

**INSTRUCTIONS**  
**for filling in Annex 4 of 1-LFS**  
**“Entry of young people into the labour market”**

**SUBSTANTIATION**

Module “Entry of young people into the labour market” 2009 is carried out in accordance with the Council Regulation of March 5, 2008 No 577/ 98.

**RESPONDENT GROUP**

Module covers all persons aged 15 - 34.

**LOCATION OF MODULE QUESTIONS**

**Electronic questionnaire form**

Module questions will open after question L’106, L’ 108 or L’109k of Section 2 of the questionnaire form. In electronic questionnaire sequence how questions open will differs from the question sequence in paper questionnaire.

**Paper questionnaires**

If due to technical or other problems electronic version of the module questionnaire will not be used, module questions should be asked **after** Labour Force Survey questionnaire Section 2:

- Question L’106, if answer 5 is marked,
- Question L’108, if answer 1 - 4 is marked,
- Question L’109k.

**EXPLANATION OF SEVERAL MODULE QUESTIONS**

*Answer “Don’t know or don’t remember” should be marked only in situations when respondent really does not know or does not remember certain facts!*

**I ADDITIONAL INFORMATION ABOUT EDUCATION**

**P’2m Indicate the month when you obtained your current highest education or training completed!**

This question regards persons who have completed current highest level of education successfully.

**P’4 Where the instruction of vocational education at current highest level of education attained took place?**

The persons who have completed some kind of vocational education should answer this question.

Vocational education is practical and theoretical preparation for the work in certain profession, for acquisition of professional qualification in full-time or part-time studies, where at least 25% of the programme is vocational.

If at least 75% of vocational education/ training hours spent in a school, college or training centre, then answer “1” should be marked.

If at least 75% of vocational education/ training hours spent in a working environment (enterprise or other), then answer “2” should be marked.

If vocational education/ training hours spent in both educational institution and enterprise, i.e., less than 75% of vocational education/ training hours spent in school, college or training centre, than answer “3” should be marked.

If person cannot tell where vocational education/ training hours spent, then answer “5” should be marked.

Persons without formal education or with less than primary education, as well as persons with general education and higher education do not answer to this question.

**P’6 Have you started any other formal education studies/ training after current highest level of education attained?**

Formal education – a system which includes basic education, secondary education and higher education levels the acquisition of the programme of which is certified by an education or professional qualification document recognised by the State, as well as an education and professional qualification document. Formal education is acquired in accredited educational institutions.

If person after current highest level of education successfully attained has started any other formal education studies/ training, then answer 1 “Yes” should be marked.

If person after current highest level of education successfully attained has not started any other formal education studies/ training or participate in any training/ seminars or courses not incorporated into the educational system, then answer 2 “No” should be marked.

**P’7 Have you left these formal education studies/ training?**

If previously other formal education studies/ training were left or interrupted without state recognized certificate regardless the reasons and intention to return to education in the future or not, then answer 1 “Yes” should be marked.

**P’8g Could you specify the year when you left formal education studies/ training?**

If person has left formal education studies/ training several times, the year when person has left studies/ training for the last time should be indicated!

*Write in the year.*

**P’9m Could you specify the month when you left formal education studies/ training?**

If person has left formal education studies/ training several times, the month when person has left studies/ training for the last time should be indicated!

*Write in the month.*

## II WORK DURING STUDIES IN FORMAL EDUCATION

### P'11 Did you have paid apprenticeship during studies/ training in formal education?

The whole period of studies/ training taken within a period of one calendar year should be taken into account (not only the last level of education) regardless of the type of studies (full-time or part-time, intramural or extramural courses).

“Work” means here a job for pay or profit.

If person had paid apprenticeship or fieldwork, incl., apprentice years, which are compulsory part of curriculum, answer 1 “Yes” should be marked.

If person had unpaid apprenticeship or fieldwork, incl., apprentice years, which are compulsory part of curriculum, or was not working such kind of job during the studies, answer 2 “No” should be marked.

### P'12 For how long within one calendar year did you have paid apprenticeship?

In this question it should be found out whether job within one calendar year lasted for less or for more than a month, what may be expressed also as:

- Approximately 4 weeks full-time (8-hour working day) within one calendar year;
- 8 weeks part-time working weeks within one calendar year;
- 150 hours worked within one calendar year.

### P'13 Did you work while studying but outside formal education programmes?

The whole period of studies/ training taken within a period of one calendar year should be taken into account (not only the last level of education) regardless of the type of studies (full-time or part-time, intramural or extramural courses).

“Work” means here a job for pay or profit while studying but outside education programme, e.g., working on evenings, during school holidays, etc.

If person had job for pay or profit, answer 1 “Yes” should be marked.

If person had not job for pay or profit or he/ she was not working while studying but outside formal education programmes, answer 2 “No” should be marked.

### P'14 For how long within one calendar year did you work outside formal education programmes while studying?

See explanations of the question P'12.

Length of job for pay or profit in paid apprenticeship or work while studying but outside educational programmes is not summed!

### P'15 Did you interrupt of studies/ training for longer than one school/ academic year?

Academic year – it is study period lasting for one year in accordance with academic calendar (e.g., academic year 2007/ 2008). In academic year there are autumn and spring semesters.

If person has interrupted formal education studies/ training for longer than one academic year, answer 1 “Yes” should be marked.

If person has not interrupted formal education studies/ training at all or has interrupted studies for less than one academic year, answer 2 “No” should be marked.

### P'16 Did you work during the interruption of studies/ training?

“Work” means here a job for pay or profit during the interruption of studies/ training lasting longer than one academic year, regardless of the number of interruptions.

If person during this/ these interruption/ -s of studies/ training had paid job, answer 1 “Yes” should be marked.

If person during the interruption/ -s of studies/ training had unpaid job or he/ she was not working at all, answer 2 “No” should be marked.

### P'17 For how long did you work during the interruption of studies/ training?

See explanations of the question P'12.

Length of work in paid apprenticeship, work while studying but outside educational programmes and during interruptions of formal education is not summed!

## III FIRST JOB

**P'18=3 or 4.** If person after current highest level of education successfully attained has started and interrupted any other formal education studies/ training, see module question P'8g not question L'105 of the core questionnaire.

### P'19 Did you work after leaving formal education?

“Work” means here a job for pay or profit.

### P'20 Did you have any of those jobs for more than 3 months?

“Work” here in after should be understood as job for pay or profit of more than 3 months, where person is working for the same employer, independently on any change of the functions or characteristics of the job.

Apprenticeship/ unpaid traineeship, compulsory military service and summer job should be excluded.

If person in the first job after leaving formal education has worked for longer than 3 months, answer 1 “Yes” should be marked.

If person in first job after leaving formal education has worked for less than 3 months, e.g., temporary, odd (seasonal) jobs, did not get trough probation period, or has worked unpaid works, answer 2 “No” should be marked.

### P'21. Is your current job your first job of more than 3 months after leaving formal education?

“First job” here in after should be understood as job for pay or profit of more than 3 months, where person is working for the same employer, independently on any change of the functions or characteristics of the job.

It may be possible that first job was started before leaving formal education.

If current job of the person after leaving formal education is the first job where he/ she worked for longer than 3 months, answer 1 “Yes” should be marked.

If person has left the first job where he/ she worked for longer than 3 months, answer 2 “No” should be marked.

**P'22g In which year you started first job of more than 3 months?**

In cases when first job could have started before leaving education although it was still the first job after leaving education.

*Write in the year.*

**P'23m In which month you started your first job?**

*Write in the month.*

**P'24g In which year you stopped working in your first job?**

*Write in the year.*

**P'25m In which month you stopped working in your first job?**

*Write in the month.*

**P'26m Please, specify the duration of the first job of more than 3 months!**

Duration of the job is calculated as the number of months worked for the same employer, independently on any change of the functions or characteristics of the job.

*Write in the number of months worked in the first job, where person worked for longer than 3 months.*

**P'27 What was your occupation in the first job?**

Here the occupation, which the person had when the first job started, should be written in.

See explanations of the core questionnaire question D'41.

**P'27k Code of occupation:**

See explanations of the core questionnaire question D'41k.

**P'28 What was your professional status in your first job?**

See explanations of the core questionnaire question D'42.

**P'29 What type of contract of the first job of more than 3 months did you have?**

In case that there was a probationary period when starting the job followed by a contract of unlimited duration, the job should nevertheless be reported as a permanent job and answer 1 “Permanent job/ work of unlimited duration” should be marked.

See explanations of the core questionnaire question D'43.

**P'30 Was your first job full-time of part-time?**

See explanations of the core questionnaire question D'55.

**P'31 What was the method which allowed to find the first job?**

The aim of this question is to find out the main successful method, which allowed finding the first job. Person may have tried several methods of job seeking, but the main successful method, which allowed finding first job, should be marked.

If the State Employment Agency informed person of the existence of this first job or the information can come directly or via the Internet site of the SEA, answer 2 should be marked.

If person found first job found after previous experience in the some enterprise (summer/ student job, traineeship, paid or unpaid apprenticeship, voluntary job), then answer 6 should be marked.

If person used any other method of job seeking, which allowed finding the first job, and it was not mentioned in previous answers (1 to 7), the answer 8 should be marked.

**P'31 Please, specify the method which allowed to find the first job!**

*Write in the method, which allowed finding the first job.*

**P'33 What was your main activity after leaving formal education and before starting the first job?**

Question on activity have to be asked only in situations when the transitional period between school and the first job is longer then 3 months.

The aim of this question is to find out main activity, which person had after leaving formal education for the last time and before starting the first job of duration of at least 3 months.

The question asks about the period after leaving formal education and holidays if the person took them.

If person during transition period had work in job (s) of short duration (maximum 3 months), odd (seasonal) jobs, he/ she did not get trough probation period at work, or had unpaid jobs, then answer 1 should be marked.

If person during transition period did compulsory military service, then answer 2 should be marked. Women, who are citizens of Latvia, may voluntary do compulsory military service.

**P'34 What was the reason why you were not looking for a job?**

Family responsibilities include also looking after children, as well as care of ill, incapacitated adults. See explanations of the core questionnaire question D'58.

If person participate in any training/ seminars or course not incorporated into the in education system, answer 2 should be marked. Here also courses visited on own initiative should be included, as well as such forms of education and training as: language, computer, management, art/ culture, health/ medicine training.

If person was volunteer, answer 3 should be marked. Voluntary work is oriented towards activities for social benefit and it furthers the development of person's knowledge, skills, acquisitions and attitudes, as well as valuable use of free time. Person is performing voluntary work without any reward, not being in labour relations with the organizer of the voluntary work.

If person had unpaid apprenticeship or he/ she participated in fieldwork programmes, incl., apprentice years, or person had other reasons why he/ she did not work, and those reasons were not included in previous answers (1 to 4), then answer 5 should be marked.

**P'34c Please, specify the reason!**

*Write in other reason why during transition from studies to first job person was not working and was not looking for a job.*

## IV SOCIAL BACKGROUND

**P'35 Who brought you up until the age of 15?**

If young person until the age of 15 for most part of his/ her childhood was risen by:

1. Both parents regardless they were married or lived in not registered marriage (biological parents or adopters), then answer 1 should be marked. If parents are divorced or live separately, parents could be defined as those living with the person around the age of 15,
2. Only one of the parents – mother or father (biological or adopters), then answer 2 or 3 should be marked, respectively,
3. Persons substituting mother and father, then answer 4 should be marked. See explanations of the point 1,
4. Only one of the persons substitution mother or father, then answer 5 or 6 should be marked, respectively. Person substituting mother or father may be:
  - Guardian, which has a guardian status granted by the orphans court. Guardianship is established to minors, i.e., for children under the age of eighteen, if parents have died, parental rights have been deprived. Usually one of the parents is appointed as guardian. If there are no such, then some of the closest relatives,
  - Other person who is neither mother, nor father (biological or adopters) or guardian. They could be defined as those living with the person around the age of 15 and which had an important influence in the upbringing of the young person, e.g., aunt, uncle, etc., is considered to be other person,
5. Non-family care, e.g., institutions, children's home for families, SOS children's communities regardless of the fact children has temporarily lived in foster families or host families, then answer 7 should be marked. It means that, for those persons module is finished and interviewer should return to the core questionnaire question L'110.

Foster family should be evaluated as temporary care. This care includes situation when family care for the orphan or child left without parent care is ensured until the moment when child may return to his/ her biological parents. But if it is not possible, child is adopted or guardianship is established.

Host family consists of married couple or person who temporary houses child from childcare centre in own place of residence, or communicates with child in non-family care institution.

**Attention interviewers!**

*In this question it is important to find out the persons participating in bringing up of the young person until he /she reached the age of 15, therefore, please, try to avoid marking answer 8.*

*In situations when parents or guardian, or person with which young person spent most of the childhood until the age of 15 has died, when asking further questions past of the verb should be used – was!*

**P'37 What is/ was highest level of education successfully completed by your mother or the female person-substituting mother?**

The information on the educational level of mother or the female person substituting mother should however correspond to the highest level achieved and no to the level achieved at the time the young person was 15 years old, e.g., when young person was 15 mother had basic education, but currently mother has attained general secondary education, it means that, interviewer marks answer 5 – general secondary education.

See explanations of the core questionnaire question L'103.

**P'38 Where was your mother or the female person substituting mother born?**

See explanations of the core questionnaire question B'14.

**P'38c=1** Name of the country should be written in.

**P'38c=2** See explanations of the core questionnaire question B'14b.

**P'40 What is/ was highest level of education successfully completed by your father or the male person-substituting father?**

See explanations of the question P'37.

**P'41 Where was your father or the male person substituting father born?**

See explanations of the core questionnaire question B'14.

**P'41c=1** Name of the country should be written in.

**P'41c=2** See explanations of the core questionnaire question B'14b.