSE (below grade C), CSE
- 13- NVQ 1 = GNVQ Foundation
- 14- NVQ 1 = BTec 1st certificate etc.

NVQun

FRED (1)
Do you have any units towards an NVQ/SVQ (apart from the full ones you have just told me about)?

1.Yes
2.No
3.Don't know

General

Do *not* record GNVQs here.

At Waves 2-5

After checking any information entered in the previous wave, ask about units towards an NVQ (SVQ) *gained since the last interview.*

19.4 Where Highest Qualification Gained

QaIP199

(Mar-May)

FRED (1)
Thinking about the instruction and learning you received for your
[highest qualification], was it done...

Running prompt

1. solely through school, college or some other education institution,
2. solely at a place of work - yours or somebody else's,
3. through a combination of workplace and academic institution,
4. or was it done in some other way?
5. Don't know

General

This question applies to respondents who said they had some qualification or did not know whether they had a qualification.

Guidance

The phrasing at code 2 is to ensure that the respondent does not limit the idea of "place of work" to his/her own workplace. Any courses that do not readily fall into one of these categories should be coded '4' or '5'.

QIP1o99

(Mar-May)

FRED (1)
What way was that?

1. government training
2. self-directed/open learning
3. taking an exam without taking a course
4. other
5. Don't know

General

This question applies to respondents whose qualification was not obtained solely from an educational institution, via work, or through a combination of the two.

VocQPI**(Mar-May)**

FRED (1)
 May I also check, was the instruction and learning you received for your [highest vocational qualification], obtained

1. solely through school, college or some other education institution,
2. solely at a place of work - yours or somebody else's,
3. through a combination of workplace and academic institution,
4. or was it done in some other way?
5. Don't know

General

This question asks about the respondent's highest vocational qualification, unless their highest *vocational* qualification is also their highest qualification of all.

Guidance

The phrasing at code 2 is to ensure that the respondent does not limit the idea of "place of work" to his/her own workplace. Any courses that do not readily fall into one of these categories should be coded '4' or '5'.

VcQPLO**(Mar-May)**

FRED (1)
 What way was that?

1. government training
2. self-directed/open learning
3. taking an exam without taking a course
4. other
5. Don't know

General

This question applies to respondents whose highest vocational qualification was not obtained solely from an educational institution, via work, or through a combination of the two.

Guidance

Respondents who do not identify the nature of their course at **VOCQPL** should be able to select a category from those available in **VCQPLO**, or 'other'.

Correspondence courses should be coded to category 2 of **VCQPLO**.

YERQAL1

FRED (1)
May I just check
when did you obtain your [Highest Qualification]?

1. Select if the answer is given as an age
2. Select if the answer is given as a year

General

In order to find out when a person's highest qualification was achieved **YERQAL1** is asked. Applies to all with qualifications. Here the respondent may reply by either giving the age at which they achieved their highest qualification or in what year they did so. Select the appropriate category according to the response.

If the respondent has more than one qualification at the highest level (e.g. they have 2 degrees), interviewers should note the date or age at which the respondent first obtained a qualification at that level.

If the qualification named in this question is a 'professional/vocational or foreign qualification' and the respondent has more than one in this category, then please record details regarding the qualification at the highest level. If they have more than one qualification at this highest level then you should code the date or age at which they first obtained a qualification at that level.

YERQAL2

FRED (1)
At what age did [name] obtain the [highest qualification]?
Answer was given as an age

General

This question will appear if 1 (answer given as an age) is selected at **YERQAL1**. Please enter the age at which the respondent obtained their highest qualification.

YERQAL3

FRED (1)
In which year did [name] obtain the [highest qualification]?
Answer given as a year

General

This question will appear if 2 (answer given as a year) is selected at **YERQAL1**. Please enter the age at which the respondent obtained their highest qualification.

SUBJQ

FRED (1)
Ask or record
What is the main subject area of your [qualification]?

Guidance

This question asks for the subject of study for each level 2 qualification and above (excludes degrees and GCSE/0-level/A-level and equivalents). **SUBJQ** asks for the main area of study. The main area of study is coded in the following question **SUBCODE** using the fields of education coding frame.

SUBCODE

FRED (1)
The main subject area of [qualification] is [text given at SubjQ]?
Code first that applies
Press the <spacebar> for the coding frame

Guidance

To view the fields of education coding frame press the space bar. (see notes on **ETHOCOD** for description of how this type of coding frame works) The coding frame for this question can be found in appendix 7.

A special supplement contains a detailed list of subjects studied and the categories to which they should be coded.

19.5 Current Study and adult learning opportunities

Adult learning opportunities

The National Assembly for Wales (NAW) requested information about where people go for information on learning opportunities. As part of the Adult Guidance Initiative, the NAW provides information directly, through careers company offices and national telephone help-lines (“learndirect”) and indirectly, through other agencies such as libraries and community education centres. The target population was primarily adults who had just returned to education, or were considering returning to education.

As a secondary objective, NAW were also interested in Welsh respondents who are in full or part time education (School/FE/HE) who had received or wanted help with careers or educational guidance. The LFS only collects information on people currently in secondary education if they are aged 16 or over.

QuINow

FRED (1) Are you currently working or studying towards any qualifications? 1. Yes 2. No

General

This question applies to respondents of working age or people who are in paid work, in their own business, a relatives business, or temporarily away from work.

QULFUT

Fred (1) Are you considering going back into education in the next 12 months? 1. Yes 2. No
--

This question is asked in Wales only in the Autumn quarter, to those of working age or not working, AND not currently studying or working towards any qualifications (QULNOW = NO).

QULADV

Fred (1) Where (would you go/did you go) for advice on learning or training classes? Code all that apply 1. School 2. Local college 3. Direct to university/college 4. Library 5. Community Education Centre 6. Local Careers Company 7. Telephone helpline 'Learn-Direct 8. Work or employer 9. Other response	Help <F9>
--	-----------

General

This question is asked in Wales only in the Autumn quarter, to those of working age or currently working, AND currently studying or working towards any qualifications (QULNOW = YES) OR currently considering going back into education in the next 12 months (QULFUT = YES).

CARADV

Fred (1)
Whilst studying have you been offered any advice about future career options or further learning opportunities?

1. Yes
2. No

General

This question is asked in Wales only in the Autumn quarter, to those of working age or currently working, AND currently studying or working towards any qualifications (QULNOW = YES).

CARADV2

Fred (1)
Did you actively seek any advice about future career options or further learning opportunities?

- Yes
No

General

This question is asked in Wales only in the Autumn quarter, to those of working age or currently working, AND currently studying or working towards any qualifications (QULNOW = YES) AND who have not been offered advice about future careers or learning opportunities (CARADV = No).

QuiHi4

Mr Fred Smith (1)

What qualifications are you studying for?

Code highest - prompt as necessary

1 Degree level qualif incl foundation degree, graduate memb'ship of a profess'l institute, PGCE, or higher	9 Other Higher Education qualifs below degree level	20 Standard Grade (Scotland)
2 Diploma in Higher Education	10 A-Level/Vocat'l A-Level or equiv.	21 GCSE/Vocat'l GCSE
3 HNC/HND	12 Welsh Baccalaureate	23 National Qualifs (Scotland)
4 ONC/OND	13 International Baccalaureate	24 RSA/OCR
5 BTEC, EdExcel, LQL	14 NVQ/SVQ	25 City and Guilds
6 SCOTVEC, SCOTEC or SCOTBEC	15 GNVQ/GSVQ	27 Key Skills
7 Teaching qualif (excl PGCE)	16 AS-Level/Vocat'l AS-Level or equiv	28 Basic Skills
8 Nursing or other medical qualif not yet mentioned.	17 Certificate of Sixth Year Studies	29 Entry Level Qualifs
	18 Access to HE	30 Any other profess/vocat'l qualifs/ foreign qualifs (not including NVQ/GNVQ/EdExcel/BTEC/RSA/OCR/C&G)

General

This question is asked of respondents who said they were studying for a qualification. See the notes for **Quals4**. The purpose of this question is to establish the highest qualification that the respondent is currently studying for.

This question asks about a general type of qualification (e.g. City & Guilds). Further details about the level of a qualification are asked at later questions.

Guidance

Probe for all qualifications being studied and code the one that appears highest on the list. From SN00, Scottish Highers and CSYS (Certificate of 6th year Studies) have been superseded by National Qualifications (Scotland).

DegNow

```
FRED (1)
Are you studying for...
Code first that applies

1.higher degree (including PGCE)?
2.first degree?
3.other (e.g. graduate member of a professional institute or chartered accountant)?
4.Don't know
```

General

This question is asked of respondents who said they were studying for a degree-level qualification or higher.

(See notes for **Degree4**)

HghNow

(Mar-May and Sept-Nov)

```
FRED (1)
Are you studying for...

1.a Doctorate,
2.a Masters,
3.a Postgraduate Certificate in Education
4.or some other postgraduate degree or professional qualification?
5.Don't know
```

General

This question is asked of those who are currently studying for a higher degree. The question picks up further details of the degree course currently attended. It is designed to collect equivalent information to **HIGHO**, asked in the section on qualifications obtained. This is useful to the DWP and DfES.

Guidance

When coding the preceding question, **DEGQUL**, for a respondent with a Master's degree, follow the existing Interviewer Instructions given for **Degree4**: MA's from some universities do not qualify. If the respondent does meet these criteria, then at **HGHNOW**, accept their view on what level it is. If code 4 seems appropriate, check that the level is considered to be Postgraduate.

TECNow

Mr Fred Smith (1)
What level BTEC/ EdExcel/ LQI are you studying for
Code first that applies

1. Higher level (level 4)?
2. National Certificate or National Diploma level (level 3)?
3. First/general diploma level (level 2)?
4. First/general certificate level (below level 2)?
5. Don't know

General

This question is asked of respondents who said they were studying for a BTEC, BEC or TEC.

(See instructions at BTEC)

SCNow

FRED (1)
Are you studying for a SCOTVEC/SCOTEC/SCOTBEC...
Code first that applies

1. At higher level (level 4)?
2. For full National Certificate (level 3)?
3. At first diploma or general diploma level (level 2)?
4. At first certificate or general certificate level (below level 2)?
5. Modules towards a National Certificate?
6. Don't know

General

This question is asked of respondents who said they were studying for a SCOTVEC, SCOTEC or SCOTBEC.

(See instructions at SCTVEC)

GNVNow4

FRED (1) Help <F9>
Are you studying for a GNVQ/GSVQ at...
Code first that applies

1. Full Intermediate?
2. Part One Intermediate?
3. Full Foundation?
4. Part One Foundation?
5. Don't know

General

This question is asked of respondents who said they were studying for a GNVQ or GSVQ.

(See instructions at **GNVQ4**)

Guidance

GNVQ Advanced Level has been replaced by “Vocational A-Level”.

RSANow

FRED (1)	Help <F9>
Are you studying for a RSA/OCR at...	
Code first that applies	
1. Higher diploma level?	
2. Advanced diploma or advanced certificate level?	
3. Diploma level?	
4. Or some other RSA (including Stage I, II, & III)?	
5. Don't know	

General

This question is asked of respondents who said they were studying for an RSA/OCR.

(See instructions at **RSA**)

CGNow

FRED (1)	Help <F9>
Are you studying for a City and Guilds qualification at...	
Code first that applies	
1. Advanced craft/part 3?	
2. Craft/part 2?	
3. Foundation/part 1?	
4. Don't know	

General

This question is asked of respondents who said they were studying for a City & Guilds qualification.

(See instructions at **CANDG**)

HSTNow

```
Angus (2)
Which National Qualification are you studying for? Is it..
Running prompt
1. Access Level
2. Intermediate 1
3. Intermediate 2
4. Higher
5. Advanced Higher?
```

General

This question applies to respondents who answered “National Qualifications (Scotland) at **QulHi4**.

Othqhi

```
FRED (1) Help <F9>
Ask or record
You said you are studying for a professional/vocational or foreign
qualification. Please could you describe this qualification...
Type a brief description of the qualification
Enter at text of at most 150 characters
```

General

This question is only asked of those who say that they have any other professional or vocational qualifications, or foreign qualifications (**Quals4=30**). This question has been added to the questionnaire to aid interviewers when checking on these qualifications at Wave 2 to 5.

Guidance

If the respondent is studying more than one qualification in this category, then please record details regarding the qualification at the highest level. If they are studying for more than one qualification at this highest level then you should code the details of the first qualification at that level that they began studying for.

The following questions may help you record the appropriate information:

- What is the name of the qualification/ name of the awarding body?
- What was the subject name?
- What is the level of the qualification?
- When was it obtained?
- If it is a foreign qualification, where was it obtained?

NVQKn2

FRED (1)
Ask or record
Are you working towards any NVQs or SVQs?

1. Yes
2. No
3. Don't know

General

This question is asked of respondents who said they were studying for a qualification, unless they have stated that they were studying towards an NVQ or SVQ at QULHI4.

(See instructions at NVQSVQ)

NVQLe2

FRED (1)
What is the highest level of NVQ/SVQ that you are working towards?

1. Level 1
2. Level 2
3. Level 3
4. Level 4
5. Level 5
6. Don't know

General

This question is asked of respondents who said they were studying for an NVQ or SVQ at NVQSVQ. (See instructions at NVQLEV)

NVQUn2

FRED (1)
Ask or record
Are you working for any units towards an NVQ or SVQ?

1. Yes
2. No
3. Don't know

General

This question is asked of those who do not have any units towards an NVQ/SVQ (NVQUN = No) and are not currently working towards a full NVQ or SVQ (NVQKN2 = No).

CURSUB

FRED (1)

Ask or record

You said you are currently studying for a [highest qualification].
What is the main subject area of study?

Enter a text of at most 150 characters

General

This question asks for the subject of study of the highest level 2 qualifications and above currently being studied (excludes CSE/0-level/A-level and equivalents). **CURSUB** asks for the main area of study. This is coded in the next question, **CURCODE**, using the fields of education coding frame.

CURCODE

[Name (no.)] is currently studying for a [qualification] in

[Text given at CurSub]

Code first that applies

Press the <space bar> for the coding frame

Guidance

To view the fields of education coding frame press the space bar. (see notes on **ETHOCOD** for description of how this type of coding frame works) The coding frame for this question can be found in appendix 7.

A special supplement contains a detailed list of subjects studied and the categories to which they should be coded.

19.6 Type of Course

Enroll

FRED (1)
Ask or record
Are you at present (at school or 6th form college) enrolled on any full-time or part-time education course excluding leisure classes?
① If the respondent has answered no or has not given an answer, please ask them to consider correspondence courses and open learning as well as other forms of full-time or part-time education course.
1. Yes
2. No

General

This question applies to men and women of working age and to people who were in paid work, temporarily away from paid work, working unpaid for their own business, or working unpaid for a relative.

The part of the question in brackets, referring to *school* or *6th form college*, will only appear for those aged under 20.

Guidance

The question concerns those *enrolled* on a course.

Temporarily absent

Include anyone who is temporarily absent from the course (e.g. on vacation) but who intends to return to it.

Course has not begun yet

As long as the respondent has enrolled on the course, include them, even if the course has not actually started.

NVQs

Someone who has enrolled for a course, but is not attending college as the course is solely at work, would be coded as Enroll = yes, attend = yes and course = don't know.

Respondent must be actually enrolled on a course. Some students, having taken their GCSEs have to apply for a college place. However enrolment does not take place until September. Applying is not the same as enrolled, so until enrolment day, you will have to record 'no'. However as their intention is to go to college at EDAGE record as still in continuous full time education.

Attend

```
FRED (1)
Are you...

1.still attending,
2.waiting for term to (re)start,
3.or have you stopped going?
```

General

This question applies to respondents who said they were enrolled on a course. The purpose of the question is to check whether the respondent is actually attending the course.

If an answer was recorded at **ENROLL** without asking the question, then, to aid the flow of the interview, you may insert the name of the course the respondent has already told you about into **ATTEND**, e.g. ‘Are you still attending that A- level course?’

Guidance

Distance learning

For distance learning, “going to” means “taking part in” or “using”.

Course not started

Respondents who have enrolled on a course but have not yet started it at the time of interview should be coded 2 (Waiting for term to (re) start).

Holiday breaks

For those who are on a holiday break, code 1.

StartRe

```
Record if this is

1. Waiting to start
2. Waiting to re-start
3. Not known
```

General

This question applies to respondents who said they were waiting to start or re-start their course at **ATTEND**. If this information is recorded here, it will prevent inappropriate questions from appearing later. If the answer is not known then text will be modified to guide responses.

Course

FRED (1)

Ask or record

Are you (at school or 6th form college), on a full or part-time course, a medical or nursing course, a sandwich course, or some other kind of course?

- | | |
|--|--|
| 1.School - full-time | 6. A PART TIME course at a university, or college, INCLUDING day release and block release |
| 2.School - part-time | 7. An Open College course. |
| 3.Sandwich course. | 8. An Open University course. |
| 4.Studying at a university or college including 6th form college - FULL TIME. | 9. Any other correspondence course |
| 5.Training for a qualification in nursing, physiotherapy or a similar medical subject. | 10. Any other self / open learning method |

General

This question applies to respondents who are still attending school or waiting for the term to restart.

Guidance

First-aid courses

Do *not* include employees in non-medical jobs doing first aid courses under code 5.

Open College

If respondent says, "Open College", do a simple check as to whether it is an Open *University* Course or an Open *College* course.

6th Form college

A 6th form college is separate from a school, and respondents attending should be coded 4. Those who are in a 6th form that is part of a school that also teaches lower forms should be coded 1 or 2.

Sandwich Course

Respondents should be coded here regardless of whether they are in the college or working part-time during the reference week.

Nursing, physiotherapy

Respondents studying for these qualifications may not regard themselves as being students since they normally work in a hospital at the same time. They should be coded 5.

Studying at university- FULL TIME

Include those studying for a degree in medicine as well as those studying at a Tertiary College. Full-time courses must last *three months or more*.

PART TIME courses

For day and block release course, it is immaterial whether the respondent was actually working or at college during the reference week.

Include those studying in the evening only (but not leisure classes), and those on any course lasting *less than three months*. An evening course may be held in a school, college, or university.

Exclude respondents who are currently attending only in-service training, i.e. training organised or run by their employer. This kind of training is identified elsewhere.

NVQs

If the respondent is enrolled on an NVQ course, but is not attending college as the course is solely at work, code 'don't know'.

19.7 Educational Institution Attended

EdIns

(Dec-Feb) GB

FRED (1)	
What type of educational institution are you currently attending?	
1.university, college of higher education, including the Open University (state system)	5. college or university - independent (privately run)
2.(local) college of further education, tertiary college, or specialist further education college (state system)	6. training centre or college run by employer
3.sixth form college (state system)	7. training centre privately run
4.adult education centre or WEA institution	8. state school
	9. independent school
	10. other
	11. don't know

General

This question applies to GB only and to respondents who are 16 or over and attending school or on a full-time or part-time course.

If the respondent states that they are at a university or college, please probe to find out whether it is privately run or part of the state system.

Guidance

Code 1

State Universities and Colleges of Higher Education are institutions that mainly run first degree, masters, doctorate and diploma courses, as well as courses leading to professional qualifications. One usually needs A-levels or equivalent to enrol on these courses. Tuition fees are payable starting from 1998.

Code 2

Colleges of further education, tertiary colleges and specialist further education colleges mainly run vocational courses (e.g. GNVQ, NVQ, BTEC, City and Guilds) as well as GCSEs and A-levels (either as full or part time courses). They cater for students aged 16 and up (tertiary colleges mostly 16 to 18 year olds). Full-time students aged 16-18 and the unemployed do not have to pay fees. Other students have to pay fees, but usually only a few hundred pounds per year. Specialist further

education colleges include agricultural and horticultural colleges as well as colleges of art and design.

Code 3

Students at State Sixth Form colleges are usually between 16 and 18 and do not have to pay fees. Courses available are A levels, GCSEs, GNVQs and NVQs, and are usually full-time.

Code 4

Adult education centres (run by the local authority) and WEA institutions (run by the Workers' Education Association) generally offer 'traditional evening classes' and part-time day courses. These classes are mainly recreational, although they do offer some GCSE and vocational courses.

Code 5

Independent colleges or universities are outside the state system. Students pay the full costs of the tuition (several thousands pounds a year for a full time course). Private colleges can include secretarial, art and design, drama, nursing colleges

Code 6

Where training centres or colleges are run by an employer, the employer meets most of the costs, and all the trainees will be from the same employer.

Code 7

A privately run training centre will have trainees from various places. The cost may be met by the trainee, an employer, a TEC or by somebody else.

Code 8

This code includes grant maintained schools as well as those run by Local Education Authorities (LEAs): both are non fee-paying. Comprehensives, secondary modern, grammar, and technical schools should be included here as well as State Technology and Language Colleges. Include state schools that have a sixth form, but exclude sixth-form colleges (see code 3).

Code 9

Independent schools are also known as private or 'public' schools: these are fee-paying. However, some places within independent schools are paid for by the state through the Assisted Places Scheme.

19.8 Age Completed Full-time Education

EdAge

FRED (1)
Ask or record
How old were you when you finished your continuous full-time education?
① Still in = 96
Never had = 97
This question must be asked if this is a first interview with the respondent or no answer is present from previous waves, or the respondents was still in full-time education at the last interview.

Enter a numeric value between 5 and 97

General

This question applies to men and women of working age and to people who were in paid work, temporarily away from paid work, working unpaid for their own business, or working unpaid for a relative.

This question need not be asked at every wave. However, it *must be asked* if:

- this is the first interview with the respondent;
- information has not been brought forward from previous waves, or
- the respondent was still in continuous full-time education at the previous wave.

If a respondent cannot remember the exact age that they left school, or continuous full-time education, then you should help them make a best estimate.

Guidance

Note that the question refers to continuous full-time education, i.e. full-time education without a break. However, please note the following comments.

If the respondent is between school and college and waiting for the September enrolment, code as 96 (still in continuous full-time education).

Holiday jobs

Holiday jobs do not count as a break, provided that the person intends to continue with the course.

Gap year

Do not count a gap of up to one academic year between leaving school and going to college or university as a break in continuous full-time education (as long as there is some clear intention to continue education).

National service

National Service between school and university or college would not count as a break. Similarly, Voluntary Service Overseas (VSO) would not count as a break.

Sandwich course

A sandwich course begun immediately after school finishes should be counted as continuous full-time education.

Nursing and vocational training

Nursing training and similar vocational training undertaken while receiving a wage are *not* part of the continuous education process for the purpose of this question. However, a respondent who has been given nursing training through Project 2000 should be treated as a student who is in full-time education.

19.9 Apprenticeships

Normally an apprenticeship commences at the age of 16 or 17 and is completed by the age of 21. However, as the term 'apprentice' has now become much more widely used, it is the training received rather than the time served that is the key. Apprentices are now trained to a high standard and achieve pre-determined competence levels rather than serving time.

Those still doing their apprenticeship are asked for full details of what they are doing. As with occupation you should also enter a title for the trade apprenticeship for convenience at recall interviews.

Modern Apprenticeships

Modern Apprenticeships offer people aged over 16 the chance of paid employed linked with the opportunity to train for jobs at craft, technician and management level. Apprenticeships normally last between a minimum of one and three years and there are no set entry requirements to do a Modern Apprenticeship. You just need to be living in England, aged 16--24 and not taking part in full-time education.

There are two different levels:

Foundation Modern Apprenticeship (FMA)

On an FMA, you have a job and a wage, or are on a work placement with a weekly training allowance. An FMA takes at least 18 months to complete and leads to NVQ Level 2 and a Technical Certificate. The work is mainly practical: developing technical skills and gaining valuable work experience. There is also the opportunity to progress to an Advanced Modern Apprenticeship.

Advanced Modern Apprenticeship (AMA)

On an AMA, you are in full-time employment with an appropriate wage, aiming for a technical, supervisory or junior management role. The training, which usually lasts at least 24 months, leads to NVQ Level 3 and a Technical Certificate. For many, an AMA is a stepping stone to university.

Appr4

FRED (1)

Are you doing, or have you completed, a recognised apprenticeship?

① Include advanced and foundation modern apprenticeships (AMA/FMA) and 'trade' apprenticeships

1. Yes (completed)
2. Yes (still doing)
3. Yes, has completed one apprenticeship and is now doing a further one
4. No

General

This question applies to men and women of working age and to people who were in paid work, temporarily away from paid work, working unpaid for their own business, or working unpaid for a relative; to people who never had full-time education; and to people in full-time education but not at school.

You should probe to ensure that option 3 does not apply, before coding them as 1 or 2.

Guidance

Accept the respondent's view of whether what they have done or are doing is an apprenticeship.

Included in apprenticeships are:

- indentured apprenticeships;
- those registered with a national body e.g. National Joint Council for the Building Industry, or the Joint Industries Board for the Electrical Contracting Industry;
- persons with an employer's certificate of completion;
- those recognised by an Industrial Training Board or by a trade union for membership purposes;
- articled clerks - those serving a period of training as accountants, solicitors, etc.;
- hairdressers who are undergoing or have completed a planned training programme.

Excluded from apprenticeships are:

- those who are enrolled on a full-time college course (even if they say they are doing an apprenticeship);
- persons who have been upgraded through formal or informal training and/or experience;
- those whose training was at a Government Training Centre;
- architectural draughtsmen (other architectural jobs could be apprenticeships).

Apprenticeship abroad

Where an apprenticeship was completed abroad, probe the respondent to ascertain whether it is recognised in the UK. If it is recognised, enter code 'Yes', otherwise enter code 'No'.

Student nurses

Student Nurses who consider that they have completed an apprenticeship should be included at this question but only if the respondents, themselves, considers this to be an apprenticeship.

AppSam

FRED (1)
Is (was) this apprenticeship part of your main job?
1.Yes
2.No

General

This question applies to respondents still doing an apprenticeship, or those who have completed one apprenticeship and are now doing another.

AppD

FRED (1)
What are (were) you doing in your apprenticeship?
Apprenticeship description at last interview was

General

This question applies to respondents still doing an apprenticeship.

AppT

FRED (1)
Job title of apprenticeship
Apprenticeship title at last interview was

General

This question applies to respondents still doing an apprenticeship.

AppInD

FRED (1)
What did the firm/organisation you worked for mainly make or do (at the place where you worked)?
Describe fully - probe manufacturing or processing or distribution etc. main goods produced, materials used, wholesale or retail etc.

General

This question applies if **APPSAM** is no.

AppinT

FRED (1)
Enter at title for the industry

General

This question applies if **APPSAM** is no.

ModApp4

FRED (1) Help <F9>
Does/did your apprenticeship form part of the Modern Apprenticeship initiative?
Code one only

1. Yes, Foundation Modern Apprenticeship
2. Yes, Advanced Modern Apprenticeship
3. Yes, FMA plus AMA
4. No
5. Don't know

General

This is asked of anyone who is doing, or has done, an apprenticeship (**Appr4**=1,2 or 3).

Modern Apprenticeships are high quality work based learning opportunities for young people aged 16-25. Each MA framework includes an NVQ at the appropriate level, Key Skills and a technical certificate, which is delivered off the job. Foundation MAs lead to NVQ Level 2 and Advanced MAs to Level 3. Most Modern Apprentices are employed and receive a wage at the going rate. There are frameworks to cover most occupations and industries. They started in 1995.

The Modern Apprenticeship initiative aims to equip young people with technical, craft or supervisory skills up to NVQ3 or higher. It is expected that there will be around 150,000 participants at any one time. There will be no 'time serving', as

progress is to be measured in relation to milestones set according to each individual's aims and abilities. The normal age on starting is expected to be between 16 and 17 years.

There will be a written pledge (agreement) between the employer (or group of employers) and the participant. Apprentices are, therefore, likely to be familiar with the terminology. Apprentices will (ideally) be given 'employed status' at the start of their training. Wages and allowances are a matter for participants and their employer.

A number of pilots have been operating for some time. It is likely, therefore, that interviewers will encounter former apprentices who have completed their training under the Modern Apprenticeship initiative.

Our clients within ONS want to monitor the number of informants who are on, or have completed, a Modern Apprenticeship.

Guidance

This question refers to either an MA done in the past, or an MA currently being done, or both. Option 3 ("Yes, FMA plus AMA") would be chosen by someone who has done (or is doing) a second MA.

19.10 Training within Past 13 Weeks

Ed13Wk

FRED (1)
In the 3 months since 4 December have you taken part in any education or any training connected with your job, or a job you might be able to do in the future (including courses that you have told me about already)?
1. Yes
2. No

General

This question applies to people in work.

It is important to read the part in brackets, where it is felt that it is relevant. This is particularly the case for students.

If the respondent received training for more than one job, record answer for MAIN job.

Ed4Wk

FRED (1)
...and did you take part in any of that education or training in the 4 weeks ending Sunday 4?
1. Yes
2. No

General

This question applies to respondents in work who said that they had taken part in job-related education/training in the previous 3 months.

Futur13

FRED (1)
In the 3 months since 4 December have you taken part in any education or any training connected with a job you might be able to do in the future (including courses that you have told me about already)?
1. Yes
2. No

General

This question applies to people who are not in work.

It is important to read the part in brackets, where it is felt that it is relevant. This is particularly the case for students.

Futur4

FRED (1)
...and did you take part in any of that education or training in the 4 weeks ending Sunday 4?
1. Yes
2. No

General

This question applies to respondents not in work who said that they had taken part in job-related education/training in the previous 3 months.

Ed1Fut

FRED (1)
... and did you take part in any of that education or training in the week ending Sunday the 4?

1. Yes
2. No

General

This question applies if the respondent took part in job-related education/training in the previous 4 weeks.

Guidance

Training or education to include

Any education or training, either received at work or through part-time study (including correspondence courses), should be included if the respondent believes it to be useful for a job.

A course previously mentioned at **ENROLL** should be included here if the respondent has the expressed intention of using it to seek or retain employment in a specific field. Only the respondent will be able to decide this

Students

Students in part-time work should be included, as long as they can relate their training to a job they may do in the future.

Exclude

If a respondent says that the study is for leisure purposes *only*, it should not be counted here, even if it leads to a qualification.

JobEd

FRED (1)
Was this work related training part of the education course you previously mentioned?

1. Yes
2. No

General

This question applies to respondents who took part in education/training in the past 3 months or are enrolled on a course, (unless they have not yet started).

Guidance

If you discover at this point that the respondent has not started the course they are enrolled on, code 'No'.

19.11 Qualifications from Study within last 4 Weeks**NewQul****(Mar-May)**

```
FRED (1)
Will the training or education you have been doing in the last 4 weeks...
Running prompt

1.lead to a qualification
2.a credit towards a qualification
3.or neither?
4.Don't know
```

General

This question applies to respondents who took part in training in the past 4 weeks.

NVQSam**(Mar-May)**

```
FRED (1)
Is this the NVQ/SVQ you told me about earlier?

1.Yes
2.No
```

General

This question applies to respondents who said that their training would lead to a qualification or credit and who mentioned (at QulHi4 or NVQKN2) that their present studies were leading to an NVQ or SVQ.

Guidance

"Earlier" refers to questions about present studies, not to questions about qualifications already obtained.

NVQQui**(Mar-May)**

if not previously stated that presently studying for one

FRED (1)
(Although you are not currently studying for one) **will your training lead to an NVQ or SVQ?**

1. Yes
2. No

if had stated that studying for one, but not same one

FRED (1)
(Can I just check) **will your training lead to an NVQ or SVQ?**

1. Yes
2. No

General

This question applies to respondents who said that their training would lead to a qualification (or credit), and who did not report an NVQ or SVQ earlier (or if they did, stated that this was not the same one). The question will not appear if the respondent stated earlier that they have never heard of NVQs or SVQs.

Guidance

This question does not mention 'Education', as we are not interested here in GNVQs, which are *educational/academic* rather than vocational/training qualifications.

Only NVQs should be recorded here, *not* GNVQs.

NVQHi**(Mar-May)**

```
FRED (1)
What is the highest level of NVQ/SVQ your training leads to?

1.level 1
2.level 2
3.level 3
4.level 4
5.level 5
6.Don't know
```

General

This question applies to respondents who said “Yes” at NVQQul (unless it was the same one that was mentioned earlier).

Guidance

This question does not mention ‘Education’, as we are not interested here in GNVQs, which are *educational/academic* rather than vocational/training qualifications.

SamQul**(Mar-May)**

```
FRED (1)
Is this the qualification that you told me about earlier ([QulHi4])?

1.Yes
2.No
```

General

This question applies to respondents who said their training would lead to a qualification that was not an NVQ or an SVQ.

DifQuI4**(Mar-May)**

FRED (1) What qualification is it?		
CODE HIGHEST - PROMPT AS NECESSARY		
1 Degree level qualif incl foundation degrees, graduate memb'ship of a profess'l institute, PGCE, or higher	9 Other Higher Education qualifs below degree level	20 Standard Grade (Scotland)
2 Diploma in Higher Education	10 A-Level/Vocat'l A- Level or equiv.	21 GCSE/Vocat'l GCSE
3 HNC/HND	12 Welsh Baccalaureate	23 National Qualifs (Scotland)
4 ONC/OND	13 International Baccalaureate	24 RSA/OCR
5 BTEC, EdExcel, or LQL	14 NVQ/SVQ	25 City and Guilds
6 SCOTVEC, SCOTEC or SCOTBEC	15 GNVQ/GSVQ	27 Key Skills
7 Teaching qualif (excl PGCE)	16 AS-Level/Vocat'l AS-Level or equiv	28 Basic Skills
8 Nursing or other medical qualif not yet mentioned.	17 Certificate of Sixth Year Studies	29 Entry Level Qualifs
	18 Access to HE	30 Any other profess/vocat'l qualifs/ foreign qualifs (not including NVQ/GNVQ/ EdExcel/BTEC/RSA/OCR/ C&G)

General

This question applies to respondents who answered "No" at **SAMQUL**.

Note that "Higher" and "CSYS" have been superseded by National Qualifications (Scotland) from SN00.

Guidance

The notes for **Quals4** apply here also.

Record general qualifications here; details about level of qualification are recorded later.

DegQul**(Mar-May)**

```
FRED (1)
Are you studying for...
Code first that applies

1.higher degree (including PGCE)?
2.first degree?
3.other (e.g. graduate member of a
professional institute or
chartered accountant)?
4.Don't know
```

General

This question applies to respondents who said they were studying for a degree. (See notes for **Degree4**).

HghQul**(Mar-May)**

```
FRED (1)
Are you studying for...

1.a Doctorate,
2.a Masters,
3.a Postgraduate Certificate in Education,
4. or some other postgraduate degree or professional qualification?
5.Don't know
```

General

This question applies to respondents who said they were studying for a higher degree.

Guidance

When coding the preceding question, DEGQUL, for a respondent with a Master's degree, follow the existing Interviewer Instructions at **Degree4**: MA's from some universities do not qualify. If the respondent does meet these criteria then at HGHQUL, accept their view about what level it is. If code 4 seems appropriate, check that the level is considered to be Postgraduate (by the respondent at least).

TECQuI**(Mar-May)**

FRED (1)
Are you studying for a BTEC/EdExcel/LQL...
 Code first that applies

1. **Higher level** (level 4)?
2. National Certificate or National Diploma level (level 3)?
3. First diploma or general diploma level (level 2)?
4. First certificate or general certificate level (below level 2)?
5. Don't know

General

This question applies to respondents who said they were studying for a BTEC, BEC or TEC.

(see notes for **BTEC**)

SCQuI**(Mar-May)**

FRED (1)
Are you studying for a SCOTVEC/SCOTEC/SCOTBEC...
 Code first that applies

1. at higher level (level 4)?	5. modules towards a National
2. for full National Certificate (level 3)?	Certificate?
3. at first diploma or general diploma level (level 2)?	6. Don't know
4. at first certificate or general certificate level (below level 2)?	

General

This question applies to respondents who said they were studying for a SCOTVEC, SCOTEC or SCOTBEC.

(see notes for **SCTVEC**)

GNVQuI5**(Mar-May)**

FRED (1)
Are you studying for a GNVQ/GSVQ at...
Code first that applies

1. full intermediate?
2. part one intermediate?
3. full foundation ?
4. part one foundation?
5. Don't know

General

This question applies to respondents who said they were studying for a GNVQ or GSVQ.

(see notes for **GNVQ**)

RSAQuI**(Mar-May)**

FRED (1)
Are you studying for an RSA at...
Code first that applies

1. higher diploma level?
2. advanced diploma or advanced certificate level?
3. diploma level?
4. or some other RSA level (including Stage I, II & III)?
5. Don't know

General

This question applies to respondents who said they were studying for an RSA.

(see notes for **RSA**)

CGQul**(Mar-May)**

FRED (1)
Are you studying for a City & Guilds qualification at...
Code first that applies

- 1.advanced craft/part 3?
- 2.craft/part 2?
- 3.foundation/part 1?
- 4.Don't know

General

This question applies to respondents who said they were studying for a City & Guilds qualification.

(see notes for CANDG)

HSTQul**(Mar-May)**

Angus (2)
Which National Qualification are you studying for? Is it...
Running prompt

1. Access Level
2. Intermediate 1
3. Intermediate 2
4. Higher
5. Advanced Higher?

General

This question applies to respondents who answered "National Qualifications (Scotland) at DifQul4.

19.12 On/off the Job Training

TrnOpp

(Mar-May)

```
FRED (1)
May I just check, has your current employer ever offered you any training
or education either ON or AWAY FROM your job?

1.Yes, education or training offered
2.Never offered
```

General

This question applies to respondents who were not taking part in job-related training and were either in paid work, away from a paid job, working unpaid in their own business or working unpaid in a relative's business *and* who have not had any training in the previous 3 months.

The purpose of this question is to find out whether the respondent's employer has ever shown willingness to support training. What is important is the *offer* of training, regardless of whether the offer was actually taken up. Training should be taken as what the respondent perceives as 'training'.

Guidance

The question relates only to a respondent's *main* job.

Only training that has been offered or agreed to by the respondent's employer should be recorded at this question.

JobTrn

```
FRED (1)
Was (Is) that training...
Running prompt

1. 'on the job' training only
2. or training away from your job
3. or both?
```

General

This question applies to respondents who took part in job-related training in the prior 4 weeks. A check also appears here if the answer to **Ed1Fut** was 'yes' and the answer to **JobTrn** indicates that some training was away from the job. This prompts the interviewer to check that training has not affected the actual hours worked in the reference week.

Guidance

On the job

'On the job' training means learning by example and practice, while actually doing the job. It may be described as training 'at the workbench', or 'at the office desk', or 'at the steering wheel'.

Classroom setting

Training in a classroom or training section, even if on the employer's premises, is not 'on the job' training.

Include

Both training offered by the employer and training applied for by the respondent should be included.

More than one training period

If the informant has undertaken more than one period of training during the last four weeks, they should answer these questions in relation to the training that involves the *most hours*.

JobLrn

```
FRED (1)
Did you do any of the following as part of your learning...
Code all that apply

1.attend conferences, seminars or workshops?
2.use information from the Internet or CD-ROMs?
3.watch TV programmes or videos?
4.none of these
```

General

This question is designed to note new methods of study used in job-related training. Here, it is routed from any courses that are not completely 'on the job'. This information is useful to both EuroStat and the DWP and DfES in determining the growth and impact of new media in training and education.

Guidance

Take the respondent's answers as given. If the respondent is not sure whether these activities part of their 'learning', code those that were assigned, recommended or necessary elements of the course. Do not code activities that the respondent decided to do independently.

19.13 Site of Training

TrSite

(Mar-May and Dec-Feb)

GB

<p>FRED (1) Where was the main place that you did this education or training (in the last 4 weeks)? Prompt as necessary - Code one only</p>	
1. On premises belonging to your employer	8. ITeC (Information Technology Centre)
2. On premises belonging to another employer	9. At Home (Open University/Open Tech or other correspondence course)
3. Private training centre	10. Open College
5. Employment Rehabilitation Centre	11. College of Further Education or University
6. Community Project	12. Other educational institution
7. Government or local authority training workshop	13. None of these

General

This question applies to GB only and to respondents who have had off-the-job training, both on and off-the-job training or had taken part in job-related training in the previous 4 weeks.

Please note that the reference period for this question is the previous 4 weeks.

Guidance

IteC

Information Technology Centres provide one-year training and practical work experience courses in the use of computers and word processors and other aspects of information technology.

Training Workshops

These provide experience of different kinds of work in the production of goods or the provision of services. The sponsors are usually local authorities or voluntary community groups. Vacant factories or other premises are often used.

Community Projects

These are specially funded Youth Training projects of planned work experience integrated with occupational related training and lasting one year. Many schemes are concerned with environmental or construction work. Primarily aimed at 16-year old school leavers.

Voluntary work

If the respondent is doing voluntary unpaid work but is sent on a training class, code 13 ('none of these').

Training provided at the workplace

When respondents have taken part in training provided by their employer at their normal place of work, you should code 1.

Training at another employer's workplace

Code 2 should be used where the respondents' training is provided at the premises of an employer (*not* the respondent's employer), whose main business is *not* training. For example, code 2 would apply if the training was in cooking and the place of training was a hotel kitchen belonging to a different employer.

Training at a special venue

If training is provided by the employer at a special venue (e.g. a hotel conference room), this should be Code 13. If the training was provided by a training company, however, use Code 3.

More than one training period

If the informant has undertaken more than one period of training during the last four weeks, they should answer these questions in relation to the training that involves the *most hours*.

TrAtIR**(Mar-May and Dec-Feb)****NI**

FRED (1)	
Where was the main place that you did this education or training (in the last 4 weeks)?	
Prompt as necessary - Code one only	
1. On premises belonging to your employer	9. At Home (Open University/Open Tech or other correspondence course)
2. On premises belonging another employer	10. Open College
3. Private training centre	11. College of Further Education or University
4. Training centre (government run)	12. Other educational institution
5. Employment Rehabilitation Centre	13. None of these
6. Action for Community Employment	
7. Community workshop	

General

This question applies to NI only and to respondents who have had off-the-job training, both on and off-the-job training or had taken part in job-related training in the previous 4 weeks.

Please note that the reference period for this question is the previous 4 weeks.

Guidance

(see **TRSITE**)

19.14 Training Fees

TrnFee

(Dec-Feb) GB

FRED (1)	
Who paid the fees for this training?	
Code all that apply	
1. Employer or potential employer	
2. ELWa/Work based training for young people / Work Based Training for Adults	[In Wales]
LEC/Training for work	[In Scotland]
LSC/Work Based Training for Young People	[In England]
3. Other government or local authority organisation	
4. Self, or family, or relative	
5. Other	
6. No fees	
7. Don't know	

General

This question applies to GB only and to respondents who have had off-the-job training; on-and-off the job training; or have taken part in job-related education/training in the previous 4 weeks.

Guidance

New Deal

If on New Deal with an employer: code 1.

Code 2

This is for respondents whose training has been funded through the central government employment training programme. For young people this will normally be youth training (YT), and for adults it will be those on Learning for Work and Community Action. This funding will be through the TECs (LECs) or through training programs supported by central government.

Code 3

This is where the local authority provides the funding, e.g. student grants.

More than one training period

If the informant has undertaken more than one period of training during the last four weeks, they should answer these questions in relation to the training that involves the *most hours*.

FeelR**(Dec-Feb) NI**

FRED (1)
Who paid the fees for this training?
 Code all that apply

1. Employer or potential employer
2. Government - YTP
3. Government - adult scheme
4. Self, or family, or relative
5. Other
6. No fees
7. Don't know

General

This question applies to NI only and to respondents who have had off-the-job training; on-and-off the job training; or have taken part in job-related education/training in the previous 4 weeks.

GuidanceMore than one training period

If the informant has undertaken more than one period of training during the last four weeks, they should answer these questions in relation to the training that involves the *most hours*.

19.15 Time Spent Training**TrnLen****(Mar-May and Dec-Feb)**

FRED (1)
What was/is the total length of the training course?

1. Less than 1 week	7. 3 months but less than 6 months
2. 1 week but less than 2 weeks	8. 6 months but less than 1 year
3. 2 weeks but less than 4 weeks	9. 1 year but less than 2 years
4. 3 weeks but less than 1 month	10. 2 years but less than 3 years
5. 1 month but less than 2 months	11. 3 years or more
6. 2 months but less than 3 months	12. On going/no definite limit

General

This question applies to respondents who had taken part in job-related training in the previous 4 weeks.

Guidance

We are interested in the *total* length of the course and not just the part of it already completed.

Breaks in training

Some respondents, for example those on day or block release, will have had breaks in their training. In such cases you should record the *total time elapsed to complete the course* (e.g. a respondent on a course 1 day a week for 6 weeks would be coded 5).

Degree courses

Those respondents who are on a degree course that runs over three academic years should be coded as '11' (3 years or more).

Training courses in segments

Some trainees may distinguish between the particular course they were doing in the reference week and their traineeship as a whole. If they do make this distinction, enter the appropriate code for the particular course they were doing in the reference week.

Drop-outs

If a respondent has 'dropped out' of a course enter the actual time he or she spent on the course, not the length of the complete course.

No definite end

Occasionally, a respondent will answer that a course has no definite limit -- where, for example, a respondent will continue to be trained as long as he or she remains in a particular post, or where the training will continue until a certain level of proficiency is reached. In these cases, code 12 should be used (but code 12 should NOT be used for 'Don't know').

More than one training period

If the informant has undertaken more than one period of training during the reference week, they should answer this question in relation to the training that involves the *most hours*.

TrnDay

(Mar-May)

FRED (1)
Ask or record
How many days did the course / training last?

Enter a numeric value between 1 and 6

General

This question applies to respondents who said their training course lasted less than a week.

Guidance

Insert the number of calendar days that the course lasted. For example, if the course lasted 2 half days then the number of days would be 2.

More than one training period

If the informant has undertaken more than one period of training during the last four weeks, they should answer these questions in relation to the training that involves the *most hours*.

TrHr93

(Mar-May)

FRED (1)
And now thinking of the training you did in the week ending Sunday the 4
connected with your job/ a job you may do in the future, how many hours did
you spend on education or training, including any private study time?
97 hours or more =97

Enter a numeric value between 0.00 and 97.00

General

This question applies to respondents who took part in job-related education and training in the reference week.

Guidance

More than one training period

If the informant has undertaken more than one period of training during the last reference week, they should answer these questions in relation to the training that involves the *most hours*.

TrOnJB

(Mar-May)

FRED (1)
How many of those [Hours from TrHr93] hours were done on the job?
97 hours or more =97

Enter a numeric value between 0.00 and 97.00

General

This question applies to respondents who took part in education/training in the reference week and who did on-the-job training or both on and off-the job training.

Guidance

If the respondent is on more than one course, then the question should be answered in respect of the course involving the *most hours*.

19.16 Adult Learning (Enhanced module)

This series of questions has been developed to monitor learning experiences of adults.

ALIntro

(Main W1&5, Enh)

Richard(1)
The next questions are about courses, training, lessons, studying or other tuition you may have done in the past twelve months.
Press <enter> to continue

General

The Adult Learning questions are asked for every annual wave of the enhancement sample and quarterly waves 1 and 5 of the main LFS.

The whole Adult Learning section applies to all respondents aged 16 or over (no upper age limit) who have finished continuous full-time education.

In wave 5 of the main quarterly LFS in **Wales and Scotland**, the adult learning questions will not be asked of those aged 70 or over who are economically inactive.

In England and Northern Ireland economically inactive respondents aged 70 or over will need to be asked these questions at wave 5.

The respondent may receive up to 6 questions on Taught learning and up to 4 questions on Non Taught learning.

Taught Learning questions

TautQ3
TautSk3
TautPr3
Even3
TautMt3
TautOt3

Respondents will not be asked the Taught learning questions but move straight to the Non-Taught questions if it has been established earlier in the questionnaire that they have been on a taught course, i.e. if **ENROLL** = Yes or **JOBTRN** = 2,3.

If respondents answer 'Yes' to any one of the Taught Learning questions, they will not be asked any further questions about Taught Learning but move on to Non-Taught Learning.

Non Taught Learning questions

NTQul3

NTSup3

NTDev3

NTKnw3

A respondent will not be asked the Non Taught adult learning questions if it has already been established earlier in the questionnaire that they have received some Non Taught learning, i.e. **JOBTRN** = 1,3 or **Appr4** = 2 (still doing apprenticeship).

Once they have said 'Yes' to one of the Non-Taught Learning questions, they will not be asked any further adult learning questions.

Guidance

It is important that respondents realise that adult learning covers not just taught courses but also informal activities. For example, if a respondent decided to learn more about local history and went to the library and borrowed several books on the subject – that would count as learning.

If the respondent left continuous full time education within the last three years, only learning experiences since then apply.

Please include all current courses.

Include courses that took place during the 12 month period, even if they started before then.

TautQ3

(Main W1&5, Enh)

Richard (1)

In the past 12 months have you been on any taught courses that were meant to lead to qualifications even if you did not obtain them?

i Include all courses even if started before then

1. Yes

2. No

General

The question applies to all those who have not undergone any training courses at work in the previous 4 weeks; or have not done a leisure class in the last 4 weeks; or are not currently enrolled on an education course.

The survey client is concerned with the actual study, not where it has taken place. Any courses done, even if they were abroad, should be included.

Guidance

By "taught course" we mean one in which the respondent received some teaching or instruction (this may be face-to-face teaching, or it may have been a course in which the teaching was done through other media – e.g. in written materials, or audio tapes, video tapes etc.)

We are interested in courses of all lengths – from one hour of tuition in something to three-year college courses.

Include course(s) mentioned earlier in the interview, e.g. at question **ED13WK**.

TautSK3

(Main W1&5, Enh)

Richard(1)
In the past 12 months
Have you been on any courses designed to help you develop skills that you might use in a job?
Include all courses however short

1. Yes
2. No

General

Applies to all who are of working age (16-60/65), or older if still working, and answering "No" or "Don't Know" to **TAUTQ3**.

TautPR3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you attended any courses or received any instruction or tuition in driving, in playing a musical instrument, in an art or craft, in a sport or any practical skill?
Include all courses and periods of instruction or tuition, however short

1. Yes
2. No

General

Applies to all answering No or Don't Know to **TAUTSK3** or those not routed to question **TAUTSK3** and who answered No to **TAUTQ3**.

Even3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you attended any evening classes?

1. Yes
2. No

General

Applies to all answering "No" or "Don't know" to **TAUTPR3**.

Guidance

Adult education classes (non work-related and non-examination as covered earlier) that take place during the day should be included at the later question **TautOT3**.

TautMT3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you carried out any learning which has involved working on your own from a package of materials provided by an employer, college, commercial organisation or other training provider?
Exclude self-taught learning if not working from a package of materials supplied by training provider

1. Yes
2. No

General

Applies to all answering "No" or "Don't know" to **EVEN3**.

Guidance

An example of a commercial organisation might be Berlitz or Hugo, companies that produce 'teach-yourself' language courses with tapes, CD-ROMS and books to work from.

Do NOT include here periods of learning in which the respondent has taught him/herself about something simply by reading a book about it – to be included in this question it must involve following some sort of course. Later questions will cover more informal types of non-taught learning.

TautOT3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you been on any other taught course or received any other instruction or tuition in anything?
Include all courses and periods of instruction or tuition, however short

1. Yes
2. No

General

Applies to all answering "No" or "Don't know" to **TAUTMT3**.

NTQuI3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months, have you studied for any qualifications without taking part in a taught course?

1. Yes
2. No

General

This is the start of the Non-Taught Learning section (questions **NTQuI3**, **NTSup3**, **NTDev3** and **NTKw3**). The questions are asked of all those who have not done on-the-job training in the last 4 weeks and who are not currently undertaking an apprenticeship.

NTSup3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you received any supervised training while you were actually doing a job?
(By this I mean when a manager or experienced colleague has spent time helping you learn or develop skills as you do specific tasks at work?)

1. Yes
2. No

General

NTSUP3 applies to all who are working (including those who are on New Deal Gateway, education or follow up options who have a second job as an employee) or left last paid job within last three years and answering "No" or "Don't know" to **NTQuI3**.

NTDev3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you spent any time keeping up to date with developments in your type of work without taking part in a taught course?
(For example by reading books, journals or manuals or by attending seminars)

1. Yes
2. No

General

This question applies to all answering "No" or "Don't know" to **NTSUP3** and to those who were not routed to **NTSUP3** and who said No to **NTQuI3**.

NTKw3**(Main W1&5, Enh)**

Richard(1)
In the past 12 months
Have you deliberately tried to improve your knowledge about anything or teach yourself a skill without taking part in a taught course?

1. Yes
2. No

General

Applies to all answering "No" or "Don't know" to **NTDEV3**

Guidance

For example, someone studying for an auditor's exam in their own time or a policewoman studying for her sergeant's exam in her own time. Exam re-takes may be included here, if there is no re-take course being pursued.

19.16.1 Definition of Learners and Non-Learners

Respondents are asked a series of questions about different types of learning activities. The definitions used here are the same as those used on the National Adult Learning Survey: 1997. People are considered "learners" if **any** of these activities have been done during the last three years:

Taught learning:

- any taught courses that were meant to lead to qualifications;
- any taught courses designed to help you develop skills that you might use in a job;
- any courses, instruction or tuition in driving, in playing a musical instrument, in an art or craft, in a sport or in any practical skill;
- evening classes;
- learning which has involved working on your own from a package of materials provided by an employer, college, commercial organisation or other training provider;
- any other taught course, instruction or tuition.

Non-taught learning:

- studying for qualifications without taking part in a taught course;
- supervised training while you were actually doing a job (i.e. when a manager or experienced colleague has spent time with you helping you learn or develop skills as you do specific tasks at work);

- time spent keeping up to date with developments in the type of work you do without taking part in a taught course -- for example, by reading books, manuals or journals or attending seminars;
- deliberately trying to improve your knowledge about anything or teach yourself a skill without taking part in a taught course.

19.16.2 Coding Qualifications

If the highest qualification obtained is any of the following:

Deg	Degree level qualification including graduate membership of a professional institute or PGCE, or higher
Dip	Diploma in Higher Education
HNC	HNC/HND
ONC	ONC/OND
BECTEC	BTEC, BEC or TEC
SCOT	SCOTVEC, SCOTEC or SCOTBEC
Teaching	Teaching qualification (excluding PGCE)
Nursing	Nursing or other medical qualification not yet mentioned
OtherHi	O
NV	NVQ/SVQ
GNV	GNVQ/GSVQ
RS	RSA
CG	City and Guilds
YT	YT Certificate
Other	Any other professional/ vocational qualifications/ foreign qualifications

...the field of study must be recorded via a coding frame at **EdTrnFld** and **EdTrnCd**. Any qualifications not given above (e.g. A-levels, GCSEs) are automatically coded "01" at **EdTrnCd**. Fields of study are:

19.17 Education in the past 4 weeks

Taut4

Main

Richard(1)

Have you attended or received any taught courses or forms of tuition during the last 4 weeks ending Sunday the [REFDAY]
Here we are interested in courses and tuition outside the formal education system so please exclude the [Formal qualifications] you told me about earlier.

T4Hrs**Main**

Richard(1)
Thinking about all your taught courses or tuition how many hours instruction have you attended in total over the past 4 weeks?
Record total time spent in taught activity
①Round to nearest hour, if less than 30 mins code 0
①Include supervised group or solo learning
Exclude travel time, time spent on homework or private study

T4Subj**Main**

Richard(1)
What was the main subject of your courses or tuition?
Enter a text of up to 100 characters

T4Code**Main**

Richard(1)
Is currently studying
[Text from T4Subj]
Code first that applies
Press the <space bar> for the coding frame

T4Purp**Main**

Richard(1)
What was the main purpose of taking courses or tuition? Was it...
①Code any learning for mostly domestic, community or recreational purposes '2'

1. Mostly related to a job that you have or may have in the future
2 or, mostly for personal or social reasons?

T4Work**Main**

This question is only asked of respondents in current employment, or who left their last job since June 2002. However, some respondents may have had spells of unemployment over the past year while they were pursuing different courses: if so code 5 'not employed at that time' can be used, but should not be read out.

Richard(1)
Ask or record
Did the course or tuition take place during paid working hours? Was it...
Prompt as necessary

1. only during paid working hours
2. mostly during paid working hours
3. mostly outside paid working hours
4. only outside paid working hours
5. not employed at the time

LeisCI

If questions on training done in last four weeks have just been asked

FRED (1)
Ask or record
May I just check
Apart from the job related training or education you have already mentioned,
have you taken part in any other leisure or education classes during
the four weeks ending [date]?

1. Yes
2. No

If questions on training in last four weeks not asked (because none reported)

FRED (1)
Ask or record
May I just check
Apart from job-related training or education, have you taken part in any leisure or
education classes during the four weeks ending [date]?

1. Yes
2. No

General

This question applies to respondents of working age or older who are in employment of any kind. EuroStat and the DWP and DfES are interested in knowing about the take-up of leisure and other education classes and how they relate to job-related training and employment patterns.

It may well be possible to record the answer rather than having to ask the full question, and it will not be asked at all of people who have not participated in taught learning in the last 4 weeks.

If you have enough information just record the answer; for example if your respondent has already mentioned their driving lessons from the past 4 weeks which they do not consider to be job-related you would code 'yes'. Ask only if you are unsure. The point of the question is to confirm whether or not the classes etc. taken in the past 4 weeks are non-job related

Guidance

The emphasis at LeisCl is on leisure or education that is non-vocational, regardless of whether or not it leads to qualifications. Any organised activity with instruction (e.g. gym classes, driving lessons, piano lessons) may be recorded provided their main aim is not to help in employment.

Dual-purpose

If a leisure class (e.g. French) *happens* to help in a job it should still be coded, as long as the main reason for attending the class was one of general interest.

Exclusions

Do *not* record classes included at Enroll, Ed4Wl, or Futur.

LeisHrs

Mr Fred Smith (1)

Thinking about your leisure or education classes, how many hours instruction have you attended in the past 4 weeks?

Do not include hours here if they have already been accounted for at T4Hrs. If all the hours of instruction are recorded at T4Hrs, please enter 0 here.

Record total time spent in taught activity

① Round to nearest hour, if less than 30 mins code 0

① Include supervised group or solo learning

Exclude travel time, time spent on homework or private study

General

Record the total time that the respondent spent in their leisure or education classes in the previous 4 weeks.

Guidance

Do not include any time that you have already recorded at T4Hrs. The hours that you record at LeisHrs should be **in addition** to those recorded at T4Hrs.

If the respondent has had x hours of instruction in the past 4 weeks, and all of this has been recorded at T4Hrs (i.e. $T4Hrs = x$), please enter 0 at LeisHrs.

20 HEALTH

20.1 Current Health Problems

The questions in this section are designed to cover the new definition of ‘disability’ used in the Disability Discrimination Act (1995).

The health module has been extended to those above pensionable age (currently 60 for women and 65 for men). People above pensionable age are asked **LngLim** and subsequent relevant questions at:

- Wave 1
- a later wave, if the household was encountered at the current wave, or
- a later wave if the person was not found at the previous wave.

In addition, those who are aged 75+ are given a preamble with three options *for Interviewers*.

HPrmb

```
Richard(1)
I should now like to ask you a few questions about your health.
These questions will help us estimate the number of people in the country who have
health problems.
Enter <1> to continue

1.Continue
2.Too ill/distressed to answer: Visible problem
3. Too ill/distressed to answer: Other
```

General

Applies to people 75 years of age or older.

Guidance

1. Continue

Continue normally to ask this person the health/disability questions

2. Too Ill/Distressed to ask these questions: Visible problem

In the *interviewer's judgement*, asking these questions would be too upsetting to the respondent. In addition, the interviewer can see that there is an *obvious* illness or disability

3. Too Ill/Distressed to ask these questions: Other

In the *interviewer's judgement*, asking these questions would be too upsetting to the respondent. The interviewer does not see an obvious illness or disability

For those 75+, health questions will only be asked if option 1 is selected.

Routing for **LimitK** and **LimitA** (Illness/disability limiting the kinds or types of work) has also been changed to apply to those above pensionable age who are:

- Working (**Wrking**)
- Away from a job (JbAway)
- Doing unpaid work for own business (OwnBus)
- Doing unpaid work for a relative's business (RelBus)
- Looking for work in the past 4 weeks (Look4)
- Would like a regular paid job (LikeWk)

LngLim

```
FRED (1)
Do you have any health problems or disabilities that you expect will last for more
than a year?
```

- ```
1.Yes
2.No
```

### General

This question applies to all people aged 16 or over and below pensionable age.

The only health problems that should be recorded at HEAL are those that have lasted, or will last, for more than a year. Do not record any short-term health problems.

### Guidance

#### Starting point of health problem/disability

The year should commence at the *onset* of the health problem/disability regardless of the reference week.

#### Single event/infections

Health problems arising from a single event or infection should be straightforward.

#### Recurrent/ sporadic conditions

Some conditions are recurrent (e.g. back pain), where there is an acute period, followed by remission; some conditions are sporadic (e.g. epilepsy). If the condition is likely to be present 12 months or more after onset, code 'Yes'.

#### Terminal illness/ outcome dependent on treatment

If a respondent is suffering from a terminal illness, or if the length of the illness is dependent on the outcome of treatment (e.g. a course of chemotherapy), code 'Yes'.

### Don't know/not sure

If a respondent says that they 'don't know' how long their illness is likely to last, try and establish whether or not they *think* that their problem/disability will last more than a year.

## LimitK

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| FRED (1)<br>Does this health problem affect the kind of paid work that you might do?<br><br>1. Yes<br>2. No |
|-------------------------------------------------------------------------------------------------------------|

## General

This question applies to respondents who said they had a long-term health problem.

## Guidance

Let the respondent decide whether a health problem/disability limits the *paid* work that they can do. Respondents can take into account work that they *might* do as well as work which they currently do.

## LimitA

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| FRED (1)<br>Does this health problem affect the amount of paid work that you might do?<br><br>1. Yes<br>2. No |
|---------------------------------------------------------------------------------------------------------------|

## General

This question applies to respondents who said they had a long-term health problem.

## Guidance

Again, let the respondent to decide whether a health problem/disability limits the amount of paid work that they can do. Similarly, respondents can take into account the amount of work that they might do as well as the amount they currently do.

## Heal

FRED (1)

Do you have...

Code all that apply

- |                                                                                                      |                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. problems or disabilities (including arthritis or rheumatism) connected with your...arms or hands? | digestive problems?                                                                                                                                                |
| 2. ...legs or feet?                                                                                  | 11. diabetes?                                                                                                                                                      |
| 3. ...back or neck?                                                                                  | 12. depression, bad nerves or anxiety?                                                                                                                             |
| 4. do you have difficulty in seeing (while wearing spectacles or contact lenses)?                    | 13. epilepsy?                                                                                                                                                      |
| 5. difficulty in hearing?                                                                            | 14. severe or specific learning difficulties (mental handicap)?                                                                                                    |
| 6. a speech impediment?                                                                              | 15. mental illness or suffer from phobia, panics or other nervous disorders?                                                                                       |
| 7. severe disfigurement, skin conditions, allergies?                                                 | 16. progressive illness not included elsewhere (e.g. cancer not included elsewhere, multiple sclerosis, symptomatic HIV, Parkinson's disease, muscular dystrophy)? |
| 8. chest or breathing problems, asthma, bronchitis?                                                  | 17. other health problems or disabilities?                                                                                                                         |
| 9. heart, blood pressure or blood circulation problems?                                              |                                                                                                                                                                    |
| 10. stomach, liver, kidney or                                                                        |                                                                                                                                                                    |

Enter at most 17 values

## General

This question applies to respondents who said they had a long-term health problem.

## Guidance

### Code 4

Difficulty in seeing should be included *only if* wearing glasses or contact lenses are not sufficiently effective.

### Code 5

Difficulty in hearing should be considered *without* the use of a hearing aid

### Code 7

Include severe disfigurements, such as scars, birthmarks, limb or postural deformations and diseases of the skin; *exclude* tattooing or body piercing.

### Code 8

Exclude hay fever (seasonal allergic rhinitis), except where it aggravates the effects of an existing condition.

### Code 14

Specific learning difficulties include dyslexia or dyscalculia.

Severe learning difficulties covers mental impairments and mental handicap

### Code 15

Mental illnesses should be clinically recognised.

However, *exclude*:

- the tendency to commit arson or to steal;
- the tendency to physically or sexually abuse others;
- exhibitionism or voyeurism.

*Include* memory-related problems such as memory loss, senile dementia, Alzheimer's etc.

#### Code 16

Progressive illnesses should be recorded *if there is some effect* on the respondent's normal day to day activities, even if it is minor at the time of interview.

Respondents who have been diagnosed as having a progressive illness should be *excluded* if they are not yet suffering from any symptoms that affect their activities

#### Code 17

Addiction to or dependency on alcohol, nicotine, drugs or other substance (unless resulting from the substance being prescribed for the respondent) should be excluded.

Gynaecological problems should be recorded under this category unless more appropriate under code 16.

## Health

|                                                                                                      |                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FRED (1)                                                                                             |                                                                                                                                                                   |
| <b>Which of these is your main problem/disability?</b>                                               |                                                                                                                                                                   |
| 1. problems or disabilities (including arthritis or rheumatism) connected with your... arms or hands | digestive problems                                                                                                                                                |
| 2. ...legs or feet                                                                                   | 11. diabetes                                                                                                                                                      |
| 3. ...back or neck                                                                                   | 12. depression, bad nerves or anxiety                                                                                                                             |
| 4. do you have difficulty in seeing (while wearing spectacles or contact lenses)                     | 13. epilepsy                                                                                                                                                      |
| 5. difficulty in hearing                                                                             | 14. severe or specific learning difficulties (mental handicap)                                                                                                    |
| 6. a speech impediment                                                                               | 15. mental illness or suffer from phobia, panics or other nervous disorders                                                                                       |
| 7. severe disfigurement, skin conditions, allergies                                                  | 16. progressive illness not included elsewhere (e.g. cancer not included elsewhere, multiple sclerosis, symptomatic HIV, Parkinson's disease, muscular dystrophy) |
| 8. chest or breathing problems, asthma, bronchitis                                                   | 17. other health problems or disabilities                                                                                                                         |
| 9. heart, blood pressure or blood circulation problems                                               |                                                                                                                                                                   |
| 10. stomach, liver, kidney or                                                                        |                                                                                                                                                                   |

## General

This question applies to respondents who said they had a long-term health problem.

## Guidance

Where a person has a condition (like arthritis) that may affect them in more than one place (e.g. arms, legs and back), code the place that limits their activities the most.

## HeaLim

```
FRED (1)
Does this (do these) health problem(s) or disabilit(y)(ies), (when taken singly or
together) substantially limit your ability to carry out normal day to day activities
- If you are receiving medication or treatment, please consider what the situation
would be without the medication or treatment?

1.Yes
2.No
3.Don't know
```

## General

This question applies to respondents who said they had a long-term health problem.

The qualifying statement concerning medication or treatment should *always* be read out. It includes:

- the use of a prosthesis, i.e. any artificial device attached to the body as an aid. Examples are artificial limbs, a heart pacemaker, and a hearing aid, but *not* spectacles or contact lenses;
- the use of any other form of aid or equipment, such as a wheelchair.

## Guidance

### Normal activities

Normal day-to-day activities are those which are carried out by most people on a daily basis, and we are interested in disabilities/health problems which have a substantial adverse effect on respondent's ability to carry out these activities.

### Types of day-to-day activities

- **Mobility:** Unable to travel short journeys as a passenger in a car, unable to walk other than at a slow pace or with jerky movements, difficulty in negotiating stairs, unable to use one or more forms of public transport, unable to go out of doors unaccompanied.
- **Manual dexterity:** Loss of functioning in one or both hands, inability to use a knife or fork at the same time, or difficulty in pressing buttons on a keyboard
- **Physical co-ordination:** Inability to feed or dress oneself or to pour liquid from one vessel to another, except unusually slowly or with great concentration.
- **Bowel/bladder control:** Frequent or regular loss of bladder or bowel control. Occasional bed-wetting is not considered a disability.

- **Lifting, carrying:** Inability to pick up a book or kettle with either hand or to carry a tray steadily.
- **Speech:** Inability to be understood by others; taking significantly longer to say things. A minor stutter, difficulty in speaking in front of an audience, or unable to speak a foreign language are *not* considered impairments.
- **Hearing:** Inability to hear without the use of a hearing aid or to understand speech under normal conditions (including over the telephone).
- **Seeing:** While wearing of spectacles or contact lenses, being unable to pass the standard driving sight test; total inability to distinguish colours (excluding ordinary red/green colour blindness); or inability to read newsprint.
- **Memory, concentration, learning or understanding:** Intermittent loss of consciousness; confused behaviour; inability to remember names of family or friends; inability to write a cheque without assistance; or inability to follow a recipe.
- **Perceiving danger:** Recklessly putting oneself or others at risk; inability to cross the road safely. *Exclude* fear of heights or risks of dangerous hobbies.

Condition under control

If the respondent's *untreated* condition would substantially affect their day-to-day activities, code 'Yes'.

## 20.2 Past Health Problems

### HealYr

FRED (1)  
Have you ever had any health problems or disabilities (apart from those you have already told me about) that have lasted for longer than a year?  
1.Yes  
2.No

### General

This question applies to respondents who are aged 16 or over but below pensionable age. It is asked only at the first interview with the respondent and only if it is a personal interview.

### Guidance

Include continuous conditions and those with only intermittent effects.  
Include only those conditions that the respondent *no longer has*. Any illnesses mentioned at **HEAL** should *not* be included.

## HealPB

FRED (1)

And what were those problems?

Code all that apply

Probe all health probs/disabs that affected respondent in past

- |                                                                                                      |                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. problems or disabilities (including arthritis or rheumatism) connected with your...arms or hands? | digestive problems?                                                                                                                                                |
| 2. legs or feet?                                                                                     | 11. diabetes?                                                                                                                                                      |
| 3. back or neck?                                                                                     | 12. depression, bad nerves or anxiety?                                                                                                                             |
| 4. do you have difficulty in seeing (while wearing spectacles or contact lenses)?                    | 13. epilepsy?                                                                                                                                                      |
| 5. difficulty in hearing?                                                                            | 14. severe or specific learning difficulties (mental handicap)?                                                                                                    |
| 6. a speech impediment?                                                                              | 15. mental illness or suffer from phobia, panics or other nervous disorders?                                                                                       |
| 7. severe disfigurement, skin conditions, allergies?                                                 | 16. progressive illness not included elsewhere (e.g. cancer not included elsewhere, multiple sclerosis, symptomatic HIV, Parkinson's disease, muscular dystrophy)? |
| 8. chest or breathing problems, asthma, bronchitis?                                                  | 17. other health problems or disabilities?                                                                                                                         |
| 9. heart, blood pressure or blood circulation problems?                                              |                                                                                                                                                                    |
| 10. stomach, liver, kidney or                                                                        |                                                                                                                                                                    |

Enter at most 17 values

### General

This question applies to respondents who had a long-term health problem/disability sometime in the past. It is asked only at the first interview with the respondent and only if it is a personal interview.

### Guidance

#### Code 4

Difficulty in seeing should be included *only if* wearing glasses or contact lenses are not sufficiently effective.

#### Code 5

Difficulty in hearing should be considered *without* the use of a hearing aid

#### Code 7

Include severe disfigurements, such as scars, birthmarks, limb or postural deformations and diseases of the skin; *exclude* tattooing or body piercing.

#### Code 8

Exclude hay fever (seasonal allergic rhinitis), except where it aggravates the effects of an existing condition.

#### Code 14

Specific learning difficulties include dyslexia or dyscalculia.

Severe learning difficulties covers mental impairments and mental handicap

### Code 15

Mental illnesses should be clinically recognised.

However, *exclude*:

- the tendency to commit arson or to steal;
- the tendency to physically or sexually abuse others;
- exhibitionism or voyeurism.

### Code 16

Progressive illnesses should be recorded *if there is some effect* on the respondent's normal day to day activities, even if it is minor at the time of interview.

Respondents who have been diagnosed as having a progressive illness should be *excluded* if they are not yet suffering from any symptoms that affect their activities

### Code 17

Addiction to or dependency on alcohol, nicotine, drugs or other substance (unless resulting from the substance being prescribed for the respondent) should be excluded.

## HealYL

```
FRED (1)
Did this (did these) health problem(s) or disability (ies), (when taken singly or
together) substantially limit your ability to carry out normal day to day activities
- If you were receiving medication or treatment, please consider what the
situation would be without the medication or treatment?

1. Yes
2. No
3. Don't know
```

### General

This question applies to respondents who had a long-term health problem/disability sometime in the past. It is asked only at the first interview with the respondent and only if it is a personal interview.

The qualifying statement concerning medication or treatment should *always* be read out. It includes:

- the use of a prosthesis, i.e. any artificial device attached to the body as an aid. Examples are artificial limbs, a heart pacemaker, and a hearing aid, but *not* spectacles or contact lenses;
- the use of any other form of aid or equipment, such as a wheelchair.

## Guidance

### Normal activities

Normal day-to-day activities are those which are carried out by most people on a daily basis, and we are interested in disabilities/health problems which have a substantial adverse effect on respondent's ability to carry out these activities.

### Types of day-to-day activities

- **Mobility:** Unable to travel short journeys as a passenger in a car, unable to walk other than at a slow pace or with jerky movements, difficulty in negotiating stairs, unable to use one or more forms of public transport, unable to go out of doors unaccompanied.
- **Manual dexterity:** Loss of functioning in one or both hands, inability to use a knife or fork at the same time, or difficulty in pressing buttons on a keyboard
- **Physical co-ordination:** Inability to feed or dress oneself or to pour liquid from one vessel to another, except unusually slowly or with great concentration.
- **Bowel/bladder control:** Frequent or regular loss of bladder or bowel control. Occasional bed-wetting is not considered a disability.
- **Lifting, carrying:** Inability to pick up a book or kettle with either hand or to carry a tray steadily.
- **Speech:** Inability to be understood by others; taking significantly longer to say things. A minor stutter, difficulty in speaking in front of an audience, or unable to speak a foreign language are *not* considered impairments.
- **Hearing:** Inability to hear without the use of a hearing aid or to understand speech under normal conditions (including over the telephone).
- **Seeing:** While wearing of spectacles or contact lenses, being unable to pass the standard driving sight test; total inability to distinguish colours (excluding ordinary red/green colour blindness); or inability to read newsprint.
- **Memory, concentration, learning or understanding:** Intermittent loss of consciousness; confused behaviour; inability to remember names of family or friends; inability to write a cheque without assistance; or inability to follow a recipe.
- **Perceiving danger:** Recklessly putting oneself or others at risk; inability to cross the road safely. *Exclude* fear of heights or risks of dangerous hobbies.

### Condition under control

If the respondent's *untreated* condition would substantially affect their day-to-day activities, code 'Yes'.

This section covers additional questions required under EU regulation and also for the Eurostat 2002 ad hoc module on disability. Existing questions already provide much of the information needed.

## 20.3 Accidents

Formatted: Bullets and Numbering

### Accdnt

(Dec-Feb)

```
FRED (1) Help <F9>
Thinking of the 12 months since [full date], have you had any accident resulting
in injury at work or in the course of your work?

1. Yes
2. No
```

#### General

This question applies to all respondents who are in paid employment, are working unpaid for themselves or a relative, are an employer, on a project-based training scheme, or have left a job within the last year.

#### Guidance

An **accident** is a specified and unexpected event and includes acts of non-consensual violence done to a person at work.

An **injury** is a condition that occurred as a result of a workplace accident (or an exposure involving a single event e.g. exposure to chemical due to leak/spillage) **in the 12 month period**. [Such a condition could result in a health problem but it is classified as an injury in this survey.]

### Road

(Dec-Feb)

```
FRED (1)
Was that (most recent) injury caused by...
Running prompt

1. a road accident
2. or in some other way?
```

#### General

This question applies to respondents who said they have had an accident resulting in injury at work or in the course of their work in the 12 month period (**Accdnt=1**).

**WchJb****(Dec-Feb)**

FRED (1)  
 May I just check, was the job you were doing when you were injured the one you previously mentioned as...  
 Running prompt

1. [Occupation title - main job]
2. [Occupation title - second job] or ( N/A )
4. or was it some other job?

**General**

This question applies to respondents who said they have had an accident resulting in injury at work or in the course of their work in the 12 month period (**Accdnt=1**).

The respondent's occupation is filled in. If the respondent has a secondary occupation, this is also displayed.

**GoBack****(Dec-Feb)**

FRED (1) Help <F9>  
 How soon were you able to start work again after the accident?  
 ⓘ Paid work of any kind

1. Still off paid work
2. Expects never to do paid work again
3. Same day
4. The day after the accident
5. On the second day after the accident
6. On third day after the accident
7. On fourth day after the accident
8. On fifth day or longer after the accident
9. Don't know

**General**

This question applies if ACCDNT=1 (respondent had been injured at work in the past 12 months)

**Guidance**

Count all days (working and non-working) until the respondent returned to work. Do not include any further episodes of time off work following the initial return to work.

**Timedays/ Timecode/ AccDay4****(Dec-Feb)**

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                   |
| FRED (1)                                                                                                    |
| Ask or record                                                                                               |
| How many days after the accident did you go back to work?...                                                |
| If the respondent has difficulty remembering the number of days, please enter the number of weeks or months |

**General**

This question applies to respondents who said they returned to work on or after the fifth day after the accident.

Count all days (working and non-working) until the respondent returned to work. Do not include any further episodes of time off work following the initial return to work.

**Guidance**

Interviewers can enter the time in terms of days, weeks, or months and, with the use of a coding frame, the number of days will be calculated.

The screenshot shows a data entry window titled 'Blaise Data Entry - H:\Blaise Questionnaires\DR2004 v8\LFs0303'. The main window displays 'JENNY (1)' and 'PRESS <SPACE BAR> TO ENTER THE CODING FRAME'. A 'Database Browser' window is open, showing a table with 'Time' and 'Code' columns. The 'Time' column lists various durations, and the 'Code' column lists corresponding numerical values. The '10 days' row is selected. A search box at the bottom of the browser contains '10'. The status bar at the bottom shows '107/1993', 'Insert', and 'LFS0203'.

| Time        | Code |
|-------------|------|
| 0.5 months  | 3015 |
| 0.5 weeks   | 2003 |
| 1 month     | 3030 |
| 1 week      | 2007 |
| 1.5 months  | 3045 |
| 1.5 weeks   | 2010 |
| 10 days     | 1010 |
| 10 months   | 3304 |
| 10 weeks    | 2070 |
| 10.5 months | 3319 |
| 10.5 weeks  | 2073 |
| 100 days    | 1100 |
| 101 days    | 1101 |
| 102 days    | 1102 |
| 103 days    | 1103 |
| 104 days    | 1104 |

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Researcher: Zoë Lancaster

The smallest fraction of weeks or months that you can state is half and this must be written in decimals e.g. 3.5 weeks, 10.5 months etc.

Once you have entered the length of time at TimeDays you then have to press the Space bar at TimeCode and you will be taken to a coding frame (shown above) which will convert the response into the appropriate number of days (Acctday4).

### IIIWrk

(Dec-Feb)

```
FRED (1)
(Apart from the accident you have told me about,) within the last twelve months have
you suffered from any illness, disability or other physical or mental problem that
was caused or made worse by your job or by work you have done in the past?

1. Yes
2. No
3. Don't know (proxy respondents only)
```

### General

This question applies to respondents in work or who have ever been employed.

### Guidance

The questions refer to any illness, disability or problem that was caused or made worse by their work. It is only asked of people who are in work or have ever worked.

The illness, disability or problem must be one caused or made worse by work. However to be eligible for this question the respondent must have suffered from the effects or symptoms of this work related illness, disability or other physical/mental problem at some point during the past 12 months. These illnesses or disabilities *may* be the same ones mentioned in the health section earlier in the interview. They may also be the effects of accidents mentioned at the previous questions, but should not just be the injury sustained (i.e. a physical accident leading to later depression or anxiety counts). Conditions suffered in the 12 month period e.g. back disorders which were caused by a workplace accident over 12 months ago or by repeated trauma or repetitious movement e.g. lifting and carrying should be classified as a work-related illness.

Check that the illness or disability is *work* related. However, be careful, as asking about an individual's illness or disability can be a sensitive subject.

**Numlll****(Dec-Feb)**

|                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                                                                                                                                                                 |
| <p>FRED (1)</p> <p><b>Ask or record</b></p> <p>How many illnesses have you had (in the last twelve months) that have been caused or been made worse by your work?</p> <p><b>State the number of illnesses</b></p> <p>For 8 or more illnesses - Code 8</p> |

**General**

Applies if the respondent has suffered from an illness in last 12 months caused/made worse by work.

**Guidance**

Record the answer at this question only if the respondent has explicitly said how many illnesses they have had during the course of the year. If the respondent has more than eight, code 8. Record the number of different illnesses the respondent has had and not the number of bouts/episodes of the same illness.

The remainder of the questions refer to the respondent's most serious illness. Accept the respondent's opinion about which illness they consider the most serious.

**Typill****(Dec-Feb)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>FRED (1)</p> <p><b>Ask or record</b></p> <p>How would you describe this illness?</p> <p><b>Code one only</b></p> <p>1 Bone, joint or muscle problems which mainly affect (or is connected with) arms, hands, neck or shoulder,<br/>2 ...hips legs or feet,<br/>3 ...back,<br/>4 Breathing or lung problems,<br/>5 Skin problems,<br/>6 Hearing problems,<br/>7 Stress, depression or anxiety,<br/>8 Headache and/or eyestrain,<br/>9 Heart disease/attack, other circulatory system,<br/>10 Infectious disease (virus, bacteria),<br/>11 Other</p> |

**General**

If more than one code applies, the respondent's illness has more than one effect, code the one which the respondent's says is the most serious, or affects them the most.

Applies if ILLWRK=1 (suffered from an illness in last 12 months caused/made worse by work).

### Guidance

**Typill** is still referring to the illness or disability in the last 12 months that was caused or made worse by the respondent's work. Any other illnesses or disabilities which were not work-related are recorded earlier in the questionnaire.

If more than one code applies, the respondent's illness has more than one effect, code the one which the respondent's says is the most serious, or affects them the most.

A list of work-related illnesses have been produced to assist the coding of TYPILL (see Appendix 6)

### Aware

(Dec-Feb)

|                                                               |           |
|---------------------------------------------------------------|-----------|
| FRED (1)                                                      | Help <F9> |
| <b>Ask or record</b>                                          |           |
| When were you first aware of this illness?                    |           |
| Please confirm the year and month                             |           |
| 1. Within the last 12 months (i.e. since [date one year ago]) |           |
| 2. More than one year ago (i.e. before [date one year ago])   |           |

### Guidance

The purpose of the question is to ascertain when the respondent first became aware of their illness. Read the question, but do not prompt the person for an answer.

Please calculate whether the response from the interviewee was in the last 12 months or not.

**TmeOff****(Dec-Feb)**

FRED (1)  
In the last twelve months, how much time off work have you had because of this illness?

1. No time off work,
2. less than 1 day,
3. 1 to 3 days, (WORK DAYS)
4. 4 to 6 days, (WORK DAYS)
5. At least 1 week but less than 2 weeks,
6. At least 2 weeks but less than 1 month,
7. At least 1 month but less than 3 months,
8. At least 3 months but less than 6 months,
9. At least 6 months but less than 9 months,
10. At least 9 months but less than one year

**General**

This question applies if the respondents are working or have left employment within the last twelve months. If the answer is one year exactly code as 10.

**WchJb3****(Dec-Feb)**

FRED (1)  
May I just check, was the job that caused or made your illness worse the one you previously mentioned as...  
Running prompt

1. [Occupation title - main job]
2. [Occupation title - second job]
3. or was it some other job?

**Guidance**

This is a key question as it determines whether or not information has already been collected about the job which caused/ worsened the illness. If the job information has already been collected by the LFS then it does not need to be collected again.

If the information shown in code 1 or 2 is not the relevant job, select code 3 and collect the job information at this point, with the following 4 questions.



## 21 EARNINGS QUESTIONS

### 21.1 Introduction

Earnings questions are asked at Waves 1 and 5 only (although for the LLFS they are asked at every wave). Asking about earnings at wave 1 enables us to build up a comprehensive picture of respondents without burdening them in every subsequent wave. However, asking about earnings at Wave 5 enables us to measure any changes in the respondent's income over a whole year.

The question, **Hourly**, is now addressed to everyone, not just those who are paid less than monthly, lump sum or not known.

Self-employed people were only ever asked questions about other sources of income. Respondents who were not employed but were aged less than 70 were only ever asked questions about pensions and other income. These questions are no longer being asked. Consequently the introductory question, **IncNow** (*Do you want to ask xxx the earnings questions now?*) will *not* be addressed to:

- people who are self-employed
- people who are not employed, regardless of age

#### Proxy interviews

When you reach the earnings questions, carry on the interview in exactly the same fashion as before. If you are conducting an interview by proxy, e.g. interviewing the wife on behalf of the husband, do not break off the interview in order to check information with the husband. Simply get the best earnings information you can from the proxy respondent.

#### Reluctant respondents

If, during the course of the interview, the respondent appears reluctant to answer questions on earnings, *do not push too hard on the topic*. This is particularly important at Wave 1: if respondents are pushed too hard, they may refuse to cooperate in future. If the respondent is reluctant to answer these questions, say that the questions are voluntary and that they are not compelled to answer them. If necessary, skip the remainder of the earnings questions for that person and carry on with the rest of the interview.

#### Uncertain about amounts

Where respondents cannot recall or do not know the exact amounts, accept their best estimates. There are banded versions of several questions to help do this.

#### Earnings period codes

Occasionally, the period codes in the questionnaire will not match those provided by the respondent. In these cases, adjust the income to match one of the periods given, rather than recording the amount and then coding 'other'. For example, if the respondent knows only the figure for a six-weekly period, divide the amount by 6 to get a weekly equivalent and code as appropriate.

### Soft checks in the income section

There are numerous soft (or suppressible) checks throughout the earnings section. These are designed to catch unrealistically high or low amounts, which are sometimes due to miskeying. These 'soft' checks are intended to improve the reliability of the data. Please do not suppress these checks without reading what they say and verifying that the amount or period shown is correct.

## IncNow



```
FRED (1)
Do you want to ask [Name] the earnings questions now?
1.Now
2.Later
3.Non-contact (Only use if a proxy interview not possible)
9.Refusal
```

## General

This question applies to respondents aged 16+ who are in paid employment.

## Guidance

### Code 1

Use this code if you wish to continue this particular interview now.

### Code 2

Use this if you wish to continue this particular interview at a later stage. Code 2 may only be used as a temporary code.

### Code 3

Use this code if it has not been possible to collect proxy information for this person, but they (or someone else on their behalf) have not specifically refused to give information on income.

## PayIntro



```
FRED (1)
I would now like to ask you some questions concerned with your earnings from the
[Government Scheme]/[(main) job] that you were doing last week, that is) in the
seven days ending Sunday the 4.
Code 1 to continue

Enter number between 1 and 1
```

## General

This question applies to respondents who are in employment or on an (employment-type) government scheme.

You must code 1 at this question to continue.

## 21.2 Gross Earned Income

GROSS pay should *include*:

- tax
- national insurance
- state benefits
- pension contributions
- union subscriptions
- overtime
- bonuses
- tips
- commission
- tax refunds
- loan repayments made by the person
- London weighting and local pay additions

GROSS pay should *exclude*:

- unearned income from savings
- income from stocks and shares
- income from private pensions
- any season ticket or other loans received
- expenses and benefits in kind e.g. luncheon vouchers, relocation or housing allowances

### “Don’t know” answers

Accept ‘Don’t know’ only when a respondent cannot give a definite amount, cannot express their answer as a band or says that they really do not know. If the respondent says, for example, ‘it’s about £500’, *probe* for more precision, but if the respondent cannot be more precise, then a figure of 500 should be coded for **GOVGRO**.

Banded questions

Always probe for an estimate before asking the banded question. Where the respondent has provided a figure, e.g. about £500, it is *not* necessary to ask the banded question.

**21.3 Gross Pay (Main Job or Government Scheme)****Gross99**

|                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                                                                                                                                           |
| FRED (1)<br>What was your gross pay, that is your pay before any deductions, the last time you were paid?                                                                                                                           |
| Amount in pounds - do not include expenses (if possible)<br>Interviewer probe if necessary<br>Accept annual amount if preferable<br>£99,995 or more = 99995<br>No pay received yet = 99996<br>Don't know = 99998<br>Refusal = 99999 |
| Enter a numeric value between 0 and 99999                                                                                                                                                                                           |

**General**

This question applies to respondents who are in employment or on an (employment-type) government scheme. The checks that appear are different for each.

**Guidance**

Accept the answer you get. If the respondent tells you how the amount was made up, e.g. pay consists of income support (or JSA) plus a “top up” of £10, record the *total* amount at this question (i.e. include income support or JSA and the top up). Do not include other benefits (e.g. Child Benefit). Exclude expenses where it is possible to identify them separately.

If a respondent has 2 jobs at the same place and income is combined, split the pay equally or divide by the hours if possible.

Recently started work

People who have recently started a job may not yet have been paid. Code “99996” for “No pay received yet”.

Youth Training Program

Some youth training programs involve paid work with an employer. Participants may also receive a direct top-up payment from the sponsoring government agency. Include this top-up as gross pay, but ensure that this is also recorded as a benefit at **Benfts** and **Tpben01**.

**GrsExp**

FRED (1)  
**How much do you expect to be paid?**

Amount = pounds  
 £9,9995 or more = 99995  
 Don't know = 99998  
 Refusal = 99999

Enter a numeric value between 0 and 99999

**General**

This question applies to respondents who have not yet received pay from a government scheme or an employer. (Gross99 = '99996').

**GrsPrd**

FRED (1)  
**What period [did] / [will] this cover?**

|                        |                                 |
|------------------------|---------------------------------|
| 1. one week            | 10. ten times a year            |
| 2. two weeks           | 13. three months/13 weeks       |
| 3. three weeks         | 26. six months/26 weeks         |
| 4. four weeks          | 52. one year/12 months/52 weeks |
| 5. calendar month      | 90. less than one week          |
| 7. two calendar months | 95. one off/lump sum            |
| 8. eight times a year  | 97. none of these               |
| 9. nine times a year   |                                 |

**General**

This question applies to respondents who were on a government scheme or in employment and who stated how much they earned or expected to earn.

**BandG**

FRED (1)  
**Explain that you would like the respondent to give an estimate using weekly, monthly or annual bands**  
 Amount = pounds  
 Press <space bar> to enter the coding frame

**General**

This question applies to respondents who said that they did not know how much pay they received or expected to receive.

If the answer to **GROSS99** or **GRSEXP** is 'Don't know' (code '99998'), try to get the respondent to give a banded answer. The identification of the correct band is done by computer assisted coding. To enter the coding frame press the space bar as instructed. This is a hierarchical coding frame. The first screen you will see asks you to identify a period for which a band will be provided (see below).

| Expand | Back        | Cancel | OK |
|--------|-------------|--------|----|
| Code   | Description |        |    |
| -----  |             |        |    |
| 1>>    | Annual      |        |    |
| 2>>    | Monthly     |        |    |
| 3>>    | Weekly      |        |    |

Arrow down to the code required and press enter. As an example, we will assume that we are trying to identify a monthly value.

Enter code 2, and the following screen will appear.

| Expand | Back        | Cancel | OK |
|--------|-------------|--------|----|
| Code   | Description |        |    |
| -----  |             |        |    |
| 2.1    | Nil         |        |    |
| 2.2    | 1-49        |        |    |
| 2.3    | 50-99       |        |    |
| 2.4    | 100-149     |        |    |
| 2.5    | 150-199     |        |    |
| 2.6    | 200-249     |        |    |
| 2.7    | 250-299     |        |    |
| 2.8    | 300-349     |        |    |
| 2.9    | 350-399     |        |    |
| 2.10   | 400-449     |        |    |
| 2.11   | 450-499     |        |    |
| 2.12   | 500-549     |        |    |
| 2.13   | 550-599     |        |    |

Note:

- figures are all in pounds (£);
- although this screen only shows to 2.13, there are more codes off the screen (there are codes up to 2.34 - 4000 or more).

Arrow down to the relevant code and press <Enter>. This will take you back to the questionnaire with the relevant code entered at **BANDG**.

## Guidance

### Where to start

If the respondent has given any idea at all of a possible amount, start with a band that covers this amount. If they say that they have no idea, explain that we would like to get a rough estimate and ask if they would agree to listen to the bands. Select the one they think most probably contains the true figure. You do not have to start at the lowest point: you may start in the middle and allow the bands to unfold by asking whether the amount is higher or lower than your starting point. You can page up and down the list of bands by using the <PgUp> and <PgDn> keys.

### Respondent still can't provide an answer

Respondents should be encouraged to give a banded estimate, but if this is impossible, press <Ctrl> K, simultaneously. This will enter the "Don't know" code.

## UsGrs99

```
FRED (1)
Was your gross pay last time [£amount] what you usually receive every [period at
GrsPrd]?

1.Yes
2.No
3.No usual amount
```

### General

This question applies to respondents who were able to provide their last gross pay at **GROSS99**.

## UsuGPay



```
FRED (1)
What would be your usual gross pay for the same period of time?
Amount in pounds
Interviewer probe if necessary
£99,995 or more = 99995
Don't know = 99998
Refusal = 99999

Enter a numeric value between 0 and 99999
```

### General

This question applies to respondents who stated that their last gross pay was not the usual amount.

**Guidance**

If the amount cannot be given exactly for the same period of time, then it will have to be estimated as an equivalent for that period. There is no facility for recording a different time period, since it is usually the same period.

**21.4 Net Earned Income**

Net pay should *include*:

- state benefits
- overtime
- bonuses
- tips
- commission
- tax refunds
- loan repayments netted from salary
- London weighting and local pay additions

Net pay should *exclude*:

- tax
- National Insurance
- pension contributions
- union subscriptions
- unearned income from savings
- income from stocks and shares
- any season ticket or other loans received
- income from private pensions
- expenses and benefits in kind, e.g. luncheon vouchers, relocation or housing allowances

## 21.5 Net Pay (Main Job or Government Scheme)

### Net99



|                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                                                                                                                                                                                                                  |
| <p>FRED (1)</p> <p><b>What was your take home pay after all deductions the last time you were paid?</b></p> <p>Amount in pounds</p> <p>Interviewer probe if necessary</p> <p>£99,995 or more = 99995</p> <p>Don't know = 99998</p> <p>Refusal = 99999</p> <p>Enter a numeric value between 0 and 99999</p> |

#### General

This question applies to respondents who were employed or on an (employment-type) government scheme.

### NetPrd

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------|--------------|---------------------------|----------------|-------------------------|---------------|---------------------------------|-------------------|------------------------|------------------------|----------------------|-----------------------|-------------------|----------------------|--|
| Help <F9>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| <p>FRED (1)</p> <p><b>Ask or record</b></p> <p>What period did/will this cover?</p> <table border="0"> <tr> <td>1. one week</td> <td>10. ten times a year</td> </tr> <tr> <td>2. two weeks</td> <td>13. three months/13 weeks</td> </tr> <tr> <td>3. three weeks</td> <td>26. six months/26 weeks</td> </tr> <tr> <td>4. four weeks</td> <td>52. one year/12 months/52 weeks</td> </tr> <tr> <td>5. calendar month</td> <td>90. less than one week</td> </tr> <tr> <td>7. two calendar months</td> <td>95. one off/lump sum</td> </tr> <tr> <td>8. eight times a year</td> <td>97. none of these</td> </tr> <tr> <td>9. nine times a year</td> <td></td> </tr> </table> | 1. one week                     | 10. ten times a year | 2. two weeks | 13. three months/13 weeks | 3. three weeks | 26. six months/26 weeks | 4. four weeks | 52. one year/12 months/52 weeks | 5. calendar month | 90. less than one week | 7. two calendar months | 95. one off/lump sum | 8. eight times a year | 97. none of these | 9. nine times a year |  |
| 1. one week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10. ten times a year            |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 2. two weeks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 13. three months/13 weeks       |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 3. three weeks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 26. six months/26 weeks         |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 4. four weeks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 52. one year/12 months/52 weeks |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 5. calendar month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 90. less than one week          |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 7. two calendar months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 95. one off/lump sum            |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 8. eight times a year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 97. none of these               |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |
| 9. nine times a year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                      |              |                           |                |                         |               |                                 |                   |                        |                        |                      |                       |                   |                      |  |

#### General

This question applies to respondents who specified their pay.

### BandN



|                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help <F9>                                                                                                                                                                                                             |
| <p>FRED (1)</p> <p><b>Explain that you would like the respondent to give an estimate using weekly, monthly or annual bands</b></p> <p>① Amount in pounds</p> <p>Press &lt;space bar&gt; to enter the coding frame</p> |

## General

This question applies to respondents who said that they did not know how much net pay they received.

## Guidance

See BandG.

## UsNet99

```
FRED (1)
Was your take home pay last time what you usually receive every [period at NetPrd]?

1.Yes
2.No
3.No usual amount
```

## General

This question applies to respondents who were able to provide their take-home pay at **NET99** (respondents who have already stated that their gross pay was different from usual will go straight to **UsuNPay**).

## UsuNPay



```
FRED (1)
What would be your usual take home pay for the same period of time?
Amount in pounds
Interviewer probe if necessary
£99,995 or more = 99995
Don't know = 99998
Refusal = 99999

Enter a numeric value between 0 and 99999
```

## General

This question applies to respondents who said they did not receive their usual take-home pay (or that they did not receive their usual take home pay).

## Guidance

If the amount cannot be given exactly for the same period of time, then it will have to be estimated as an equivalent for that period. There is no facility for recording a different time period, since it is usually the same period.

## IncChk

FRED (1)

The pay reported was unusual because:

[There was a high [net] ... [gross] ... [weekly] ... [hourly] amount].

[There was a low [net] ... [gross] ... [weekly] ... [hourly] amount].

[The gross pay was less than the net pay (as weekly equivalents)]

Have you checked that this is correct with the informant?

1. Yes
2. No

## General

This check appears if any unusual amounts or combinations of amounts have appeared in the recorded income. It provides an opportunity to double-check the amounts if necessary and records that the interviewer is satisfied that the information recorded is correct.

## Guidance

Occasionally, Net income can be (correctly) greater than Gross income. If this check comes up, verify that the respondent's Net income is greater than their Gross. If it is not, go back to NET99 and/or GROSS99 and correct them accordingly. If it is correct, suppress the error message and code 'Yes' at INCCHK.

## YVary99

FRED (1)

**Why does your pay vary?**

1. Number of hours/days of work vary
2. Amounts of bonuses, tips and commission varies
3. Number of hours overtime varies
4. Other reason

Enter a numeric value between 1 and 4

## General

This question applies to respondents who said they received no usual amount, at either UsGrs99 or UsNet99.

## YPayL

```
FRED (1)
May I just check,
Why was your pay less than usual?
Code main reason

1.absent from work through illness
2.worked less overtime than usual
3.annual leave
4.bank holiday
5.worked less hours for other reason
6.maternity pay
7.other reason
```

## General

The question addresses reasons why gross or net pay might be less than usual.

## Guidance

Code the main reason why pay was less than usual. Let the respondent decide which is the 'main reason'.

## PaySSP

```
FRED (1)
Did you receive statutory sick pay?

1.Yes
2.No
```

## General

This question is asked of those who answered 'absence from work through illness' at YPAYL. There are no checks to questions relating to sickness benefits (because (a) they can refer to different time periods and (b) these checks would only function at waves 1-5).

## Guidance

Statutory sick pay (SSP) is a recognised government regulated payment, usually operated for employees within a PAYE scheme, with a pre-set formula for

determining its level. Unofficial or ad hoc payments to a worker who is sick or injured should not be recorded as SSP.

## YPayM

```
FRED (1)
May I just check,
why was your [net*] pay more than usual?
Code main reason

1.it included advance holiday pay
2.it included a tax refund
3.worked more overtime than normal
4.it included a pay increase
5.it included a bonus payment, tips or commission
6.other reason
```

[\*if the net is greater than usual and the gross is less than usual then both YPAYL & YPAYM will be asked. To avoid confusion due to being asked 'why was your pay less than usual?' and then 'why was your pay more than usual?', the word 'net' will appear in this situation in **YPAYM** (by text substitution).]

## General

The question addresses reasons why *gross* pay might be more than usual, but option two specifies a reason why *net* pay might be more than usual. Hence, this question will appear if either gross *or* net pay is more than usual.

## Guidance

The main reason should be selected by the respondent. Additional checks will appear if option 2 is selected when it is only the gross pay that is more than usual, or if options 1,3,4 or 5 are selected when only the net pay is more than usual.

It is possible for both YPAYL and YPAYM to appear if the gross pay is less than usual, but the net pay is more than usual. This could occur if the respondent received less gross pay, perhaps due to a reduction in hours, but also had less tax deducted (or any other reduction in deductions). In this case, the word, 'net', will appear in the wording of YPAYM to make the question clearer and more sensible. In all other circumstances, pay is not specified as net or gross, but it should be clear what is meant.

## ErnFilt

FRED (1)  
 Did your last pay contain any additions to basic pay?  
 ⓘ Refers to figure of [£amount] given at 'Gross99'  
 ⓘ Code 'yes' if expenses included in figure at Gross 99

1. Yes  
 2. No  
 3. Don't know

### General

Asked for *all* respondents who gave a definite answer to GROSS99.  
 This question is used to route respondents to ErnCm01, the following question.  
 Respondents who answer 'don't know' will also be routed to ErnCm01.

## ErnCm01

FRED (1)  
 Did it (your last gross pay) contain any of the following...  
 Code all that apply - Individual prompt

1. Overtime payments?
2. Payments for working unsociable hours?
3. Shift allowances?
4. Bonuses and/or commission?
5. Profit related pay?
6. Piecework payments or payments by results?
7. Tips or gratuities?
8. London or other regional allowances?
9. Stand-by or on-call allowances?
10. Tax Credits
11. Any other additions to basic pay?  
 (including expenses etc. if included at Gross99)

### General

This is asked of those who answer "Yes" or "Don't know" at ErnFilt.  
 This question will be useful in determining how wage levels correlate with  
 employment patterns, but it will also allow more accurate analysis of how our  
 calculations of average hourly earnings should be adjusted to allow for hidden  
 components.

### Guidance

The respondent may code any options that apply to their last pay as specified at  
 GROSS99 (*not* to their *usual* pay)

## BonCmp

FRED (1)  
Did it (your last gross pay) contain any of the following...  
Code all that apply

1. Group or team bonuses?
2. Commission or sales bonus?
3. Individual bonus?
4. Other type of bonus?

### General

Asked of those who answered at ERNCM01 that their pay contained bonuses.

### Guidance

Code all that apply to actual gross pay (at GROSS99) *not* to usual pay.

## Hourly

FRED (1)  
Are you paid a fixed hourly rate?  
If paid different rates for overtime/working at different times - code <1>

1. Yes
2. No

### Guidance

If the respondent is paid different rates for working at different times or days (e.g. paid at a higher rate for working at weekends), code 'yes' and ask the respondent for their *basic* rate of pay at the next question

## HrRate



FRED (1)  
What is your (basic) hourly rate?  
Interviewer probe if necessary

① Amount in pounds and pence  
£995 or more = 995  
Don't know = 998  
Refusal = 999

## General

HRRATE is important in the analysis of hourly earnings levels for the national minimum wage. It allows us to crosscheck the values obtained from calculations on take home pay and hours worked.

## Guidance

Take the value the respondent supplies, whether or not they use any documentation. A suppressible check should appear if the rate seems markedly at odds with the wages reported at USUGPAY or GROSS99 and the respondent's *usual hours*.

## OvrTme

```
FRED (1)
Is your overtime paid at...
Code first that applies

1.your normal basic rate of pay?
2.more than your normal basic rate of pay?
3.or less than your normal basic rate of pay?
4.don't know
```

## General

Asked of those who said at **ERNCM01** that their most recent gross pay contained overtime payments. **OVRTME** allows better analysis of the influence of overtime pay upon average hourly earnings and on weekly take-home pay. The question is not routed from the answers given to the overtime questions, since these apply either to usual hours or to actual hours worked in the reference week, whereas **OVRTME** applies to last (or expected) pay.

## Guidance

Take the first response that applies.

## UseSlp

```
Fred (1)
Please record if any documentation was used to check income details
Individual prompt - code first that applies

1.Pay slip?
2.Bank/Building Society accounts/statements?
3.Other?
4.None
```

### General

Asked of anyone, as long as they did not refuse at any of the earned income questions. USESLP allows us to assess the quality of information. We can see whether the answers we obtain using payslips are similar to other answers.

### Guidance

Record those documents used by the respondent to check income details, regardless of whether you were shown them directly.

## 21.6 Gross Income (2<sup>nd</sup> job)

### SecSta



```
FRED (1)
I would now like to ask you some questions concerned with your earnings
from the (main) second job that you were doing (last week, that is) in the
seven days ending Sunday the 4.
Code 1 to continue

Enter a numeric value between 1 and 1
```

### General

This question applies to people who have a second job and are employees.  
You must code 1 to continue

**SecGro**

FRED (1)  
**What was your GROSS pay, that is your pay before any deductions, the last time you were paid?**

① Amount in pounds

Interviewer probe if necessary

Accept annual amount if preferable

99995 or more = 99995

No pay received yet = 99996

Don't know = 99998

Refusal = 99999

Enter a numeric value between 1 and 99999

**General**

This question applies to people who have a second job and are employees.

**SecGA**

FRED (1)  
**What period did/will this cover?**

- |                        |                                 |
|------------------------|---------------------------------|
| 1. one week            | 10. ten times a year            |
| 2. two weeks           | 13. three months/13 weeks       |
| 3. three weeks         | 26. six months/26 weeks         |
| 4. four weeks          | 52. one year/12 months/52 weeks |
| 5. calendar month      | 90. less than one week          |
| 7. two calendar months | 95. one off/lump sum            |
| 8. eight times a year  | 97. none of these               |
| 9. nine times a year   |                                 |

**General**

This question applies to people who provided information about the pay they received from their second job.

**SecEx**

FRED (1)  
**How much do you expect to be paid?**  
 Amount in pounds  
 99995 or more = 99995  
 Don't know = 99998  
 Refusal = 99999

Enter a numeric value between 1 and 99999

**General**

This question applies to people who had not yet received any pay from their second job.

See instructions for **GOEMEX**.

**SecGB**

FRED (1)  
**What period did/will this cover?**

|                        |                                 |
|------------------------|---------------------------------|
| 1. one week            | 10. ten times a year            |
| 2. two weeks           | 13. three months/13 weeks       |
| 3. three weeks         | 26. six months/26 weeks         |
| 4. four weeks          | 52. one year/12 months/52 weeks |
| 5. calendar month      | 90. less than one week          |
| 7. two calendar months | 95. one off/lump sum            |
| 8. eight times a year  | 97. none of these               |
| 9. nine times a year   |                                 |

**General**

This question applies to people who provided information about how much they expected to be paid in their second job.

**BandG2**

FRED (1)  
**Explain that you would like the respondent to give an estimate using weekly, monthly or annual bands**  
 Amount in pounds  
 Press <space bar> to enter the coding frame

**General**

This question applies to people who did not know how much they were paid or did not know how much they expected to be paid in their second job

See instructions for **BANDG**.

## 21.7 Net Income (2<sup>nd</sup> job)

### SecNet



|                                                                                                     |           |
|-----------------------------------------------------------------------------------------------------|-----------|
| FRED (1)                                                                                            | Help <F9> |
| In your second job, what was your take home pay, after all deductions, the last time you were paid? |           |
| ① Amount in pounds                                                                                  |           |
| Interviewer probe if necessary                                                                      |           |
| Accept annual amount if preferable                                                                  |           |
| 99995 or more = 99995                                                                               |           |
| No pay received yet = 99996                                                                         |           |
| Don't know = 99998                                                                                  |           |
| Refusal = 99999                                                                                     |           |
| Enter a numeric value between 1 and 99999                                                           |           |

### General

This question applies to people who had a second job and had already been paid.

### ScNtGA

|                                  |                                 |
|----------------------------------|---------------------------------|
| FRED (1)                         |                                 |
| What period did/will this cover? |                                 |
| 1. one week                      | 10. ten times a year            |
| 2. two weeks                     | 13. three months/13 weeks       |
| 3. three weeks                   | 26. six months/26 weeks         |
| 4. four weeks                    | 52. one year/12 months/52 weeks |
| 5. calendar month                | 90. less than one week          |
| 7. two calendar months           | 95. one off/lump sum            |
| 8. eight times a year            | 97. none of these               |
| 9. nine times a year             |                                 |

### General

This question applies to people who had a second job and knew how much they had been paid.

## SecChk

FRED (1)

You have recorded net earnings from the second job (SecNet) as being greater than gross earnings (SecGro) - have you checked that this is correct with the informant?

1. Yes
2. No

### General

This is an Interviewer Check, which will only appear if Net Income from the second job is greater than Gross Income, regardless of the period codes entered.

Although Net Income *can* occasionally be greater than Gross Income, this circumstance may arise through a keying error or a misunderstanding. This question has been included to catch these errors.

If this check comes up, verify with the respondent that the Net Income from their second job is actually greater than their Gross Income. If it is not, you will need to go back to **SECNET** and/or **SecGro** and correct them accordingly.

## BandN2



FRED (1)

Explain that you would like the respondent to give an estimate using weekly, monthly or annual bands  
Amount in pounds  
Press <Space bar> to enter the coding frame

### General

This question applies to people who did not know what their net pay from their second job was.

Instructions for entering banded values are the same as at **BANDG**.

## Hourly2

FRED (1)

Are you paid a fixed hourly rate?

① If paid different rates for overtime/working different times - code '1'.

1. Yes
2. No

## General

Applies if respondent has a second job and is an employee.

## Guidance

If the respondent is paid different rates for working at different times or days (e.g. paid at a higher rate for working at weekends), code 'yes' and ask the respondent for their *basic* rate of pay at the next question.

## HrRate2

FRED (1)  
**What is your (basic) hourly rate?**  
① Amount in pounds and pence  
Interviewer probe if necessary  
£995 or more = 995  
Don't know = 998  
Refusal=999

## General

Applies if Hourly2 equals 'Yes' (respondent is paid an hourly rate in their second job).

## 22 RELIGIOUS DENOMINATION

### IrEnd2

NI 

FRED (1)  
And finally, what is your religious denomination?

|                     |                        |
|---------------------|------------------------|
| 1.Catholic          | 7. No Denomination     |
| 2.Presbyterian      | 8. Under 16 years      |
| 3.Church of Ireland | 9. Unwilling to answer |
| 4.Methodist         |                        |
| 5.Other Protestant  |                        |
| 6.Other Religion    |                        |

### General

This question applies to Northern Ireland only.

### Guidance

It is important to remember that this is a voluntary question. If the respondent refuses to answer, code as unwilling and follow the instructions for completing the interview.

#### Other Protestant denominations

- Baptist
- Christian Scientist
- Church of England
- Church of Nazarene
- Congregational
- Free Presbyterian
- Mormon (Church of Jesus Christ of Latter Day Saints)
- Pentecostal
- Plymouth Brethren
- Unitarian

#### Other religions

- Buddhist
- Hindu
- Jewish
- Muslim (Islam)
- Sikh



## 23 INDUSTRY & OCCUPATION CODING

### IndOut



```

FRED (1)
Individual outcome
Press <enter> to continue

1. Personal response
2. Proxy response
3. Non response
4. Child under 16
5. This person is no longer
resident
6. Data brought forward from 6
months ago
7. Economically inactive person
aged 70+
8. Not yet interviewed

```

### General

The individual outcome code for each member of the household will be calculated and inserted by the computer, but you will need to press <Enter> for each person in turn to confirm the code.

Note that it is not possible to complete the questionnaire (i.e. enter the household outcome) while any household member's individual outcome is showing as code 8 (not yet interviewed).

### Guidance

#### Died at an earlier wave

Respondents who have died since being interviewed at an earlier wave and who were coded 6 'Deceased' at **INTNOW**, will be coded by the computer as 5 'No longer resident'.

For instructions on **Coding**, see section 5 in part 3 of your interviewer instructions. For further instructions on Industry Coding, see your latest coding index.

### CodeNow

```

FRED (1)
Do you want to carry out coding for this person now?

1. Yes
2. No

```

## General

To enter industry and occupation codes for this person now, enter “Yes”. If you say “No”, you will have to return to this point later and complete coding of occupation and industry for this person.

## ICod92/ICdC92

FRED (1)  
 The industry description in main/last job was:  
 [text from IndD].  
 The industry title was:  
 [text from IndT].  
 Enter the industry code for the main job  
 Enter a numeric value between 1 and 461

## General

ICod92 is asked if the respondent *has not* changed industry; ICdC92 is asked if the respondent *has* changed industry.

## ICd292/ICC292

FRED (1)  
 The industry description in second job was:  
 [text from IndD2].  
 The industry title was:  
 [text from IndT2].  
 Enter the industry code for the second job  
 Enter a numeric value between 1 and 461

## General

ICd292 is asked if the respondent *has not* changed industry in their second job. ICC292 is asked if the respondent *has* changed industry in their second job.

## New Industry Check

In the past there has been some miscoding of industry when people work abroad, regardless of what they do these respondents should receive an industry code of ‘461’. To ensure consistency of results the value of wkpl99 ‘City/town or village in

which your place of work is should be '999997'. The same check appears for second job.

## OYIC92



FRED (1)  
The industry description in job one year ago was:  
[text from IndD].  
  
The industry title was:  
[text from IndT].  
  
Enter the industry code for the job 1 year ago  
Enter a numeric value between 1 and 461

### General

This question is asked of respondents who worked in a different industry one year ago.

## RdIC92



FRED (1)  
The industry description in the job made redundant from was:  
[text from IndD].  
  
The industry title was:  
[text from IndT].  
  
Enter the industry code for the job made redundant from  
Enter a numeric value between 1 and 461

### General

This question applies to respondents made redundant in the last three months.

## CodeIntroM

SOC2000 Coding - main (or last) job: FRED (1)

(Do not use old paper index / codes in the following question).

You will be able to code this occupation at 'Soc2KMC' UNLESS the job details are unchanged from the previous quarter and a SOC2000 code is already available, in which case 'Soc2KMU' will appear (with the brought-forward code). Be careful not to delete this code!

(you do not need to check brought-forward codes)

Press 1 to continue

### General

The introduction appears if people have been coded as having Main or Last job and serves as a guide to occupational coding of Main or Last job.

## Soc2KMC/Soc2KMU

Main Job title [The occupation title from main/last job]

Job desc: [The occupation description from main/last job]

Industry title: [The industry title from main/last job]

Industry desc:[ Industry description from the main/last job]

Employment Status : [other relevant information]

Press <space bar> to start coding

### General

The information given above consists of occupational details gathered earlier in the questionnaire that are required to code an occupation. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation including, the layout of the hierarchy, and look-up coding screens which appear once the space bar has been pressed.

## CodeIntro2

SOC2000 Coding - 2nd job: FRED (1)

(Do not use old paper index / codes in the following question).

You will be able to code this occupation at 'Soc2K2C' unless the job details are unchanged from the previous quarter and a SOC2000 code is already available, in which case 'Soc2K2U' will appear (with the brought-forward code). Be careful not to delete this code!  
(you do not need to check brought-forward codes)

Press 1 to continue

### General

The introduction appears where people have a second job and serves as a guideline to the occupational coding of a second job.

## Soc2K2C/Soc2K2U

2nd Job title [The occupation title from second job]

Job desc: [ The occupation description from second job]

Industry title: [The industry title from second job]

Industry desc:[ Industry description from the second job]

Employment Status : [other relevant information]

Press <space bar> to start coding

### General

The information given above consists of occupational details gathered earlier in the questionnaire that are required to code the occupation of a persons second job. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation and the layout of the hierarchy and look-up coding screens which appear once the space bar has been pressed.

## CodeIntroO (Mar-May)

SOC2000 Coding - Job One Year Ago: FRED (1)

(Do not use old paper index / codes in the following question).

You will be able to code this occupation at 'Soc2KOY' unless the job is the same as the main or last job, in which case the value will be picked up automatically behind the scenes."

Press 1 to continue

## General

The introduction appears where people had a different occupation one year ago and serves as a guide to the occupational coding.

## Soc2KOY (Mar-May)

1Yr Ago Job title [The occupation title from job one year ago]  
Job desc: [The occupation description from job one year ago]  
Industry title: [The industry title from job one year ago]  
Industry desc:[ Industry description from job one year ago]  
Employment Status : [other relevant information]

Press <space bar> to start coding

## General

The information given above consists of occupational details gathered earlier in the questionnaire that are required to code an occupation for a job one year ago. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation and the layout of the hierarchy and look-up coding screens which appear once the space bar has been pressed.

## CodeIntroR

SOC2000 Coding - Job made redundant from: FRED (1)

(do NOT use old paper index / codes in the following question).

You will be able to code this occupation at 'Soc2KRd' UNLESS the job is the same as the MAIN or LAST job, in which case the value will be picked up automatically behind the scenes.

Press 1 to continue

## General

The introduction appears where people have been made redundant in the last three months and serves as a guide to the occupational coding.

## Soc2KRd

Redund Job title [The occupation title of job made redundant from]  
Job desc: [ The occupation description of job made redundant from]  
Industry title: [The industry title of job made redundant from]  
Industry desc:[ Industry description of job made redundant from]  
Employment Status : [other relevant information]

Press <space bar> to start coding

### General

The information given above consists of occupational details gathered earlier in the questionnaire that are required to code an occupation for the job made redundant from. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation and the layout of the hierarchy and look-up coding screens which appear once the space bar has been pressed.

## CodeIntroA

SOC2000 Coding - Apprenticeship: FRED (1)

(Do not use old paper index / codes in the following question).

You will be able to code this occupation at 'Soc2KAC'

The main information shown to you is about the apprenticeship, but to help you, information about the main job may also be shown.

Press 1 to continue

### General

The introduction appears where people are currently undertaking a trade apprenticeship and serves as a guide to the relevant occupational coding.

## Soc2KAU/Soc2KAC

Job title (apprenticeship): [The apprenticeship title]  
Job desc (Apprenticeship):[The apprenticeship description]  
Industry title: [The relevant industry for the apprenticeship]  
Industry desc:[ The relevant industry description for the apprenticeship]  
Employment Status : [other relevant information]

Press <space bar> to start coding

## General

The information given above consists of apprenticeship details gathered earlier in the questionnaire that are required to code the apprenticeship. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation and the layout of the hierarchy and look-up coding screens which appear once the space bar has been pressed.

## CodChk



```
FRED (1)
Have you checked the coding for this person?
1. Yes
2. No
```

## General

You will only be allowed to code 'Yes' here if all industry and occupation codes have been entered. You will not be able to code out the questionnaire until *all* respondents have been coded 'Yes' at **CODCHK**.

You should code 'Yes' even if the Blaise questionnaire has not asked for occupation and industry codes. Saying "Yes" merely indicates that you have checked the questionnaire for this particular respondent.

## 24 HOUSEHOLD REFERENCE PERSON

Interviewers should continue to record the Head of Household as they have always done. SVS also want to identify a new person: the Household Reference Person (HRP). This person is based on income rather than social custom. In many cases, the HRP will be the same person as the current Head of Household. The HRP will be used to analyse the data, so there is no need to explain either HoH or HRP to respondents. To establish HRP, we only need to identify the person with the highest income. Although we do collect information about income, we feel that this is not a sufficiently reliable way to establish the HRP.

The Household Reference Person must be someone who said “Yes” at **HRPID** (Accommodation owned or rented in this person’s name). Where no one owns or rents the accommodation (e.g. a friend has let the respondent use a flat), the person(s) *living* in the household *responsible* for the accommodation should be recorded. Where there is more than one person saying “Yes” at HRPID, the HRP will be

- The person with the highest income
- Where incomes are the same, the eldest person
- Where they have precisely equal ages (e.g. twins), the first person entered in the Household Grid

### HiHNum

```
Richard(1)
You told me that [n] people jointly own or rent the accommodation.
Which of you/them has the highest income (from earnings, benefits, pensions
and any other sources)?

These are the joint householders
[1] Richard (HoH) [2] Harriet (Spouse) [3] Ralph (Brother)

Enter person number - if two or more have same income, enter both/all their numbers (separated by spaces)
```

### General

The HRP block will appear as long as you can interview at the household (RespHH = Yes) and HBNow has been set to “Now” for everyone. The answer to IntNow (Interview this person now) has no effect. The questionnaire will automatically determine whether there is more than one householder and display their names and person numbers on the screen.



## JntEldB

```
Richard(1)
Enter person number of the eldest joint householder from those listed below
Record - or ask if ages not (yet) entered

[1] Richard (HoH) AGE=59 DOB= 04-07-1940
[3] Ralph (brother-in-law) AGE=59 DOB= blank

Enter a numeric value between 1 and 16
```

### General

Applies if **HihNum** = DK/Refusal *and* there is more than one person who is the eldest (in years) *and* Date of Birth is missing for one or more persons.

We do not expect this to come up often.

## HRPCheck

```
The 'Household Reference Person' (HRP) has been computed as Harriet (Wife)

This has no effect on interviewing practice, you should still continue to code Head of Household (HoH) as normal.

Enter <1> to continue

Enter a numeric value between 0 and 1
```

### General

The identification of a household reference person is for information only. You must enter '1' to proceed from this point.

## HBLater

```
In order to access and complete the HRP block, you must set HBNOW to 'Now' in the household block for all current members of the household

Press <C> to continue
```

### General

Applies if any member of the household has HBNOW set to 'No- will collect details later'. This is just to remind you that you must do this before determining the HRP.

## SHOWBEN

```
The Household members have been allocated to benefit units as follows: The number of benefit units =
 Mary (BU = 1)
 John (Bu = 1)
 Andrew (Bu = 2)
```

Press <1> to continue

This question groups households into benefit units. It does this automatically and interviewers are not required to have any knowledge of what constitutes a benefit unit. All the interviewer has to do is press enter and Showben will be displayed.

A check has been incorporated so you cannot complete the questionnaire without completing Showben. BenUinfo and Showben are both accessible from parallel blocks.

The question and its associated check work in the same manner as the HRPCheck.

## 25 ADMINISTRATION AND OUTCOMES

### 25.1 Recall

For instructions on **Calls**, see section 5 in part 3 of your interviewer instructions.

#### Thanks



|                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Thank respondent for taking part in the survey and explain about recall.<br/>The recall interviews are likely to be in the weeks beginning Monday the ... ..</p> <p>WAVE 2 - _ _ _ _<br/>WAVE 3 - _ _ _ _<br/>WAVE 4 - _ _ _ _<br/>WAVE 5 - _ _ _ _</p> <p>Does respondent agree to a recall?<br/>1 . Yes<br/>2 No</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### General

At this stage, you should ask the main respondent if they would agree to take part in the survey again on four more occasions over the next 12 months. Although recall interviews are not usually as long as the wave 1 interview, you should avoid giving the impression that the recall interview will purely be to check that nothing has changed since the last interview. We suggest you say something along these lines:

“The survey is designed to measure changes over a year. We like to talk to people at three-monthly intervals to see if anything has changed, although it is just as important for us to know what has not changed. Although some questions vary slightly, the nature of the survey remains the same. Usually, the recall interviews are shorter than the one you’ve just helped me with.”

For further information on introducing the recall question, see Part I of the instructions.

#### Guidance

##### Respondents moving soon

If respondents initially refuse a recall because they will be moving before the next wave, explain that this is an *address* sample and that we would wish to recall and interview the new occupants at the sampled address. You should therefore code “Yes” to recall.

Whatever the outcome of the interview, you must *always* enter a code at **Thanks**. In all cases the correct code is determined by the Household Outcome as follows:

| Code | Household Outcome                           | Thanks                   | GotPhone                                               |
|------|---------------------------------------------|--------------------------|--------------------------------------------------------|
| 11   | Full interview                              | Determined by respondent |                                                        |
| 12   | Economically inactive                       | Determined by respondent |                                                        |
| 20   | Part interview                              | Determined by respondent |                                                        |
| 31   | Refusal to advance letter                   | No                       | -                                                      |
| 36   | Outright refusal                            | No                       | -                                                      |
| 37   | Circumstantial refusal                      | Yes                      | No (at first wave);<br>Yes or No (at subsequent waves) |
| 41   | Non-contact                                 | Yes                      | No                                                     |
| 51   | No trace of address                         | No                       | -                                                      |
| 52   | Under construction                          | Yes                      | No                                                     |
| 53   | Derelict/demolished                         | No                       | -                                                      |
| 54   | Vacant                                      | Yes                      | No                                                     |
| 55   | Non-residential                             | No                       | -                                                      |
| 56   | Institution                                 | No                       | -                                                      |
| 57   | Second residence                            | Yes                      | No                                                     |
| 59   | No sample selected (Scotland)               | No                       | -                                                      |
| 60   | Holiday accommodation                       | Yes                      | No                                                     |
| 61   | Household no longer resident at address     | No                       | -                                                      |
| 62   | Previously ineligible address, now eligible | No                       | -                                                      |

## 25.2 Enhanced Sample (Waves 1, 2 and 3)

Interviews for the enhanced sample will take place at yearly intervals. Because the time between interviews is so great, we shall not be collecting information about appointment times and days of the week. This is because circumstances might change over a year.

### ThankE

Thank respondent for taking part in the survey  
 Explain that we will contact them in a year's time and will send out a letter in advance

Does respondent agree to a recall?

1. Yes  
 2. No

### General

This applies to the enhanced sample in annual Waves 1 through 3.

## 25.3 Wave 4 Enhanced sample

The annual Wave 4 Enhanced sample will be routed to ThankWvF (along with the quarterly Wave 5 Main sample).

### ThankWvF

Thank respondent for taking part in the LFS and explain that this is the last of the interviews  
Code 1 to continue

Enter a numeric value between 1 and 1

### General

**THANKWVF** will appear at Wave 5 at the same point in the questionnaire as **THANKS** does at previous waves. As with **THANKS**, this question should be addressed to the main respondent. Thank the respondent in the usual way and explain that this is the last of the interviews.

#### Further contacts

*Do not offer* the information that respondents might be contacted again to take part in further surveys. We do not know if that will happen, and in any case, we shall not be recording whether they are willing to be contacted again or not. If, however, respondents *ask* if they are going to be contacted again, explain that ONS conducts many surveys on a variety of topics and that there is always the possibility that they *might* be asked to participate. You may add that the respondent's co-operation would, of course, be very much appreciated.

#### Reason for changed policy

In the past at the end of Wave 5 we asked respondents if they would be willing to take part in future surveys. We now suspect that respondents who said "No" envisaged that other surveys would be like the LFS. Once respondents said "No", we could not go back to them. In reality, however, follow-up surveys are usually quite small. If respondents knew what the follow-up topic was and how long the interview was likely to be, some of those who said "No" might actually say "Yes". The overall effect is thought to have reduced the number of people who would agree to follow-up surveys. Consequently, Social Survey Division has decided to drop the Recall question from all its surveys

## GotPhone



Does the respondent have the use of a telephone?

1. Yes
2. No

### General

See table at **THANKS** concerning the relationship between **GOTPHONE** and Household Outcome.

### Guidance

Households with communal telephones should be recorded as 'No' at **GOTPHONE** so that they can be reissued as face-to-face interviews.

## RecPhone



May the interviewer recall by telephone?

1. Yes
2. No

### General

This question applies to respondents who have a telephone.

If the respondent agrees to be interviewed again, explain that in order to make things more convenient for everybody, we would like to do subsequent interviews by telephone (if they have one). The majority of respondents with telephones do agree to a telephone recall.

#### Face-to-face interviewers

**GOTPHONE** and **RECPHONE** *must* be asked at each wave. Even where a 'No' has been recorded at either of these questions at the previous wave, do not assume that the situation is the same.

### Guidance

#### Insisting on a personal call

Some respondents insist on a personal recall. In such cases, note in the brief box the reasons for personal re-interviews, as long as the information entered is not 'confidential'.

Hearing or language difficulties

Respondents with hearing difficulties or language problems *must not* be referred to the telephone unit at the next wave.

**TeleNo**

Enter STD code and telephone number

① If STD code not know, enter exchange name

**General**

This question applies to respondents who agree to telephone recall. Wherever possible, record the *full* STD code. If this is not known, however, get the exchange *name*. In the six major cities with no exchange names, you *must* show the full number including the prefix!

|            |          |                   |                 |
|------------|----------|-------------------|-----------------|
| Birmingham | (0121)   | *London           | (020 7 or 8)    |
| *Cardiff   | (029 20) | Manchester        | (0161)          |
| *Coventry  | (024 76) | *Northern Ireland | (028 90 or 427) |
| Edinburgh  | (0131)   | *Portsmouth       | (023 92)        |
| Glasgow    | (0141)   | *Southampton      | (023 80)        |
| Liverpool  | (0151)   |                   |                 |

\* These numbers are changing from 22 April 2000.

Because the telephone number is *so* important, always check with the respondent that you have recorded the number correctly.

**AppointTyp**

Is there any day of the week which is best to call?

- 1.No preference
- 2.Preference for days of the week

**Guidance**Code 1: No preference

Use code 1 where the respondent does not mind which day of the week an interviewer calls.

Code 2: Preference

Use code 2 if there is one or a number of days that are (but not all days). Do not count Sunday here, as there is a separate question about Sundays which follows.

## WeekDays



Selected weekdays

- 1.Monday
- 2.Tuesday
- 3.Wednesday
- 4.Thursday
- 5.Friday (not telephone unit)
- 6.Saturday

Enter at most 6 values

### General

This question applies to respondents who said they preferred to be interviewed on certain days.

Enter all days when the respondent is available to be interviewed.

## AppointTim



Is there a best time of day to call?  
Please note Telephone Unit interview periods  
Monday - Thursday 9.30am to 2.30pm  
Monday - Thursday 4.15pm to 9.15pm  
Saturday 9.30am to 1.30pm

- 1.No preference
- 2.Specific time to call
- 3.Best to call between certain times

### General

This information will help you to organise the work at later waves.

### Guidance

#### Code 1: No preference

Code 1 if the respondent has no preferred time of day for the interviewer to call.

#### Code 2: Specific time to call

Code 2 if there is a specific time of day that is best. The coding cannot, however, record different times on specific days. If possible, try to avoid using this code as it causes problems for the telephone unit.

### Code 3: Between certain times

Code 3 if the respondent says that the interviewer can call at anytime within a specific time-band. For example, a respondent who is out at work all day, might say that anytime between 7 and 9 p.m. might be all right.

### Telephone Unit Call-Scheduling

The Telephone Unit now has a computerised call-scheduling system, which automatically assigns telephone numbers to interviewers at a specified time. The system works best if *some* time is entered rather than no preferred time at all. That is, it is better to enter a *broad band* of times when interviewers could call, rather than enter code 1, “No preference”.

## TimeStart



Code the start time here using a 24 hour clock

### General

If the respondent wants the interviewer to call at a particular time, that time should be entered at this question.

### Telephone Unit Hours

The Telephone Unit interviewers work set periods, normally:

- Monday to Thursday 9.30 am to 2.30 p.m.
- Monday to Thursday 4.15 p.m. to 9.15 p.m.
- Saturday 9.30 a.m. to 1.30 p.m.

When referring to a telephone recall, you will *not* be able to enter times outside these periods.

## TimeEnd



Code the end time using a 24 hour clock

### General

This question applies to respondents who said they had a preferred time-band for calls.

## CalSun



If we had any difficulty contacting you in three months time, would you be willing for us to try to contact you on Sunday?

1. Yes
2. No

### General

In the past, this question was primarily intended to test the public's reaction to being called on a Sunday. However, we now run an occasional Sunday shift in the Telephone Unit. It is, therefore, necessary to identify those households that would be willing to be recalled upon on Sundays. If respondents query this, reassure them that it is used only as a last resort, when deadlines are tight.

## 25.4 Multi-Household Information

You should use the multi-household sheets to record details of multi-households. Three questions, **MULTHHL**, **NUMHHL**, and **HHLDDDESC**, appear in the questionnaire to record the number of households at each address and where they can be found. The information from **HHLDDDESC** will appear on subsequent information sheets, which will help subsequent interviewers to identify the precise location of additional households at the address.

## MultHhld



Is this address a multi-household address?

1. Yes
2. No

### Guidance

This question requires an answer 'Yes' or 'No': it will *not* accept 'Don't know'.

If you are unsure whether an address is a multi-household (i.e. where you have been unable to contact anyone at the address, resulting in a non-contact), code 'No'.

**NumHhld**

How many households are there at this address?

Enter a numeric value between 2 and 97

**Guidance**

*Include* vacant household spaces.

**HhldDesc**

Description or location of household

**Guidance**

Describe where at this address this particular household can be found. This could be Flat 1, Flat A, Flat 1b, for example where flats are numbered. Where flats are not numbered, the description could be something like “first floor front”. The description should be the same as the one you entered on your multi-household sheets.

**SIU Contact**

If you have contacted the Sampling Information Unit (SIU) to check on who to interview at the multi-household, remember to enter the sampling reference number in the brief box.

**Main**

Enter person number of main respondent

Enter a numeric value between 1 and 97

**Guidance**

Enter the person number of your main respondent. Main refers to the person who provides most information concerning the household or other members of the household. It need not be the reference person or ‘head of household’.

## 25.5 Brief Box

### Brief1

Space for brief comment on essential points for the next wave

#### General

##### Closing down and opening up households

If you are closing a household down and opening up a new household, you should enter the serial number of the *new* household in the brief box of the *current* household. Similarly, you should enter the serial number of the household you have closed down in the brief box of the household you have opened up. Very occasionally, the serial numbering goes wrong in some way, and this additional piece of information will help us identify the correct households.

If a household moves out during the reference week, and a household moves in during the reference week, it is the situation on the reference week day (the Sunday of the reference week) that should be recorded.

#### Guidance

Comments other than 'no problems' are only to be used in exceptional circumstances. If comments need to be inserted in the brief box, then the following rules should be observed:

- Stick solely to facts, such as giving precise directions to a difficult to find address, but *do not* state the actual address.
- Days and times of recalls should be recorded in the 'Thanks' block.
- Any calls to sampling and decisions given about an address should be recorded with the sampling reference number, even if the query was to simply check an address, e.g. 'no problems 2605AR77'.
- *Do not* record comments concerning a respondent's disability or personal circumstances or any other comments of a personal nature.
- If there is something about an address that is not straightforward, you may give your interviewer number in the brief box suggesting that the next interviewer contact you. However, this should only be done in *exceptional* circumstances.

## Brief2

Space for brief comment on essential points for the next wave

### General

BRIEF2 is available for use if there is insufficient space in BRIEF1.

## AnyLeft



Is there anyone left in the household to interview?

1. Yes
2. No

### General

There is someone left to interview if any individual has an outcome code of 8.

## DoneCode



Have you completed all post interview coding?  
Occupation and industry  
Apprenticeship  
Calls and outcome information  
Brief box

1. Yes, completed all coding
2. Not yet

### General

Post-interview coding includes:

- calls
- outcomes
- the brief box
- all necessary industry and occupation coding

## Guidance

At the end of an interview, **DONECODE** should be coded '2'; it should only be changed to '1' once coding and other work has been completed.

## 25.6 QAddress block

This is a harmonised block which will **only** be asked in **wave 1 face-to-face** interviews. It will appear after occupation and industry coding, but before outcome coding. The block consists of the following questions:

### RtypHH

If possible, please indicate the type of household this is.

1. Single-person household, not retired
2. Elderly / retired household
3. Lone parent
4. Couple - 1 or both working age (with children)
5. Couple - 1 or both working age (no children or not sure about dependants)
6. Multi-person household (students, sharers)
7. Other
8. Not known / uncertain

### General

Please indicate the known composition of the household. Record what you are told or observe from calling at the address or from information received from an informed person.

### RTypOth

What type of household this is?

Enter a text of at most 100 characters.

### General

If the household does not neatly fall into any of the given categories at RtypHH (i.e. if RtypHH=7), you are asked to give a brief description.

## DwellTyp

What type of accommodation is this?

1. House or bungalow - detached
2. House or bungalow - semi-detached
3. Terraced, end of terrace
4. Flat or maisonette - purpose built
5. Flat or maisonette - Part house / Converted house / Other
6. Mobile home, caravan, or houseboat
7. Some other kind of accommodation

### General

You should classify the type of accommodation this address comprises.

If the case is a refusal to HQ please use CTRL+K to enter 'Don't Know' at this question.

## FloorN

On which floor level is this accommodation?

If accommodation is on more than one floor, record floor where main entrance door is located.

1. Basement / Semi-basement
2. Ground floor / Street level
3. 1<sup>st</sup> floor (floor above street level)
4. 2<sup>nd</sup> floor
5. 3<sup>rd</sup> floor
6. 4<sup>th</sup> floor
7. 5<sup>th</sup> to 9<sup>th</sup> floor
8. 10<sup>th</sup> floor or higher

### General

If the case is a refusal to HQ please use CTRL+K to enter 'Don't Know' at this question.

### Guidance

Floor: In divided accommodation – such as flats and maisonettes – you are asked to specify on which floor it is located. If the accommodation is itself on more than one floor, you should record the floor on which the main entry door to that specific flat is located.

Maisonettes will have the entry door to both parts of the accommodation on ground level, however each part is normally restricted to one floor; it is this floor that should be recorded for maisonettes.

## EntryN

Did you experience any of the following at this address?

1. No physical impediments or barriers
2. Locked common entrance
3. Locked gates
4. Security staff, concierge or other gatekeeper
5. Entry phone access, intercom
6. Guard dog / patrol animal
7. Warden controlled

## General

You will be familiar with impediments to gaining access at certain addresses, and will be aware that these often can affect the ability to gain contact or co-operation. You are asked to record all or any that you encounter at each address, irrespective of whether it impeded your access on the occasion of your call.

If the case is a refusal to HQ please use CTRL+K to enter 'Don't Know' at this question.

## 25.7 Harmonised Outcome Codes

Once the outcome of each individual in the household has been coded, the final outcome code is automatically calculated in Blaise (see Admin Block instructions and the blue book on Standard Outcome Codes for further information). These codes are harmonised in line with other SVS surveys.

## HarmIntr

Harmonised Outcomes

To bring the LFS into line with other surveys you will now be asked a series of questions to determine a harmonised outcome code.

Press <1> to continue

## IntFin

Have you finished with this case?

1. Yes
2. No

## General

This question will always appear. If the case is not yet finished with please enter No. This is the equivalent of coding '89' at Hout.

## IntSome

At the sampled address/household did you interview anyone?

1. Yes
2. No

## General

This question will appear if the case is finished with (i.e. IntFin=Yes). If the household outcome is that a previously ineligible address is now eligible or that the household at a previous wave has moved out please select '2' and code the appropriate value at Outcome.

## IndOut4

Please record outcome for each individual

Press <1> to continue

## General

This question will always appear, however hard checks will come up if there is still anyone left to interview at the household.

## lout1



Code individual outcome for [Name]

1. full interview
2. partial interview (must complete everything but qualifications)
3. no interview ineligible (use for mistakenly listed/no longer resident/deceased)
4. refusal
5. non-contact

## General

This question will always appear. All the residents will appear in the order in which they were entered into the household box, along with their ages, for your reference.

| AxName               | AxAge | Iout1 | Iout2 | Iout4 |
|----------------------|-------|-------|-------|-------|
| Qoutcome[1] Wayne    | 34    | 1     | 1     | 2     |
| Qoutcome[2] Waynetta | 36    | 2     | 1     | 2     |
| Qoutcome[3] Kevin    | 8     | 1     | 2     | 2     |
| Qoutcome[4] Tracie   | 10    | 1     | 2     | 2     |
| Qoutcome[5] Victoria | 3     | 1     | 2     | 2     |
| Qoutcome[6] Sean     | 20    | 5     | 2     | 2     |

## Guidance

### 1: Full interview

If a person had a full interview you should code 1.

**Iout2** will be filled in by the computer, to show whether the interview was either a personal (1) or a proxy (2) one.

**Iout4** will be filled in by the computer to show whether the interview was with a respondents who is economically inactive and 70+ years old.

### 2: Partial interview (must complete everything but qualifications)

If a person had a partial interview you should code 2. The definition of an individual partial interview is that all sections of the individual interview must be answered, apart from qualifications. If you do not get this far with a respondent, you should go back to IntNow and change it to a refusal (code 4) for that person.

**Iout2** will be filled in by the computer, to show whether the interview was either a personal (1) or a proxy (2) one.

**Iout4** will be filled in by the computer to show whether the interview was with a respondents who is economically inactive and 70+ years old.

If a respondent completes the occupation and looking for work sections, and refuses the qualification section, then answer 'Don't Know' for the qualification questions to be able to reach the next person's interview. Code here as a partial interview.

### 3: No interview ineligible (use for mistakenly listed / no longer resident / deceased)

This will be filled in by the computer if you answer 'no longer resident' (code 3), 'deceased' (code 6) or 'mistakenly listed person' (code 9) at **IntNow** for a particular person. You will not be able to change this.

### 4: Refusal

This will be filled in by the computer if you answer 'refusal for this person only' (code 4) at **IntNow** for a particular person. You will not be able to change this.

### 5: Non-contact

This will be filled in by the computer if you answer 'final non-contact for this person only' (code 5) at **IntNow** for a particular person. You will not be able to change this.

## OutSome

Was no one interviewed because

1. they refused or couldn't be contacted?
2. no-one eligible to be interviewed?
3. there was insufficient evidence of eligibility?
4. previously ineligible now eligible?
5. previous respondents left?

### General

This question will come up if you say that you did not interview anyone at the household, i.e. code 2 at **IntSome**. This question can not be left blank.

Code 3 should be used when

1. The property is Inaccessible
2. Interviewer is unable to locate address
3. Information is refused about whether address contains residential housing
4. Unknown whether address is residential due to non contact
5. Issued but not attempted by the interviewer
6. Information refused about whether there are eligible residents
7. Unknown whether there are eligible residents due to non-contact

### Inelig1



Please record why this case was ineligible

1. Not yet built/under construction
2. Demolished/derelict
3. Vacant/empty
4. Non-residential address
5. Address occupied but no resident household
6. Communal Establishment/institution
7. Address out of sample
8. Household limit on sample already reached

### General

This question will apply if you answer that there is no one eligible to be interviewed at **OutSome**. This question must be answered.

## Uncer1



Please record why eligibility is uncertain

1. Inaccessible
2. Unable to locate address
3. Information refused about whether address contains residential housing
4. Unknown whether address is residential due to non contact
5. Issued but not attempted
6. Information refused about whether there are eligible residents
7. Unknown whether there are eligible residents due to non-contact

### General

This question will apply if you answer that the eligibility is uncertain at **OutSome**. This question must be answered.

## NonSum



 Was this...

1. an outright refusal - including broken appointment
2. a non contact, or
3. other non response - including ill at home, away, in hospital, respondent unable, language difficulties, data lost

### General

This question will apply if you answer that no one was interviewed because they refused or could not be contacted, at **OutSome**. This question must be answered.

### Guidance

#### Broken appointments

If you want to code the outcome as a broken appointment, code '1' here as an outright refusal, and code '4' at Ref1 to indicate a broken appointment. This is different to the LFS where they are counted as circumstantial refusals.

#### Circumstantial refusals

If you want to code the outcome as a circumstantial refusal, code '1' here as an outright refusal.

**Ref1**

When did the respondent refuse to assist?

1. To the office before contact by interviewer
2. To the interviewer before any interviewing started
3. To the interviewer during the interview
4. Broken appointment, no re-contact
5. Sampling Unit information refused

**General**

This question will apply if you answer that it was an outright refusal at **NonSum**. This question must be answered.

**Ref2**

① Was this a refusal...

1. by the required respondent/selected person
2. by proxy (non-resident proxy e.g. housesitter, housekeeper)?

**General**

This question appears if you answer that the refusal was to you before any interviewing started (code 2) at **Ref1**. This question must be answered.

**Guidance**

Only code 2 'by proxy' if the refusal is by a non-resident, for example a housesitter, housekeeper or babysitter.

**Ref3**

① Was this a refusal because...

1. information was refused about the number of dwellings/households at address
2. information was refused about persons within the household
3. or were you refused access to the site?

**General**

This question is applicable if **Ref1** is coded 5- Sampling Unit information refused.

## Refreas

 Please record reasons for refusal

1. Doesn't believe in surveys
2. Anti-government
3. Invasion of privacy
4. Concerns about confidentiality
5. Can't be bothered
6. Bad experience with previous surveys
7. Disliked survey matter
8. Genuinely too busy
9. Temporarily too busy
10. Personal problems
11. Refusal to HQ after interviewer's visit
12. Put off by record keeping
13. Late contact - insufficient field time
14. About to go away
15. Language difficulties
16. Too old/infirm
17. Not capable
18. Broken appointment(s)
19. Other

### General

If there is a refusal by the whole household to the interviewer, then this question will be asked. You can enter up to three reasons.

## NonC1



 Please record type of non-contact

1. No contact with anyone at address
2. Contact made but not with any member of sampled dwelling/household
3. Contact made at sampled dwelling/household but not with any responsible resident

### General

If **NonSum** is coded as a non-contact, this question will be asked.

## Nonreas

① Please record main reason for non-contact

1. Away all survey period
2. Working shifts/odd hours
3. Rarely at address
4. Will not answer door
5. Think address is empty but could not confirm
6. No information gathered
7. Spare telephone line
8. Number unobtainable
9. Wrong number
10. Telephone not answered
11. No reply to answerphone message
12. Communal phone
13. Other

### General

If **NonSum** is coded as a non-contact, this question will be asked. You can enter up to three reasons.

### Othr1



① Please record type of non-response

1. Ill at home during survey period
2. Away/in hospital throughout field period
3. Physically or mentally unable/incompetent
4. Language difficulties
5. Data lost or deleted

### General

If **NonSum** is coded as 3 'other non-response - including ill at home, away, in hospital, respondent unable, language difficulties, data lost' this question will appear.

### Othr2



① Was this...

1. Notified to you by Head Office
2. Notified to interviewer

## General

This applies if the answer to **Othr1** was anything other than data being lost or deleted.

## Othr3



**i** Please record reason

1. Lost interview
2. Full interview achieved but respondent requested data be deleted
3. Partial interview achieved but respondent requested data be deleted

## General

This applies if the answer to **Othr1** was that the data was lost or deleted.

## AxCalcHout



Press <1> for final outcome code calculation

## Hout04

Final Outcome Code

Hout04 gives the final outcome for the household.

## HoutLFS

Final Outcome Code

HoutLFS gives the final outcome for the household but includes a code for economically inactive households.

## 25.8 Refusals/Non-contacts

A Response Working group has been set up within Social Survey Division to monitor response rates to all surveys within the division. The information collected here will be used to identify factors that lead to high and low response rates.

Despite the fact that some information is also asked elsewhere, it is important to complete records in detail, as not all questions are available to both field managers and research.

### RefNon



Is the household outcome an outright refusal, a circumstantial refusal or a non-contact?

1. Outright Refusal
2. Circumstantial Refusal
3. Non-contact
4. None of the above

### Guidance

#### Refusal to HQ

Refusals to HQ should be code 4 (None of the above).

### Refuse



Code main reason(s) for refusal/non-response...

- |                                                                  |                                                                        |
|------------------------------------------------------------------|------------------------------------------------------------------------|
| 1. Does not believe in surveys                                   | 13. Personal problems                                                  |
| 2. Anti-government                                               | 14. Refusal to HQ after interviewer's visit                            |
| 3. Too old/infirm                                                | 15. Put off by record keeping                                          |
| 4. Bad experience with previous surveys                          | 16. Late contact- insufficient field time                              |
| 5. Dislike survey subject matter                                 | 17. About to go away                                                   |
| 6. Language difficulties                                         | 18. Broken appointment                                                 |
| 7. Invasion of privacy                                           | 19. Not capable                                                        |
| 8. Concerns about confidentiality                                | 20. Can't be bothered (CHECK FOR OTHER REASONS BEFORE USING THIS CODE) |
| 9. Respondent says has already refused to a previous interviewer | 21. Other                                                              |
| 10. Survey takes/took too long                                   |                                                                        |
| 11. Genuinely too busy                                           |                                                                        |
| 12. Temporarily too busy                                         |                                                                        |

Enter at most 3 values

### General

You may enter up to three reasons for refusal or non-contact. If you enter Code 21 (Other), you will be asked to specify that reason at the next question.

## Guidance

### Code 10

Code 11 (Survey takes too long), where the respondent claims that the survey was too long on the *previous* wave, and this is why they *now* refuse to take part.

### Code 20

People who say: “Don’t want to do it”, usually have some more concrete reason. If there is some temporary reason for their refusal, return to **RefNon** and code as 2 (Circumstantial refusal). *Probe* for reasons why before coding out as 20 (Can’t be bothered). Code 20 is *only* to be used when the respondent cannot give any more concrete reason. **Over-use of this code will result in its withdrawal!**

## RefOth

Please record other reasons for refusal

Enter up to 100 characters

## General

This question applies if Code 21 (other) was selected at **REFUSE**.

## NnCont



Code main reason for non-contact

- |                                              |                                     |
|----------------------------------------------|-------------------------------------|
| 1. Would not answer door                     | confirm                             |
| 2. Rarely there/unconfirmed second residence | 8. Spare telephone line             |
| 3. Shiftworker/works odd hours               | 9. Number unobtainable              |
| 4. Away all survey period/on holiday         | 10. Wrong number                    |
| 5. Could not find the address                | 11. Telephone not answered          |
| 6. Ran out of field time                     | 12. No reply to answerphone message |
| 7. Probably vacant but unable to             | 13. Communal phone                  |
|                                              | 14. Other                           |

## General

Unlike for **REFUSE**, you may record only one reason for non-contact.

## Reissue



Is this household worth reissuing?

- 1.Full interview - no reissue necessary
- 2.Household closed down
- 3.Other

### General

This question appears for face-to-face interviewers only.

Information from this question and **ReOther** will be used by Face-to-Face Area Managers and the Management Unit to decide whether a serial number should be reissued.

### Guidance

Only non-contacts and refusals should be nominated for reissue.

#### Code 1

Serial numbers with a **HOUT** of 11 or 12 should be coded 1.

#### Code 2

Serial numbers with a **HOUT** of 61 (No longer resident) or 62 (Previously ineligible, now eligible) should be coded 2.

#### Code 3

Use code 3 for any other circumstance. If you choose this code, you should provide full information about the circumstances at the household.

## ReOther

Please provide further information either to:  
(a) help in the decision whether to reissue this household; or  
(b) explain why this household should not be reissued.  
Scottish interviewers should record the multi-occ position

### General

This question is asked if Code 3 (Other) was chosen at **REISSUE**.

## Guidance

Write any comments that may aid LFS Field Managers and the Management Unit in deciding whether to reissue the household or not. *Remember to maintain confidentiality!* Above all, make sure that your comments will be clearly understood by the person reading them.

### Appointments

In some instances, you may already have made an appointment for the reissue period. Make this clear in your comments.

### Refusals

If you feel that a refusal is quite definite and that no one is likely to convert it, make that point clear.

### Special needs

There may be special considerations for a re-issue, such as the need for an interpreter or a specific type of interviewer (age/sex). Make this clear.

## 25.9 Household Outcome Codes

### HOut



#### Household outcome

|                                                                         |                                                                                 |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 11.Full interview achieved                                              | 55. Non-residential/business only                                               |
| 12.Household contains only residents aged 70+ and economically inactive | 56. Institution                                                                 |
| 20.Part interview achieved                                              | 57. Temporary accommodation/second residence                                    |
| 31.Refusal to advance letter                                            | 59. No sample selected at this address (Scotland only)                          |
| 36.Outright refusal                                                     | 60. Holiday accommodation                                                       |
| 37.Circumstantial refusal                                               | 61. Household is no longer resident at address                                  |
| 41.Non-contact                                                          | 62. Previously ineligible address, now eligible                                 |
| 51.No trace of address                                                  | 89. Not finished with this household, interviewing/coding still to be completed |
| 52.Not yet built/under construction                                     |                                                                                 |
| 53.Derelict/demolished                                                  |                                                                                 |
| 54.Vacant/being refurbished                                             |                                                                                 |

### General

Do not enter a household outcome code (apart from code 89 (Not finished)) until all interviewing and post-interview coding work has been completed: the computer will refuse to accept a code until these conditions have been met.

## Guidance

### Code 11 (Full interview)

A fully co-operating household is one in which the question blocks applicable to *each* household member have *all* been completed. Code 11 should always be used at Wave 1 for co-operating households containing economically inactive residents aged 70+.

### Code 12 (Economically inactive 70+)

This code is only used at second and subsequent interviews (i.e., waves 2-5) in the main sample. It applies to interviews carried out at households containing *only* economically inactive respondents aged 70+. You *cannot* use this code at the *first* interview with a household. For enhancement cases, full interviews must be conducted at *all* waves, so code 12 should *not* be used.

### Codes 61 (No longer resident), 62 (Previously ineligible, now eligible)

These codes are not applicable at Wave 1 or when taking the first interview with a household at waves 2-5. If codes 61 and 62 are used, a replacement household *must* be opened up.

### Code 20 (Part interview)

Partial co-operation can come about in two ways:

- An individual's question block may not have been completed because someone refused to be interviewed, refused part way through the questionnaire, or refused to let someone else answer on his or her behalf.
- You may have been unable to contact the individual concerned and were unable to obtain any proxy information.
- To use code 20, at least one question block must have been completed. If you have collected only part information for a one-person household, this should be coded as a refusal or non-contact.

### Code 31 (Refusal to Advance Letter)

This should be used when a refusal is received at HQ in response to the advance letter. Use this code only when you are informed by HQ to do so. For a refusal to advance letter, you must use code 4 (None of the above) at **Refnon**.

### Code 36 (Outright refusal)

This code should be used only when you feel there is no chance of an interview at the current wave or in any future wave.

### Code 37 (Circumstantial refusal)

Where the respondent refuses because of some temporary circumstance (e.g. going away on holiday, too busy during this field period), code 37. A circumstantial refusal enables us to call back at the next wave.

### Code 41 (Non-contact)

This code should be used when the address is occupied, but when you have been unable to contact any member of the household within the permitted field period.

Code 51 (No trace of address)

This code should be used when you cannot find the address. You may also use this code when you have been advised by SIU not to interview at the address. This could happen where, for example, two addresses have been knocked into one.

Code 52 (Not yet built/Under construction)

Use this code for buildings under construction or under conversion (e.g. into flats) *if there is no household currently living there*. Even if an address has not yet been built and you are advised by the contractor that the address is unlikely to be completed in the foreseeable future, do not close down the address. It should continue to be coded as 'under construction'.

Code 53 (Derelict/demolished)

You must *always* contact sampling before concluding that an address does not exist. Even if a property appears to be derelict you must call and, if necessary, check with neighbours.

Code 54 (Vacant/being refurbished)

This code is for premises which are wholly or partially residential, but in which no one is living. Never assume that a property is empty because it has a 'For Sale' notice outside: you must always call and, if necessary, check with neighbours.

Code 55 (Non-Residential/Business only)

This is mainly property used *solely* for business purposes.

Code 56 (Institution)

Occasionally you may encounter a household that is an institution, i.e.:

- a household managed by the owner or by a person (or persons) employed for this purpose *and*
- having 4 or more residents, at least 4 of whom are unrelated to the owner/manager(s)
- Such a household is *ineligible* and should be coded 56.

Note that a multi-household address may contain *both* an institution and an eligible household. For example, an old people's home (which fits the definition of an institution) may have a resident warden's household (which may be eligible, despite the fact that they have a common address).

Students

Students may live in **Halls of Residence**. These are usually large blocks/buildings, where students have their own (or shared) room, but which are not subdivided into separate flats or houses. These should be coded 56 (institution).

Where students share a house or flat with other students, even where the accommodation is owned by the University or College, this would NOT count as a hall of residence. In this circumstance, the students should be interviewed.

If you are interviewing the parents of a student, accept the parents' opinion of whether the student lives in a hall of residence.

'Battered' women's refuge

Occupants of refuges for battered women should be interviewed if the refuge comprises *self-contained* flats or bedsits, *provided* there is no communal area such as a kitchen or lounge. If the refuge has a communal area, then it should be coded as an institution, and the occupants should *not* be interviewed.

Mentally ill

As a result of 'Care in the Community', some mentally ill people are accommodated in flats or houses managed by the local authority. If the local authority provides someone to care for the residents of the accommodation (including night time care), it should be considered as an institution. If the residents are living independently within the accommodation, however, then they should be interviewed.

Code 57 (Second residence)

A second residence is one that is used at regular intervals by someone who owns or rents it on a long-term basis but who has a *main* residence elsewhere. If there is any difficulty in doubt about whether an address is the main or second residence, accept the view of the respondent.

Code 59 (No Sample Selected at this Address)

This code applies only to Scotland. It should be used only after the pre-sampled multi-household procedures have been applied, when no interview is required at an address.

Code 60 (Holiday accommodation)

Where 'Holiday accommodation' is genuinely used by people on holiday, the accommodation is ineligible. However, interviewers should take care in dealing with it: households with *no other residence* may be found living in what is called 'holiday accommodation'. This may be because it is out of season (and the accommodation is let on longer basis) or because the landlord is using the term 'holiday accommodation' for his or her own reasons. If the occupants had no other residence, the household would be eligible for interview.

Code 89 (Not finished with this household)

All households are sent to interviewers with **HOUT** set to 89. When you have completed interviewing and all coding and administration, recode **HOUT** to the relevant code. You cannot transmit any households with **HOUT** still set to 89.

These are only guidelines, of course: not every possible circumstance can be described. For additional information, refer to the Part I Interviewer Instructions.



## 26 APPENDICES

### 26.1 Appendix 1: Key procedures to be used on the LFS Blaise 4W program

| Actions                                                                                          | B4W                                                                                                                          | B111                 | Notes                                                                   |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------|
| Don't Know                                                                                       | Ctrl + K                                                                                                                     | No Change            | Press <Enter> to proceed                                                |
| Refusal                                                                                          | Ctrl + R                                                                                                                     | No Change            | Press <Enter> to proceed                                                |
| Save Data                                                                                        | F2                                                                                                                           | No Change            | Use this function to save data during the interview                     |
| <b>Parallel Fields</b>                                                                           | Ctrl + Enter                                                                                                                 | No Change            | Then choose one of the following:                                       |
| Access any part of the questionnaire                                                             | Arrow down to LFS0020                                                                                                        | No Change            |                                                                         |
| Access calls and outcome grid                                                                    | Arrow down to Call and Outcome                                                                                               | No Change            |                                                                         |
| Access the household information only (from RespHH to Tenure questions)                          | Arrow down to Household Information                                                                                          | No Change            |                                                                         |
| Access a particular person's interview                                                           | Arrow down to appropriate person                                                                                             | No Change            |                                                                         |
| Access calls information about next interview                                                    | Arrow down to Information about next interview                                                                               | No Change            |                                                                         |
| Access timing to exit questionnaire, administration and household outcome                        | Arrow down to Timing administration and household outcome                                                                    | No Change            |                                                                         |
| Access coding block of respondent (via parallel blocks) in order to code occupation and industry | Arrow down to relevant person.<br><End> (takes you to end of coding block)                                                   | No Change            |                                                                         |
| Exiting the questionnaire (via parallel blocks)                                                  | 1) Arrow to 'Timing administration and household outcome'<br>2) <Enter><br>3) Code EndInt<br>4) <Ctrl> <Enter><br>5) Alt + Q | Used to be Q to quit | You are not asked to confirm that you want to leave anymore             |
| Go to end or next question                                                                       | End                                                                                                                          | No Change            |                                                                         |
| Go back to beginning                                                                             | Home                                                                                                                         | No Change            |                                                                         |
| Search Tag                                                                                       | F3                                                                                                                           | No Change            |                                                                         |
| <b>Viewing a help screen</b>                                                                     | F9                                                                                                                           | N/A                  | <b>On-line help available when you see the prompt "Help &lt;F9&gt;"</b> |

## 26.2 Appendix 2: Quarterly/Country specific questions

| Question   | Spring | Summer | Autumn | Winter | GB Only | England Only | Wales Only | Scot Only | NI Only |
|------------|--------|--------|--------|--------|---------|--------------|------------|-----------|---------|
| AccDay4    | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| Accdnt     | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| AdCRes     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AdCResM    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AdCWkM     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ALIntro    | 1      | 1      | 1      | 1      | 0       | 1            | 0          | 0         | 1       |
| AtFrm2     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AtFrom     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Aware      | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| AxFA       | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AxFB       | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AxPA       | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| AxPB       | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Bank       | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BHNotA     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BHNotB     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BHNotC     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BholChk    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BholCor    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BholPle    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BHPaid     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BnkHol     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BnkHolF    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| BwlInt     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CashFul    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CashTim    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CGQul      | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CHATT5     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| ChCRes     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ChCResM    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ChCWkM     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ChgWlf     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CHINF      | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| CHPEO      | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| CHPRI      | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| CodeIntroO | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| CONFPLE    | 0      | 0      | 0      | 0      | 0       | 1            | 0          | 0         | 0       |
| CONFPLW    | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| COth       | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| CTRM       | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| CYMR       | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| CymrU      | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| CYMS       | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| CYMW       | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| DaysPZ     | 1      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| DegQul     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |

LFS Interviewers Instructions: 2005/06

Release: 03/10/2005 11:53 AM

Researcher: Zoë Lancaster

| Question  | Spring | Summer | Autumn | Winter | GB Only | England Only | Wales Only | Scot Only | NI Only |
|-----------|--------|--------|--------|--------|---------|--------------|------------|-----------|---------|
| DfChSe    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| DifQul4   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EdIns     | 0      | 0      | 0      | 1      | 1       | 0            | 0          | 0         | 0       |
| EligTRW   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EligTRW   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Ethn01    | 1      | 1      | 1      | 1      | 1       | 0            | 0          | 0         | 0       |
| EvDay     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Even3     | 1      | 1      | 1      | 1      | 0       | 1            | 0          | 0         | 1       |
| EvenY     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EvEve     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EvHm98    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EvNght    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EvSat     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| EvSun     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ExtOth    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| FamSkT    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| FamWkT    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Feelr     | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 1       |
| Flex9d    | 1      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| GNVQul5   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| GoBack    | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| HghNow    | 1      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| HghQul    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Hols      | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| HomeD     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| HomeD2    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| HsngGB    | 1      | 1      | 1      | 1      | 1       | 0            | 0          | 0         | 0       |
| HsngNI    | 1      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 1       |
| IllWrk    | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| IrEnd2    | 1      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 1       |
| LacAdC    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| LacChC    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Lang      | 0      | 1      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| LangD1    | 0      | 1      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| LangD2    | 0      | 1      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3Area    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3Cry     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3CryO    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3CrySpec | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3Cty     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| M3ResC    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MatLve    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Moved     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkCty   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkCty2  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkPI299 | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkPI99  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkTwn   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| MPWkTwn2  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |

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Release: 03/10/2005 11:53 AM

Researcher: Zoë Lancaster

| Question   | Spring | Summer | Autumn | Winter | GB Only | England Only | Wales Only | Scot Only | NI Only |
|------------|--------|--------|--------|--------|---------|--------------|------------|-----------|---------|
| NatIdE     | 0      | 0      | 0      | 0      | 0       | 1            | 0          | 0         | 0       |
| NatIdS     | 0      | 0      | 0      | 0      | 0       | 0            | 0          | 1         | 0       |
| NatIdW     | 0      | 0      | 0      | 0      | 0       | 0            | 1          | 0         | 0       |
| NewQul     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NoCust     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NoLWF      | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| NoParL     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NReGEdy    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NTKnw4     | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| NTMeth     | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| NtStCh     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NumIll     | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| Nurse      | 1      | 1      | 1      | 1      | 1       | 0            | 0          | 0         | 0       |
| NVQHi      | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NVQQul     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NVQSam     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| NWNCre     | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| OMCont     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OMRole     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OneTen     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYArea     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYCirc     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYCry      | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYCryO     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYCrySpec  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OY Cty     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYEqM3     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYFtPt     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYIndD     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYIndT     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYMnge     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OympE02    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OympS02    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYOccD     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYOccT     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYOEmpStat | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYResC     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYSInd     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYSOcc     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYSolo     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYStat     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| OYSUPVI    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Parint     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ParLea     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ParLRm     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ParLTy     | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| PtnCre     | 0      | 1      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| QalPI99    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| QIPlo99    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |

LFS Interviewers Instructions: 2005/06

Release: 03/10/2005 11:53 AM

Researcher: Zoë Lancaster

| Question | Spring | Summer | Autumn | Winter | GB Only | England Only | Wales Only | Scot Only | NI Only |
|----------|--------|--------|--------|--------|---------|--------------|------------|-----------|---------|
| Relig    | 1      | 1      | 1      | 1      | 1       | 1            | 0          | 0         | 0       |
| RgAdCa   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| RgChCa   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Road     | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| RSAQul   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SamQul   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SCQul    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ShftWk99 | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| ShfTyp   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SmeSit   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SmeSt2   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| Soc2KOY  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SpChCa   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| SpLRem   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| T4Code   | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| T4Hrs    | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| T4Subj   | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| T4Work   | 0      | 1      | 1      | 1      | 0       | 0            | 0          | 0         | 0       |
| TecLec4  | 1      | 1      | 1      | 1      | 1       | 0            | 0          | 0         | 0       |
| TECQul   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TeleQA   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TeleQB   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TelQA2   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TelQB2   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TemLen   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TimeCode | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| TimeDays | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| TmeOff   | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| TmpPay   | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| TrAtIr   | 1      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 1       |
| TrHr93   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrnDay   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrnFee   | 0      | 0      | 0      | 1      | 1       | 0            | 0          | 0         | 0       |
| TrnLen   | 1      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| TrnOpp   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrOnJB   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrSite   | 1      | 0      | 0      | 1      | 1       | 0            | 0          | 0         | 0       |
| TrvDrv   | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrvMth   | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| TrvTme   | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| TUCov    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| TUPres   | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| TypIll   | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| Union    | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| UsChCa   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| UsuWrk1  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| UsuWrk2  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| UsuWrk3  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| UsuWrkM  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |

LFS Interviewers Instructions: 2005/06

Release: 03/10/2005 11:53 AM

Researcher: Zoë Lancaster

| Question | Spring | Summer | Autumn | Winter | GB Only | England Only | Wales Only | Scot Only | NI Only |
|----------|--------|--------|--------|--------|---------|--------------|------------|-----------|---------|
| VarWF    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| VarWint  | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| VcQPIO   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| VocQPI   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| WchDay   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| WchJb    | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| WchJb3   | 0      | 0      | 0      | 1      | 0       | 0            | 0          | 0         | 0       |
| Ymore    | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| YnotFt   | 1      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |
| YPTICA   | 1      | 0      | 0      | 0      | 0       | 0            | 0          | 0         | 0       |
| YstrtF   | 0      | 0      | 1      | 0      | 0       | 0            | 0          | 0         | 0       |

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### **26.3 Appendix 3: Use of don't know and refusal keys**

Survey work is about getting the best possible estimate for every question. The respondent is almost always the best source for the best estimate, even if he or she is not completely sure of giving the correct answer. You should only use the "Don't know" or "Refusal" keys, or at certain questions where the screen instructions tell you to use, for example, code 99 for Don't Know/Refusal, as a very last resort.

Don't know and Refusal CANNOT be used at certain questions :

Sex  
Age  
MarStat  
LiveWith  
Scheme  
TecLec4  
Wrking  
JbAway  
OwnBus  
RelBus  
Stat  
Look4  
LkYt4  
LkYt1  
MethMp )  
MethSE )     see special instructions at MethAl on  
MethAl )     how to deal with Don't Know/Refusal  
MainMe )     at these questions  
MainMa )  
MainMs )  
MethM )

If you cannot get an estimate for one of these variables, the person concerned becomes a non-respondent (i.e. these variables are so important that if we haven't got an answer to one of them, we can't use any data for the person concerned). In such a case you must go back to IntNow and change to code 4 (RefNonC).

## 26.4 Appendix 4: Use of ‘any other reason’ answer categories

A number of questions contain an answer category ‘Other reasons’ (e.g.. JobTmp, WhyTmp, HowGet, YLess). Wherever possible an attempt should be made to get the respondent to use one of the alternative answer categories. The ‘other reasons’ category should only ever be used as a last resort.

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## **26.5 Appendix 5: Pay bands**

Used in: BandG, BandN, BandG2, BandN2, GrsEst, GrEst2, OccBan, InvBan, OthBan

### **26.5.1 ANNUAL**

|      |                 |
|------|-----------------|
| 1.1  | Nil             |
| 1.2  | 1 - 499         |
| 1.3  | 500 - 999       |
| 1.4  | 1,000 - 1,499   |
| 1.5  | 1,500 - 1,999   |
| 1.6  | 2,000 - 2,499   |
| 1.7  | 2,500 - 2,999   |
| 1.8  | 3,000 - 3,499   |
| 1.9  | 3,500 - 3,999   |
| 1.10 | 4,000 - 4,499   |
| 1.11 | 4,500 - 4,999   |
| 1.12 | 5,000 - 5,999   |
| 1.13 | 6,000 - 6,999   |
| 1.14 | 7,000 - 7,999   |
| 1.15 | 8,000 - 8,999   |
| 1.16 | 9,000 - 9,999   |
| 1.17 | 10,000 - 10,999 |
| 1.18 | 11,000 - 11,999 |
| 1.19 | 12,000 - 12,999 |
| 1.20 | 13,000 - 13,999 |
| 1.21 | 14,000 - 14,999 |
| 1.22 | 15,000 - 15,999 |
| 1.23 | 16,000 - 16,999 |
| 1.24 | 17,000 - 17,999 |
| 1.25 | 18,000 - 18,999 |
| 1.26 | 19,000 - 19,999 |
| 1.27 | 20,000 - 22,999 |
| 1.28 | 23,000 - 25,999 |
| 1.29 | 26,000 - 28,999 |
| 1.30 | 29,000 - 31,999 |
| 1.31 | 32,000 - 34,999 |
| 1.32 | 35,000 - 37,999 |
| 1.33 | 38,000 - 40,999 |
| 1.34 | 41,000 or more  |

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### 26.5.2 MONTHLY

|      |               |
|------|---------------|
| 2.1  | Nil           |
| 2.2  | 1 - 49        |
| 2.3  | 50 - 99       |
| 2.4  | 100 - 149     |
| 2.5  | 150 - 199     |
| 2.6  | 200 - 249     |
| 2.7  | 250 - 299     |
| 2.8  | 300 - 349     |
| 2.9  | 350 - 399     |
| 2.10 | 400 - 449     |
| 2.11 | 450 - 499     |
| 2.12 | 500 - 549     |
| 2.13 | 550 - 599     |
| 2.14 | 600 - 649     |
| 2.15 | 650 - 699     |
| 2.16 | 700 - 799     |
| 2.17 | 800 - 899     |
| 2.18 | 900 - 999     |
| 2.19 | 1,000 - 1,099 |
| 2.20 | 1,100 - 1,199 |
| 2.21 | 1,200 - 1,299 |
| 2.22 | 1,300 - 1,399 |
| 2.23 | 1,400 - 1,499 |
| 2.24 | 1,500 - 1,599 |
| 2.25 | 1,600 - 1,699 |
| 2.26 | 1,700 - 1,799 |
| 2.27 | 1,800 - 1,899 |
| 2.28 | 1,900 - 1,999 |
| 2.29 | 2,000 - 2,199 |
| 2.30 | 2,200 - 2,499 |
| 2.31 | 2,500 - 2,999 |
| 2.32 | 3,000 - 3,499 |
| 2.33 | 3,500 - 3,999 |
| 2.34 | 4,000 or more |

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26.5.3 WEEKLY

|      |             |
|------|-------------|
| 3.1  | Nil         |
| 3.2  | 1 - 9       |
| 3.3  | 10 - 19     |
| 3.4  | 20 - 29     |
| 3.5  | 30 - 39     |
| 3.6  | 40 - 49     |
| 3.7  | 50 - 59     |
| 3.8  | 60 - 69     |
| 3.9  | 70 - 79     |
| 3.10 | 80 - 89     |
| 3.11 | 90 - 99     |
| 3.12 | 100 - 109   |
| 3.13 | 110 - 124   |
| 3.14 | 125 - 149   |
| 3.15 | 150 - 174   |
| 3.16 | 175 - 199   |
| 3.17 | 200 - 224   |
| 3.18 | 225 - 249   |
| 3.19 | 250 - 274   |
| 3.20 | 275 - 299   |
| 3.21 | 300 - 324   |
| 3.22 | 325 - 349   |
| 3.23 | 350 - 374   |
| 3.24 | 375 - 399   |
| 3.25 | 400 - 424   |
| 3.26 | 425 - 449   |
| 3.27 | 450 - 474   |
| 3.28 | 475 - 499   |
| 3.29 | 500 - 549   |
| 3.30 | 550 - 599   |
| 3.31 | 600 - 649   |
| 3.32 | 650 - 699   |
| 3.33 | 700 - 749   |
| 3.34 | 750 or more |

## 26.6 Appendix 6: Coding frame for SUBJQ, CURSUB, Tsubj and T4Subj

- (1) Basic programmes,
- (8) Literacy and numeracy,
- (9) Personal skills,
- (14) Teacher training and education science
  - 0 Broad programmes,
  - 2 Education science,
  - 3 Training for pre-school teachers,
  - 4 Training for teachers at basic levels,
  - 5 Training for teachers with subject specialisations,
  - 6 Training for teachers of vocational subjects,
- (21) Arts,
  - 0 Broad arts programme,
  - 1 Fine arts,
  - 2 Music and performing arts,
  - 3 Audio visual and Media production,
  - 4 Design,
  - 5 Craft skills,
- (22) Humanities,
  - 0 Broad programmes,
  - 1 Religion,
  - 2 Foreign languages,
  - 3 Mother tongue,
  - 5 History archaeology,
  - 6 Philosophy and ethics,
- (31) Social and behavioural science,
  - 0 Broad programmes,
  - 1 Psychology,
  - 2 Sociology and cultural studies,
  - 3 Political science and civics,
  - 4 Economics,
- (32) Journalism and information,
  - 1 Journalism and reporting,
  - 2 Library information archive,
- (34) Business and admin,
  - 0 Broad programmes,
  - 1 Wholesale and retail sales,
  - 2 Marketing and advertising,
  - 3 Finance Banking Insurance,
  - 4 Accounting Taxation,
  - 5 Management and administration,
  - 6 Secretarial and office work,
  - 7 Working life,
- (38) Law,
- (42) Life sciences,
  - 1 Biology and biochemistry,
  - 2 Environmental science,
- (44) Physical sciences,
  - 0 Broad programmes,
  - 1 Physics,
  - 2 Chemistry,
  - 3 Earth sciences,

- (46) Mathematics and statistics,
  - 1 Mathematics,
  - 2 Statistics,
- (48) Computing ,
  - 1 Computing science,
  - 2 Computer use,
- (52) Engineering and manufacturing trades
  - 0 Broad programmes,
  - 1 Mechanics and metal work,
  - 2 Electricity and energy,
  - 3 Electronics and automation,
  - 4 Chemical process,
  - 5 Motor vehicles, ships and aircraft,
- (54) Manufacturing and production
  - 0 Manufacturing and processing broad programmes,
  - 1 Food processing,
  - 2 Textiles clothes footwear leather,
  - 3 Materials e.g. wood paper glass plastic,
  - 4 Mining and extraction,
- (58) Architecture and building ,
  - 1 Architecture and town planning,
  - 2 Building and civil engineering,
- (62) Agriculture forestry and fishery ,
  - 0 Broad programmes,
  - 1 Crop and livestock production,
  - 2 Horticulture,
  - 3 Forestry,
  - 4 Fisheries,
- (64) Veterinary,
- (72) Health Medicine Nursing Dentistry Pharmacy ,
  - 0 Health broad programme,
  - 1 Medicine,
  - 3 Nursing and caring,
  - 4 Dental studies,
  - 5 Medical diagnostic and treatment technology,
  - 6 Therapy and rehabilitation,
  - 7 Pharmacy,
- (76) Social Services
  - 1 Child care and youth services,
  - 2 Social work and counselling,
- (81) Personal services
  - 0 Personal services broad programme,
  - 1 Hotel restaurant and catering,
  - 2 Travel Tourism and leisure,
  - 3 Sports,
  - 4 Domestic services,
  - 5 Hair and beauty,
- (84) Transport services,
- (85) Environment
  - 0 Environmental protection broad programmes,
  - 1 Environmental control and protection,
  - 2 Natural environments and wildlife,
  - 3 Community sanitation services,
- (86) Security services
  - 0 Security services broad programmes,
  - 1 Protection persons and property,
  - 2 Occupational health and safety,
  - 3 Military and defence

## 26.7 Appendix 6: List of work-related illnesses (for use with TypIII)

### Bone, joint or muscle problem (musculoskeletal disorders)

- ankylosing spondylitis
- arthritis
- beat (hand, knee, elbow)
- bursitis
- carpal tunnel syndrome (CTS)
- compression of nerve
- cramp
- De Quervain's
- disc problem
- disc degeneration
- Dupuytren's contracture
- epicondylitis
- fibrositis
- fibromyalgia
- frozen shoulder
- ganglion
- golfers elbow
- hernia (excluding hiatus hernia –which is “other”)
- inflammation of tendons
- lumbago
- myalgia
- osteoarthritis
- peritendinitis
- radial tunnel syndrome
- Reflex Sympathetic Dystrophy (RSD)
- Repetitive Strain Injury (RSI)
- Rheumatism
- rheumatoid arthritis
- rotator cuff syndrome
- sciatica
- scoliosis
- spondylitis
- spondylolisthesis
- spondylosis
- strains and sprains
- tendinitis
- tennis elbow
- tenosynovitis
- thoracic outlet syndrome
- trapped nerve
- trigger finger

**Breathing or lung problems**

- anthracosis
- allergic alveolitis
- alveolitis
- asbestosis
- asthma
- bronchitis
- byssinosis
- emphysema
- farmer's lung
- hay fever
- influenza
- mesothelioma
- pneumoconiosis
- sinusitis
- silicosis

**Skin problems**

- acne
- dermatitis
- eczema
- folliculitis
- keratosis
- psoriasis
- skin allergy
- warts

**Hearing problems**

- deafness
- tinnitus

**Stress, depression or anxiety**

- alcoholism
- anxiety
- nerves/bad nerves
- nervous exhaustion
- nervous breakdown/mental breakdown
- phobias (e.g. claustrophobia)
- stress
- suicidal
- tension

**Headache and/or eyestrain**

- eyestrain
- headache
- migraine

(Note: conjunctivitis, arc eye go under “other”)

**Heart disease/attack, or other circulatory system**

- heart disease
- hypertension (high blood pressure)
- myocardial infarction
- stroke

**Infectious disease (virus, bacteria)**

- anthrax
- brucellosis
- diarrhoeal diseases
- hepatitis
- legionnaire’s disease
- leptospirosis (Weil’s disease)
- ornithosis
- Q fever
- tetanus
- tuberculosis

**Other conditions**

- burns
- cancer
- Chronic Fatigue Syndrome (CFS)
- exhaustion
- eye problems (including cataract, conjunctivitis, arc eye)
- Hand-arm Vibration Syndrome (HAV)
- hiatus hernia
- Myalgic Encephalomyelitis (ME)
- neoplasma
- poisoning
- Post-viral Fatigue Syndrome
- raynaud’s disease
- tumour
- ulcer
- varicose veins
- Vibration White Finger (VWF)

## 26.8 Appendix 7: LIST OF HARMONISED OUTCOME CODES

### ELIGIBLE, INTERVIEW

#### 100 Complete Interview

- 110 Complete Interview by required respondent(s)
- 120 Complete Interview: partly by required respondent(s) and partly by proxy
  - 130 Complete Interview by proxy
  - 140 Economically Inactive 70+ Household (HoutLFS only)

#### 200 Partial Interview

- 210 Partial Interview by required respondent(s)
- 211 Partial household interview. Not used by SVS
- 212 Household interview but non contact with one or more respondents
- 213 Household interview but either refusal or incomplete interview by one or more respondents
  - All respondents contacted
- 214 Other partial interview by required respondent(s)
- 215 Household interview but either refusal or incomplete diary by one or more respondents
- 220 Partial Interview: partly by required respondent and partly by proxy
  - 230 Partial Interview by proxy
  - 231 Partial household interview by proxy. Not used by SVS
  - 232 Household interview by proxy but non contact with one or more respondents
    - 233 Household interview by proxy but either refusal or incomplete interview by one or more respondents
    - 234 Other partial interview by proxy

#### 300 Non contact

- 310 No contact with anyone at address
- 320 Contact made at address, but not with any member of the sampled dwelling/household
  - 330 Contact made at sampled dwelling/household, but not with any responsible resident

#### 400 Refusal

- 410 Office refusal
- 420 Sampling unit information refused

- 421 Information refused about number of dwellings/households at address
- 422 Information refused that would allow identification of required respondent(s) within dwelling/household

Information refused about persons within household

**430 Refusal at introduction / before interview**

- 431 Refusal by required respondent
- 432 Refusal by proxy
  - 433 Refusal of access to site
  - 434 Interview not finished with

440 Refusal during interview

450 Broken appointment, no re-contact

**500 Other non response**

- 510 Ill at home during survey period
- 511 Ill at home during survey period: notified to Head Office
- 512 Ill at home during survey period: notified to interviewer
  
- 520 Away/in hospital throughout field period
- 521 Away/in hospital throughout field period: notified to Head Office
- 522 Away/in hospital throughout field period: notified to interviewer
  
- 530 Physically or mentally unable/incompetent
- 531 Physically or mentally unable/incompetent: notified to Head Office
- 532 Physically or mentally unable/incompetent: notified to interviewer
  
- 540 Language difficulties
- 541 Language difficulties: notified to Head Office
- 542 Language difficulties: notified to interviewer
  
- 550 Lost interview
- 551 Lost interview - Full
- 552 Lost interview – Partial
  
- 560 Other non response
- 561 Full interview achieved but respondent requested data be deleted
- 562 Partial interview achieved but respondent requested data be deleted
- 563 Other non response. Only used when specified sub-category justified

**UNKNOWN ELIGIBILITY**

**600 Unknown eligibility, non interview**

610 Not attempted

- 611 Not issued to an interviewer. HQ use only
- 612 Issued but not attempted
- 620 Inaccessible
  
- 630 Unable to locate address
  - 640 Unknown whether address contains residential housing
  - 641 Information refused about whether address is residential
  - 642 Unknown whether address is residential due to non contact
  
- 650 Residential address - unknown if eligible household(s) or person(s)
- 651 Information refused about whether there are eligible resident(s)
- 652 Unknown whether there are eligible resident(s) due to non contact
  
- 660 No screener completed
  - 661 Refusal to complete screener
  - 662 Screener not completed due to non contact
  
- 670 Other unknown eligibility. Only used when specified sub-category justified
  - 680 Moved - unable to attempt contact at new address
  - 681 No longer at sample address - current address could not be ascertained
  - 682 No longer at sample address - current address ascertained but could not be attempted

**NOT ELIGIBLE****700 Not Eligible**

- 710 Not yet built / under construction
- 720 Demolished / derelict
- 730 Vacant / empty
- 740 Non-residential address
- 750 Address occupied, but no resident household
- 760 Communal establishment / institution
  - 770 Resident household(s), but not eligible for the survey
  - 771 Dwelling of foreign service personnel/diplomats
  - 772 No person in eligible age range
  
- 780 Address out of sample
- 781 Directed not to sample at address
- 782 Scottish pre-selection sheets instructs not to interview
- 783 Household limit on quota already reached

- 790 Other ineligible
- 791 Not used
- 792 Deceased
- 793 Inappropriate to interview
- 794 Household previously Ineligible now eligible
- 795 Previous respondents left

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