

## USER GUIDE

The attached sheet, headed File Schema, gives summary details of the file contents, the key variables and the weighting factors for each file

Variables are generally named h1, h2, etc Derived variables are generally named hd1, hd2, etc The letter refers to the first letter of the name of the file

A copy of the **white** questionnaire used to collect **household** and **person** details has been annotated in red to show the correlation between the variable names on the household and person files and the questions asked Some of the questions were used for variables contained in the address file and these too have been identified Other variables on the address file are geographical identifiers or derived variables One variable only in the family unit file corresponds to an observation and this is marked on the white questionnaire all other variables on the family unit file are derived

A copy of the **blue** questionnaire used to collect extra details from **privately renting** households has been marked similarly in red to show the correlation between the variable names on the renters files and the questions asked

A copy of the **green** questionnaire used to collect details from individuals about the **Welsh language, training and education** has been marked similarly in red to show the correlation between the variable names on the Welsh and training files and the questions asked

The File Schema sheet demonstrates the hierarchical relationships between the data files Files can be matched using the appropriate key fields (The key fields are built up from the first 9 digit key field, **a1** (the address identifier) **hhid**, the household identifier, adds an extra digit to a1 The family unit identifier **famid** adds another digit to hhid but the person identifier **persid** adds 2 digits to hhid Note that as a result **persid** is *not* nested within **famid**)

The weights fully account for the sampling scheme and non-response Valid results may only be produced by analysing weighted files The weight that should be applied is that which relates to the entity being analysed For example, a tabulation of person data (on the person file) by household type (on the household file) should be produced using the person file as the working file with cases weighted by **pwt**, i.e. the weight on the person file Analyses of person data from the Welsh or training files must use **wpwt** as the weight (**wpwt** allows for additional non-response to the Welsh and training questionnaire), not **pwt** from the Person file, etc (Details of the method of calculation of weights are given in the published reports)

## FILE SCHEMA

### Address

The file contains details of all the sampled addresses, including those where successful household interviews (h69=10) were not obtained

Key a1

### Household

The file contains details of all the successfully interviewed households

Keys a1, hhid

Weight ahwt

Application of the weight to all the cases in the file produces estimates relating to all primary (first home) residential households such as those tabulated e g in Table B4 of the '1993 Welsh House Condituon Survey' publication

### Family units

This file contains details of all family units within households

Keys a1, hhid, famid

Weight ahwt

Application of the weight to all the cases in the file produces estimates of all family units in primary residential addresses

### Person

This file contains details of all persons in the households successfully interviewed

Keys a1, hhid, famid, persid

Weight pwt

Application of the weight to all the cases in the file produces estimates of the total population such as those in e g Table B1 of the '1993 Welsh House Condituon Survey' publication

### Renters

This file contains details of all privately renting households for whom a completed private renters questionnaire was obtained

Keys a1, hhid, persid

Weight twt

Application of the weight to all the cases in the file produces estimates of privately renting households such as those in Table B27 of the '1993 Welsh House Condituon Survey' publication See also Section 9 6 2 of that publication

### Welsh

The file contains details for all individuals aged 3 and over for whom a completed questionnaire about Welsh was obtained

Keys a1, hhid, persid

Weight wpwt

Application of the weight to all the cases in the file produces estimates relating to the population aged 3 and over, such as those in Table 1 of the publication '1992 Welsh Social Survey Report on the Welsh Language

### Training

The file contains details for all individuals aged 3 and over for whom a completed questionnaire about Welsh and training was obtained

Keys a1, hhid, persid

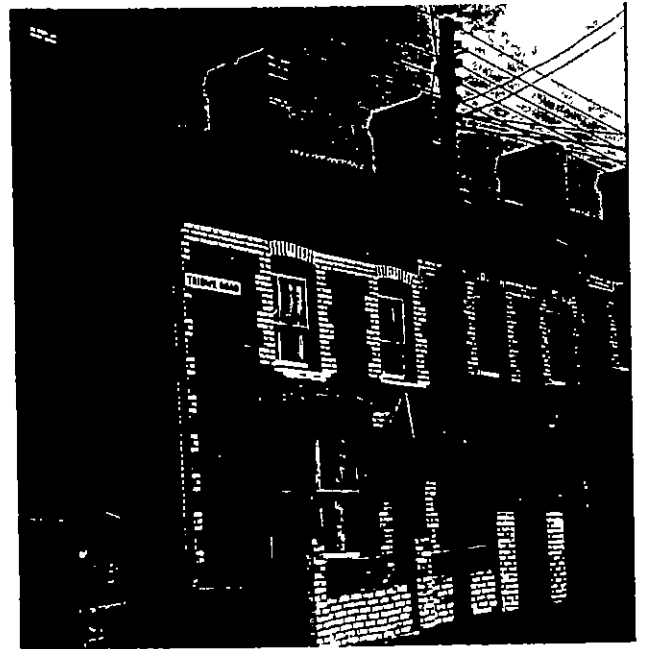
Weight wpwt

Application of the weight to persons of working age (males 16<65 years old, females 16<60 select variable wkage=1) in the file produces estimates such as those in Table 1 01 of the publication '1992 Welsh Social Survey Report on Training and Education'

**WELSH HOUSE CONDITION SURVEY 1992  
INTERVIEWER'S MANUAL**

**APPENDIX A**

BEFORE 1919



APPENDIX I      DATE OF CONSTRUCTION OF PROPERTIES (Q.1.7)

You will find the following information useful when estimating whether a property was build before 1919, between 1919 and 1944, 1945 and 1964 or since 1964.

BEFORE 1919

Properties build before 1919 usually have appearances quite distinctive from the two other age bands.

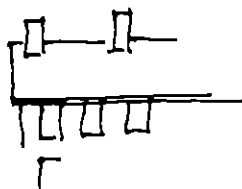
Pre 1919 houses are often built in long terraces, occasionally in pairs, sometimes singly.

Walls of pre 1919 houses are frequently stonework, sometimes brickwork or cement rendered, the quoins around window and door openings are often toothed with brickwork in contrasting colours. The original window openings are usually higher than they are wide and the original window frames are almost invariably of the wooden vertical sliding sash type. Window frames have often been replaced with other types within the existing openeings, but sometimes new openings of different proportions have been formed. Bay windows are quite common and usually have dressed stone mullions between the windows forming the bays.



Typical Pre 1919 Housing

Roofs of pre 1919 houses are usually covered with slates, although sometimes these have been replaced with tiles. At the ends, roofs are usually gable ended - rather than hipped.



Gable-ended roof



Hipped roof

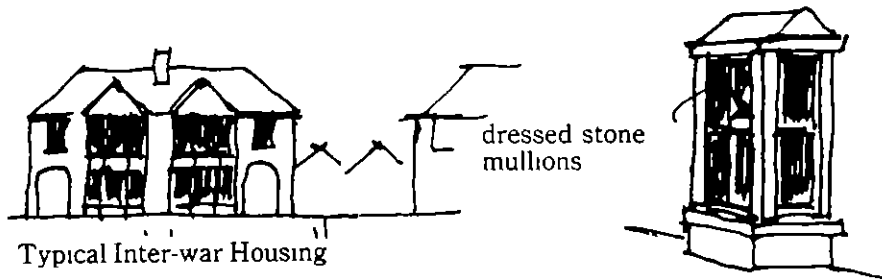
Internally, in pre 1919 houses, the original doors are panelled, skirtings and architraves are moulded and sometimes there are decorative mouldings and cornices around ceilings.



1919 to 1944

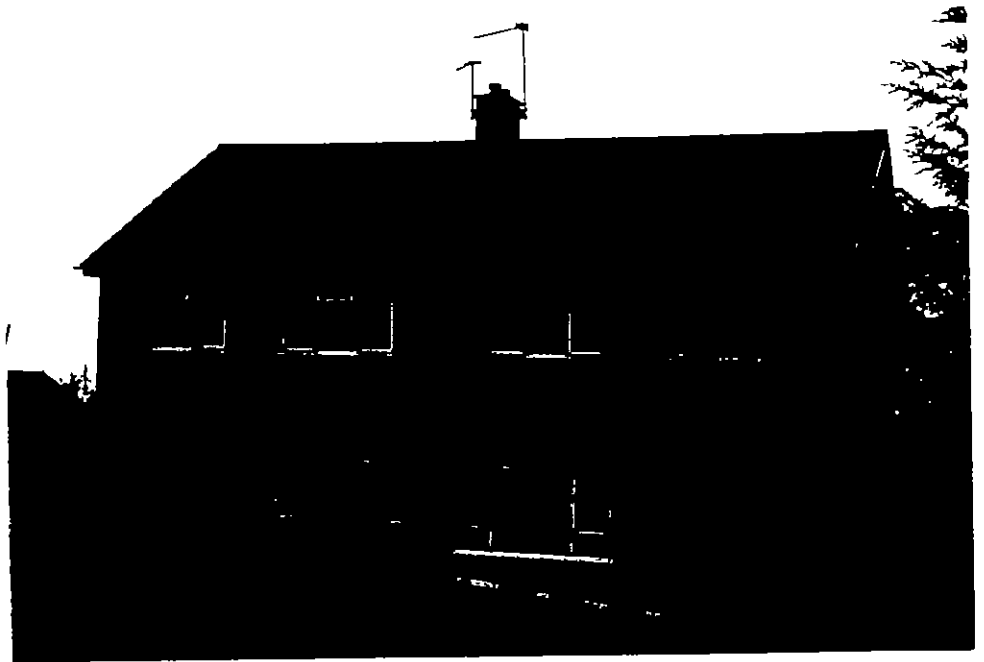
During this inter-war period, styles changed dramatically. The most common form is semi-detached pairs, terraces were occasionally used for the smaller houses, but rarely comprising more than 4 - 6 houses

Walls are usually brickwork, or a combination of this with rough-cast rendering. Window frames are often of the wooden vertical sliding sash type, but sometimes of metal frames with hinged opening casements, with these - each casement usually contains several panes of glass, separated by glazing bars, rather than single panes. Bay windows are quite common, often with dressed stone mullions between the windows forming the bays



Roofs of inter-war period houses are usually hipped, rather than gable ended. They are sometimes covered with slates and sometimes with tiles.

Internally, the original doors are usually panelled, skirtings and architraves are moulded or bevelled.





1945 to 1964

Properties of this period may sometimes be more difficult to distinguish from those of 1919 - 1944. Semi-detached pairs have remained quite popular but - in council estates particularly - terrace housing has become fairly common.

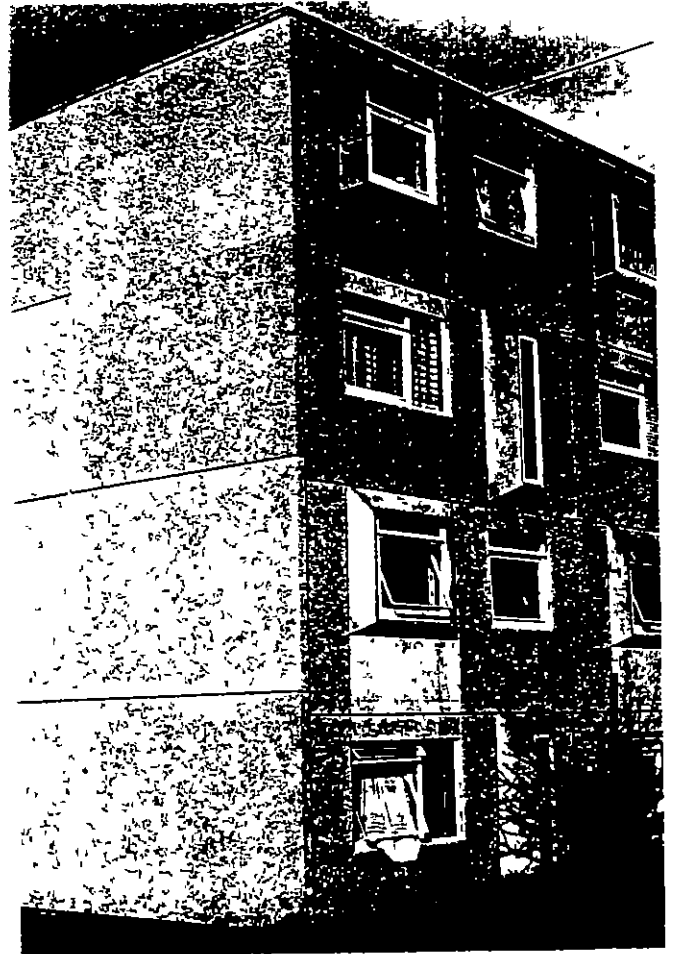
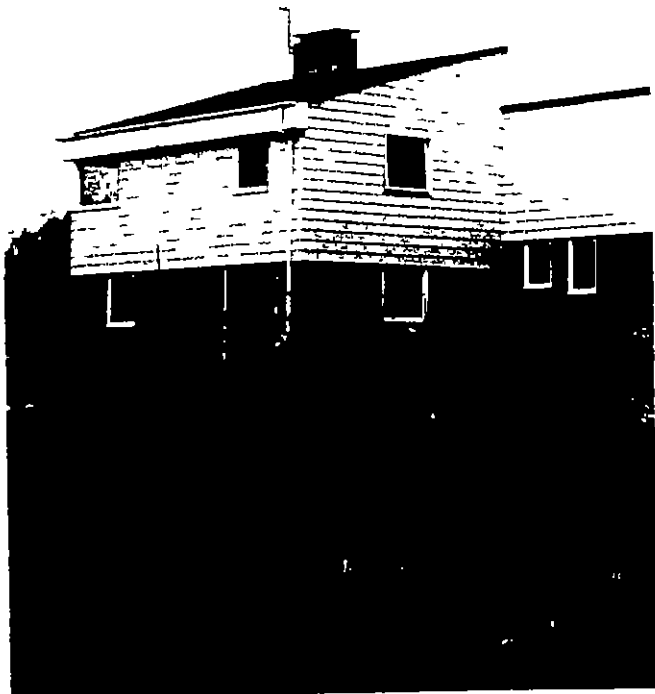
Walls are usually brickwork, or a combination of this with various types of rendering. Occasionally, timber boarding, tile hanging or concrete panels are used. Window openings have generally become wider than they are high, panes of glass usually fill complete casements and large picture windows, of proportions hitherto unseen are popular. Bay windows are less common than in the earlier periods and where they do occur - the mullions between windows forming the bays are rarely in dressed stonework.



Typical Post war Housing

Roofs are usually tiled, not very often slated - other than in parts of North Wales. Some roofs, where flat or low pitched, are covered in bituminous felt (usually has a green or grey grit surface). Roofs are usually gable ended, but occasionally hipped.

AFTER 1964



## AFTER 1964

Design styles in this age are less definitive, no specific characteristics stand out. The general pattern of semi-detached, terraced and detached dwellings prevail, with roof construction covering all forms of gabled roofs, hipped roofs and for a time mono-pitched roofs. Many roof designs were of a lower roof pitch than earlier periods.

During the immediate post 1964 period a number of high and low rise blocks of flats were built, very often in large concrete panel systems.

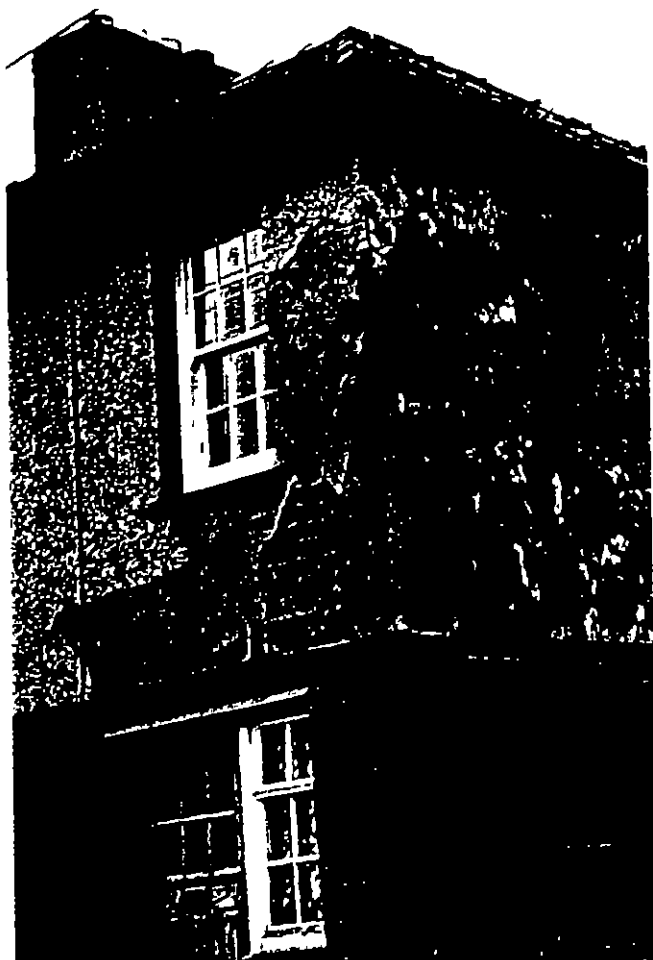
This period saw the introduction of new materials, starting with plastic gutters and then to plastic external cladding. Initially windows were of fairly generous proportions, normally a greater width to height ratio. Windows were generally of the casement type, but occasionally centre pivot hung was used. More recently with the introduction of plastic windows, which appear to be of the casement pattern, but they are capable of tilt and turn opening in the continental style.

In the 1970's with ever increasing energy costs, window design changed from generous proportions to the minimum aperture permitted.

Internally doors are normally flush pattern, skirtings and architraves are very plain with either a chamfered or rounded edge. The ceilings are normally plain, sometimes with a coving at the junction of ceiling and walls in the main rooms.

Environmental features on both private and public estates, moved towards open planned areas.

EXTERNAL WALLS



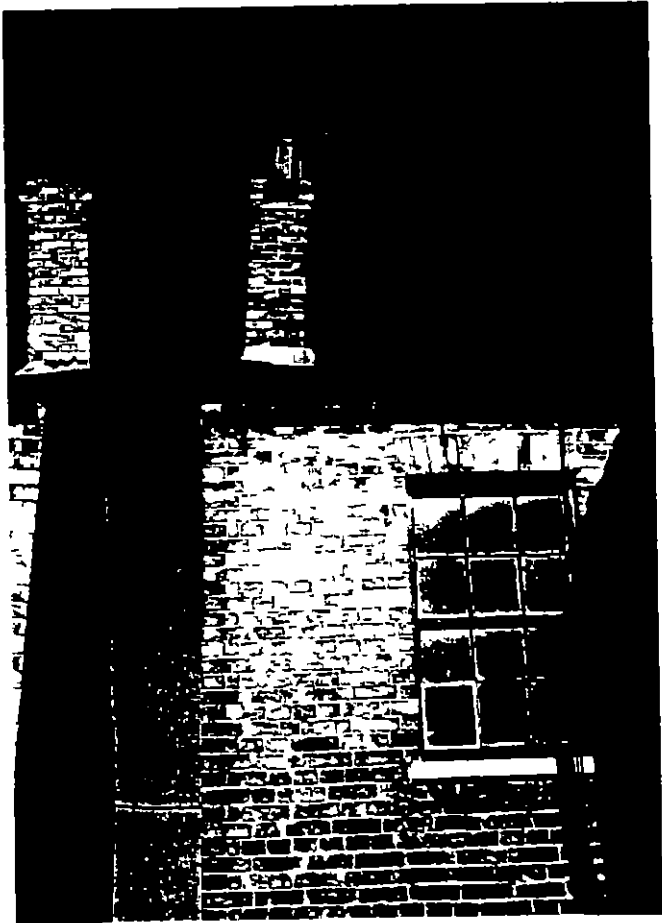
DOORS AND WINDOWS



## APPENDIX II CONDITION OF EXTERIOR OF PROPERTY (FRONT PAGE SECTION C)

The table below gives examples of what is meant by 'Moderate disrepair' and 'Major disrepair' for each of the six listed features of the property

	MODERATE DISREPAIR	MAJOR DISREPAIR
External Walls	Small areas of loose or perished pointing, or cracked rendering, (large areas would amount to major repairs)	Structural cracks - particularly above ends of window or door openings, diagonal cracks below cills of windows, vertical cracks at junctions of buildings  Instability - walls leaning out of vertical plane, bulges in walls, deformed door and window openings In walls, other than brick or stonework, look for signs of rot in woodwork, delamination of plywood, corrosion in metalwork, cracked or perished asbestos
Doors and Windows	In one or two windows or doors (more would amount to major repairs) - rotten wood in window or door frames - (particularly in lower horizontal rails of window frames and lower parts of doors, look out for blistering or flaking paintwork, rot is not always evident on surface  In metal windows, look out for rust (starts with clusters of small blisters in paintwork)	Rotten wood in window and door frames - (as referred to under 'Moderate' - but to more than 2 windows or doors)  Rust - (as referred to under 'Moderate' - but to more than 2 windows)



	MODERATE DISREPAIR	MAJOR DISREPAIR
ROOF & ROOF STRUCTURE	One or two small areas of loose or cracked slates or tiles	Large areas of loose or uneven slating or tiling    Slating or tiling covered with bituminous compound or cement slurry  Sagging roof  With lean-to roofs or rear wings, extensions or converted conservatories - look out for short-life materials (such as corrugated asbestos or plastic) or glass roofs    Such roofs should be renewed
CHIMNEYS	Perished pointing    broken chimney pots    a few loose bricks    defective flashings	Several loose bricks    major deformation or leaning chimney
GUTTERS	A few sagging or broken lengths of guttering or rainwater pipes	Complete renewal of eaves, gutters and rainwater pipes required

**WELSH HOUSE CONDITION SURVEY 1992  
INTERVIEWER'S MANUAL**

**APPENDIX B**



APPENDIX B. INSTRUCTIONS ON OCCUPATION AND INDUSTRY

Information for the household members is required since, whatever the subject matter of the survey, we need to know the kind of people from whom we have collected opinions, facts or attitudes.

We need to check that the sample is representative and whether peoples' opinions, behaviour etc vary with what they do

It is impossible to devise questions to fit all kinds of situations so that we can accurately code someone's occupation (hundreds of codes), or the industry for which they work, or the combination of the two which is needed to make sure we have the correct socio-economic group or social grade. We use the Registrar General's Standard Occupational Classification and the Standard Industrial Classification. There are over 300 different codes for different kinds of "cleaners" and about 30,000 specific job descriptions altogether. Someone could be a "cleaner of trays in the bakery" or "copper in a brewery" and there is a specific code for each.

There are further distinctions made if someone is self-employed or a manager, a foreman or just a labourer or a labourer with some degree of skill

Of course we don't always code to the smallest level of detail but we cannot code even to the broadest possible coding without a surprising amount of detail so we need to get full information every time.

You should adapt your approach to the respondent to suit the situation. If the description of the job is too vague or too technical and specific, "What kind of work is that?" or "What do you actually do in that job" are useful probes but are a bit superfluous where the job seems to be self-explanatory, eg: Dentist, ticket collector, porter, or technical terms which are well known like lino-type operator.

One thing is quite certain - if you don't understand what the job is, then the likelihood is that no-one in the coding office will understand either and you must probe.

Equally - you must not assume that because you happen to know about a particular job that everyone else knows about it too. Explanations will be needed by people less familiar with the local area or those particular occupations

The kinds of things that we need to know about are as follows:

- 1 The name of the job
2. A description of what is done in the job
- 3 The qualifications held for the job or the degree of skill involved
- 4 The degree of responsibility held, whether in charge of others and if so how many other people are supervised
- 5 Whether the person is employed or self-employed
6. If the person is a manager or self-employed we need to know more about the establishment's size and more about that person's responsibilities (See (iv) below)

Notes on above

- 1) The name of the job.

This can tell us all about a job or nothing about it so please be wary of just accepting any answer - it often needs probing to clarify exactly what the job is.

- 11) The qualifications held for the job or the degree of skill involved

Don't overprobe here or ask in the wrong way - an apprenticeship is just as much of a qualification as a degree and experience should not be "sniffed" at. People can be sensitive on this subject but an interest in the job itself and what's involved will ease you over this hurdle. Whatever the person regards as a qualification for a job, eg: 2 CSE's or 3 "O" levels, etc., should be written in.

- 111) Employed or self-employed.

Most people are quite aware of what they are and there is usually no need to explain this at all. All Directors of Limited Companies are in fact employees because they pay themselves wages and pay only the employee's National Insurance contributions, not the full one. Mostly you can accept people's own statement here or write a note.

- iv) For those people who are self-employed or in a managerial position above ordinary foreman or supervisory level, you need to find out roughly

"How many people, in all capacities, are employed in the establishment in which you work ?"

The answer should be written in.

Particular jobs which need explanation and expansion are as follows.

Civil Servant/Local Government Officer/  
Police/ Army etc

Please probe for the rank or grade and also for what the person actually does - Find out which branch or department they work for etc.

Manager

Probe for numbers in the establishment and how many people the respondent is actually in charge of as well as what the work involves and qualifications etc

Engineer

This is one of the main areas of difficulty - and it's not helped by only expanding it to terms like Civil Engineer, Mechanical Engineer, or Electrical Engineer.

Please ask "What do you actually do ?"  
"What are your qualifications?"  
"How many people are you in charge of?"

The person who describes himself as an engineer can be anyone from the sweeper of floors in a factory to a top civil servant or a manager of a large manufacturing firm. They can work in all types of jobs from the purely technical to the administrative.

Clerk

Another vague term which can apply to lowly clerical workers or to the Head of a Local Authority now more usually known as a "Director General" or "Chief Executive Officer".

Other vague terms which need expansion are "Miner, teacher, technician, machinist, collector, laboratory assistant" etc.

In all these cases the level of responsibility and skill level is essential information. There are 1,000 different types of machinist for example, and we need to know what type they are and what they actually do.

Please do not ever suggest the type of job to the respondent but always get them to describe what they do in their own words.

### Industry

This heading also covers trade or profession and in this space should come a clear description of what the respondent's employers do.

We do want to know what the firm makes or does or, in the case of the large firm, what the branch or establishment does where the respondent works.

The questions to ask are these

What kind of a firm (do you work for)? (is it)?

OR

What is done at the part or branch of the firm where you work ?

By "what is done" we mean we need to know what is manufactured or processed or whether it's an insurance firm or what ?

Remember that large firms such as ICI or The Co-operative Society have many activities involving all kinds of different manufacturing processes, research, management, transport, wholesale work and retailing.

Occupation/Industry details are obviously required for all people who are currently working full or part-time but are also needed in the following cases:

#### Two or more jobs

If the respondent or HOH has more than one job, it is important to show the main job in full detail - usually the most remunerative if everything else is equal. Normally the respondent has one which they regard as being the main job and there is no problem. Notes should be made about the second job.

#### Unemployed

If someone is unemployed at the time of the interview - please write in full details of the last main job (occupation and industry). Casual work to fill in gaps should not be counted.

Anyone unemployed must be actively looking for work, so that women who are not working because they are currently looking after their young children are not unemployed

Permanently sick/disabled

As above - obtain full details of the last main job (occupation and industry) Anyone coded as permanently sick should not be looking for work - if he/she is, then he/she should be coded as unemployed.

Retired Persons

Anyone who is no longer in paid work and has worked up to normal retirement age should be coded as such and full details of the last main occupation and industry should be recorded

If someone has retired from their main job and is currently working at something else either full or part-time, you code them as working and get details of the current job.

Widows

In cases where the HOH or respondent is a widow and is neither working full-time nor retired from full-time work at normal retirement age - simply write in NEVER WORKED.

Examples

Two answers often received by interviewers are given below and there are also shown the number of different socio-economic groups to which that person could belong. An occupational coding is also to be used and this brings larger groupings and many more possibilities (3 or 4 digits have to be used in the coding).

## A Answer given - Engineer/I work on pipelines

The SEG groupings could be 1, 2, 3, 4, 5, 6, 8 or 12

This has to be expanded to enable the correct group to be coded - these are shown below.

- a) Someone who puts the pipelines in as a manual worker with no particular qualifications and self-employed.  
- Group 12 (add - he is a foreman)  
- Group 8 with no employees
- b) Draughtsman with professional qualifications of degree standard or above (Member of a professional body such as that for Petroleum Engineers), and self employed.  
- Group 3
- c) A trainee/apprentice draughtsman - employed.  
- Group 6
- d) A draughtsman who is a supervisor of a small number of people but no particular qualifications (a junior worker)  
- Group 5
- e) A professional petroleum engineer designing how pipelines should be fitted together but not responsible for other workers, and employed.  
- Group 4
- f) An employer/manager in small establishment of petroleum engineers/designers employing say, 20 people.  
- Group 2
- g) Head of Department in a large firm such as Shell or Esso in charge of a large establishment with many professional petroleum engineers.  
- Group 1

B Answer given - I am an accountant

Possible SEG Groups could be 1, 2, 3, 4, 5 and 7

- a) I check the days takings at the local supermarket and do general clerical and other duties in the store - an employee.  
- Group 7
- b) I work in an office of a large firm of engineering consultants doing the figures and general clerical work in charge of other clerical staff - an employee.  
- Group 5
- c) I have a University Degree and have just qualified as a professional Accountant and am employed by a firm making vacuum-cleaners.  
- Group 4
- d) A partner in a firm of Chartered Accountants dealing with the large banks etc., self-employed. Chartered Accountant with a degree as well.  
- Group 3
- e) An Accountant managing the finances of a small successful establishment marketing software for the travel industry.  
- Group 2
- f) A Chartered Accountant working as Chief Administrator of a large London Hospital in the NHS.  
- Group 1

**WELSH HOUSE CONDITION SURVEY 1992  
INTERVIEWER'S MANUAL**

**APPENDIX C**



APPENDIX C. CHECKLIST OF DOCUMENTS

A. Questionnaires

1. Main questionnaire used and completed by the interviewer for every household within each selected address.
2. Continuation questionnaire for use where a household contains more than 6 individuals.
3. Individual questionnaire for use of the Welsh Language and Education and Vocational Training.
4. Private Renters questionnaire for use where a household is renting from a Private Landlord, Relative or Employer, AND for any boarders, lodgers or subtenants in a household.

English and Welsh versions will be available for all of these, so that Welsh speaking interviewers can use the Welsh edition when an interview has been offered and accepted.

Samples are NOT included in this Appendix.

B. Show Cards

1. A - K For use with main questionnaire
2. R1 For Private Renters questionnaire

English and Welsh versions of these are available.

Samples are NOT included in this Appendix.

C. Letter of Authority

To be shown to, and left with, all households. English on one side, Welsh on the other.

D. Interviewer's Documents

1. Address Sheets (not included)
2. Multi-Household Address Sheet
3. Identity Card
4. Pay Claim
5. Return of Work Sheet
6. Tenancy Agreement
7. Notice of an Assured Shorthold Tenancy

**Y Swyddfa Gymreig**

Parc Cathays  
Caerdydd CF1 3NQ



**Welsh Office**

Cathays Park  
Cardiff CF1 3NQ

Telex 498228

Telephone (Switchboard) 0222 825111 GTN Code 1208

(Direct Line) 0222 82

Fax GP2 0222 823204 GP3 0222 823036

Eich Cyt/Your ref

Ein Cyt/Our ref

ESN 1-5-14

Dyddiad/Date

September 1992

Dear Sir/Madam

### **1992 WELSH SOCIAL SURVEY**

The Welsh Office is carrying out a survey of around 1 in every 100 addresses in Wales. You have been selected at random for inclusion. We want to learn about a range of topics to do with housing, education, training, and the Welsh language. This will add to what we learnt from the Census held last year.

Your answers to the questions will give us a snapshot of the current situation in Wales. This will help the Welsh Office to draw up plans for the future and make sure that taxpayers' money is well spent.

The interviewers are employed by Research and Marketing Ltd. They are working for the Welsh Office on this survey and the completed forms will be given to the Welsh Office. All information you provide will be treated as strictly confidential and will be used for statistical purposes only. **You can be sure that no information anyone could recognise as coming from you will be given to anyone else.**

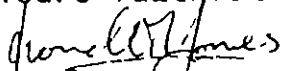
Some of the houses included in this survey will be called upon again next Spring. Professional surveyors will then be looking at the physical features of the houses. We might also, depending on your answers to this current survey, call on you sometime in the future for another interview.

Your co-operation in this survey will be very much appreciated. If you have any questions at all about the survey, please write to me at.

ESS 9, FREEPOST, Welsh Office, Cathays Park, CARDIFF, CF1 3NQ

You will not need to use a stamp. Or, if you prefer, 'phone Miss Nest Rees on Cardiff (0222) 825053.

Yours faithfully,

  
HOWELL M. JONES  
Survey Statistician

1992 WELSH HOUSE CONDITION  
AND SOCIAL SURVEY

MULTIHOUSEHOLD LISTING ADDRESS SHEET

INTERVIEWER NAME: \_\_\_\_\_

NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SERIAL NO: \_\_\_\_\_

H'hold No.	H'hold Name	Instructions for finding household	Welsh Req'd	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				

	<b>RESEARCH &amp; MARKETING LTD</b>
	Edena House East Canal Wharf Cardiff CF1 5AQ
	Tel (0222) 484541 Fax (0222) 483540
<b>PHOTO</b>	<b>IDENTIFICATION CARD</b>
Practitioners in Market Research	Expires 31/12/92
Name	Signature <i>D Jones</i>
<i>D JONES</i>	

You are being asked to participate in a market research survey. The purpose of genuine market research interviewing is the collection of information, not selling.

We confirm that your answers will be treated with the strictest confidence, and that neither your name nor your answers will be revealed to anyone not connected with the survey.

Our interviewer is bound by the Market Research Society Code of Conduct. If you have any queries, please contact me.

Thank you for your assistance.

*Audrey Lake*  
Research Project Controller

INTERVIEWER'S EXPENSE CLAIM

JOB No 6464

PLEASE RETURN TO

Job Description  
WELSH HOUSE CONDITION SURVEY

Research & Marketing Ltd  
Edena House  
East Canal Wharf  
Cardiff CF1 5AQ

Area . . . . .

Tel No (0222) 484541

Dates . . . . .

NAME OF INTERVIEWER [ ]

ADDRESS

AFFIX LABEL HERE

TELEPHONE No. . . . .

PAYROLL No.. . . . . [ ]

FEES	No.	AMOUNT
Completed household interviews @ £ 4.50	_____	£ . . . . .
Self Completed Interviews @ .25p	_____	£ . . . . .
Private Renters Questionnaire @ £ 1.00	_____	£ . . . . .
Refusal @ .50p	_____	£ . . . . .
Briefing @ £15.00	_____	£ . . . . .
<b>TOTAL FEES</b>		<b>£</b>

**EXPENSES**

Mileage . . . . . @ 18p per mile	£ . . . . .
Postage (give details) . . . . .	£ . . . . .
Telephone (give details) . . . . .	£ . . . . .
. . . . .	

**OTHER EXPENSES**

<b>TOTAL EXPENSES</b>	<b>£</b> . . . . .
<b>GRAND TOTAL CLAIMED</b>	<b>£</b> . . . . .

**FOR OFFICE USE ONLY**

Signature . . . . .	Job No. 6464	
Date . . . . .	BRIEFING	£
Name . . . . .	FEES	£
Address . . . . .	MILEAGE	£
. . . . .	EXPENSES	
. . . . .	TOTAL	£
. . . . .	NHI DEDUCTIONS	£
postcode . . . . .	FINAL DEDUCTIONS	£

**WELSH HOUSE CONDITION SURVEY 1992 Interviewer Return of Work**

Please complete and send with your assignment and pay claim

Name: \_\_\_\_\_

P R No. \_\_\_\_\_

Assignment No: \_\_\_\_\_

Date of Posting: \_\_\_\_\_ / \_\_\_\_\_ /92

(Office Use Only)

No. of Addresses issued

No of additional multi-H/H

**TOTAL A**

No. of interviews achieved  
(excl additional multi-H/H)

Additional multi H/H

No of non-contact codes  
01,02,03,04,06,07,08

No. of refusals/non-effective  
codes 05, 09, 12, 13

No. of addresses reissued for  
Welsh-speaking interview

**TOTAL B**

(Totals A and B should agree)

No. of Continuation  
questionnaires

No. of individual booklets  
included with assignment

No. of booklets left for  
self-completion

No of Private Renters  
questionnaires

**TOTAL C**

**WELSH HOUSE CONDITION SURVEY 1992: Return of First Day's Work**

Please complete and send with your first day's work

Name. \_\_\_\_\_

P R. No \_\_\_\_\_

Assignment No \_\_\_\_\_

Date of Posting: \_\_\_\_\_ / \_\_\_\_\_ /92

		<b>(Office Use Only)</b>
No. of Addresses visited	<input type="text"/>	
No. of <u>additional</u> multi-H/H	<input type="text"/>	
<b>TOTAL A</b>	<input type="text"/>	
No. of interviews achieved (excl additional multi-H/H)	<input type="text"/>	
<u>Additional</u> multi H/H	<input type="text"/>	
No. of non-contact codes 01,02,03,04,06,07,08	<input type="text"/>	
No. of refusals/non-effective codes 05, 09, 12, 13	<input type="text"/>	
<b>TOTAL B</b>	<input type="text"/>	
(Totals A and B should agree)		
No. of Continuation questionnaires	<input type="text"/>	
No. of individual booklets included here	<input type="text"/>	
No. of booklets left for self-completion	<input type="text"/>	
No. of Private Renters questionnaires	<input type="text"/>	
<b>TOTAL C</b>	<input type="text"/>	

(Not to be used for letting to an existing tenant of the landlord unless the tenant is a previous shorthold tenant nor for a term of more than 3 years. Any tenancy of more than 3 years must be by Deed)

Residential Assured Shorthold Tenancy Agreement for all types of residential accommodation furnished and unfurnished

TENANCY AGREEMENT

PREMISES i Description (House/Maisonette/Flat/Suite of Rooms) Room 5 - Double
ii Address 75 DEVONSHIRE TERRACE, LONDON NW3

LANDLORD A. RICHMAN

TENANT DAVID CHARLES ADITHA BAKER

TERM A term certain of SIX (months) (years) from the Commencement Date

COMMENCEMENT DATE 22 / 10 1991

RENTAL PERIOD (week) (month) (three or six months) (year)

RENT £ 390 - 00 for each Rental Period payable in advance on the first day of each such Rental Period

DEPOSIT (if any) £ 390 - 00

- 1. The Landlord lets and the Tenant takes the Premises for the Term and at the Rent specified above
2. This tenancy is subject to and the Tenant agrees to be bound by the General Tenancy Conditions printed overleaf with the amendments and additions to them (if any) set out under the heading "Special Tenancy Conditions" overleaf save that no such amendment or addition shall be of any effect if or insofar as it purports to empower the Landlord to determine this tenancy at any time earlier than six months from the Commencement Date or the Date of this Agreement whichever shall be the later
3. This Agreement is intended to give rise to an assured shorthold tenancy as defined in Section 20 of the Housing Act 1988 and the Tenant acknowledges that the Landlord has given the Tenant a valid notice for the purposes of subsection (1) (c) of Section 20
4. The Tenant shall pay to the Landlord on the signing of this Agreement the amount of the Deposit (if any specified) and the first payment of Rent
5. This tenancy (does)/(does not) include the use of the Landlord's furniture and effects

DATE 22 / 10 1991 D Charles

Signed A. Richman (by or for Landlord) Signed A. Baker (Tenant)



## NOTICE OF AN ASSURED SHORTHOLD TENANCY

The landlord must give this notice to the tenant before an assured shorthold tenancy is granted. It does not commit the tenant to take the tenancy.

IF THERE IS ANY THING YOU DO NOT UNDERSTAND YOU SHOULD GET ADVICE FROM A SOLICITOR OR A CITIZENS ADVICE BUREAU BEFORE YOU AGREE TO THE TENANCY

This document is important, keep it in a safe place.

Please write clearly in black ink

(1) Name of proposed tenant. If a joint tenancy is being offered enter the names of the joint tenants.

To <sup>(1)</sup> **DIAMOND CHARLES**  
**ANITA BAKER**

1 You are proposing to take a tenancy of the dwelling known as

**ROOM 5**  
**75, DEVONSHIRE TERRACE**  
**LONDON NW3**

from <sup>(2)</sup> **22** / **10** 19 **91** to **21** / **4** 19 **92**  
(day) (month) (year) (day) (month) (year)

(2) The tenancy must be for a term certain of at least six months.

2 This notice is to tell you that your tenancy is to be an assured shorthold tenancy. Provided you keep to the terms of the tenancy, you are entitled to remain in the dwelling for at least the first six months of the fixed period agreed at the start of the tenancy. At the end of this period, depending on the terms of the tenancy, the landlord may have the right to repossession if he wants.

3 The rent for this tenancy is the rent we have agreed. However, you have the right to apply to a rent assessment committee for a determination of the rent which the committee considers might reasonably be obtained under the tenancy. If the committee considers (i) that there is a sufficient number of similar properties in the locality let on assured tenancies and that (ii) the rent we have agreed is significantly higher than the rent which might reasonably be obtained having regard to the level of rents for other assured tenancies in the locality, it will determine a rent for the tenancy. That rent will be the legal maximum you can be required to pay from the date the committee directs.

4 This notice was served on you on **22 / 10** 19 **91**

Signed <sup>(3)</sup> **A. Richmond**

Name(s) of landlord(s) **A. N. RICHMAN**

Address of landlord(s) **1 THE MANORIALS**  
**MILLIONAIRE TERRACE**  
**LONDON W5**

Tel **071-242-0262** Date **22 / 10** 19 **91**

If signed by agent name and address of agent

Tel \_\_\_\_\_ Date \_\_\_\_\_ 19 \_\_\_\_

(3) To be signed by the landlord or his agent (someone acting for him). If there are joint landlords each must sign, unless one signs on behalf of the rest with their agreement.

### SPECIAL NOTE FOR EXISTING TENANTS

- Generally if you already have a protected or statutory tenancy and you give it up to take a new tenancy in the same or other accommodation owned by the same landlord that tenancy cannot be an assured tenancy. It can still be a protected tenancy.
- But if you currently occupy a dwelling which was let to you as a protected shorthold tenant special rules apply.
- If you have an assured tenancy which is not a shorthold under the Housing Act 1988 you cannot be offered an assured shorthold tenancy of the same or other accommodation by the same landlord.

*al*

<i>a4</i>	Serial Number							1
<i>a3</i>								
Name <i>hhid</i>								
Address <i>hhid</i>								
Postcode								
Tel No								

Please complete a questionnaire for every household at this address

(Introduce the survey)

**A. DO YOU WISH TO BE INTERVIEWED IN**

*h59*

ENGLISH	1	Enter Tel No Above
WELSH	2	

**B. ADDRESS GIVEN ON LIST IS:**

*a6*  
*h60*

<b>Solely Domestic Address</b>		
Whole House - Detached		01
- Semi detached		02
- Terraced/End Terrace		03
Bungalow - Detached		04
- Semi detached		05
- Terraced/End Terrace		06
Flat/Maisonette - Purpose Built		07
- In converted house		08
Other give details		09
<b>Mixed address</b> (i.e Shop, Cafe Pub etc)		
Give details		10

**C. AGE OF PROPERTY (Transfer from 1.6)**

(Estimate if not known)

Before 1919	1
1919-1944	2
1945-1964	3
After 1964	4

**D. TENURE (Transfer from 1.30)**

Rented from LA/Council/DBRW/Housing Assoc	1
Private renter <i>h61</i>	2
Other	3

**E. AMENITIES (Transfer from 1.13)**

Usage of AMENITIES (i) to (vi) *h62*

Has sole use of all amenities (i - vi)	1
Has one or more amenity (i - vi) lacking or shared	2

**F. SELF COMPLETION QUESTIONNAIRE LEFT**

*h63*

(Enter Number)

**COMPLETED BY OR IN PRESENCE OF INTERVIEWER**

*h64*

(Enter Number)

*h73 indicates that the household represents a lodger/breaker household*



**WELSH OFFICE  
Y SWYDDFA GYMREIG  
HOUSE CONDITION SURVEY**

*h72*

**OFFICE USE ONLY**

Day		Month		Time	
-----	--	-------	--	------	--

**G. CALL RECORD** *h71*

Day	Date	Time	Total No of Calls
1st Call			1
2nd Call			2
3rd Call			3
4th Call			4

*h65*

If more than four calls are made, code 4

**H. HOUSE CONDITION (Complete after last call)**

*h66 h67 h68*

	External Walls	Doors & Windows	Roofs / roof Structure
Not applicable	1	1	1
No evidence of disrepair	2	2	2
Moderate disrepair	3	3	3
Major disrepair	4	4	4
Not visible	5	5	5

**I. FINAL OUTCOME (Complete after last call)** *h69*

<b>Non-Contact with Occupant</b>	
Appears to be second/holiday home	01
Being converted/modernised	02
Boarded up/derelect	03
Vacant - other unoccupied	04
Other non-contact after 4 calls	05
Property demolished	06
Non-residential/business property	07
Institutional property	08
No trace of address	09
<b>Contact with Occupant</b>	
Successful interview completed -	
Normal home	10
Confirmed Second/Holiday Home	11
Non-effective (deaf/too ill etc) -	12
Give details	
Refusal - give details	13

**INTERVIEWER**

Name  
P R No *a16*  
Assignment No

O U O

HOUSEHOLD QUESTIONS

1 1 How many people are there in your household, that is people who live here, and share at least one meal a day, or who share a living room together ?

ENTER NUMBER 

--	--

 h1

1 2 1 IDENTIFY RELATIONSHIP OF EACH PERSON TO HEAD OF HOUSEHOLD AT TOP OF BACK PAGE (FACING) (HOH IS PRE-PRINTED AS PERSON 1)

IF MORE THAN 6 IN HOUSEHOLD USE CONTINUATION QUESTIONNAIRE

1 2 2 Are any of the unrelated adults living here boarders, lodgers or people to whom you let rooms ?

IF YES, WRITE AN 'L' AGAINST THE PERSON NUMBER ON THE GRID h70

YES	1	1 3
NO	2	

h2

1 3 Are there any other households living at (QUOTE EXACT ADDRESS FROM ADDRESS SHEET) ? IF "YES" - OBTAIN LOCATION OR NAMES OF OTHER HOUSEHOLDS

ENTER NUMBER 

--	--

 h3

IF "NO", CODE 00

1 3 1

1 3 1 Are there any flats or bedsitters at (ADDRESS) where no one is living at present ? IF "YES" - OBTAIN LOCATION OF EMPTY FLATS / BEDSITTERS

ENTER NUMBER 

--	--

 a7

IF "NO", CODE 00

h4

1 4

1 4 Does your household share the entrance from the street into this building with any other household ?

YES	1	1 5
NO	2	

a13  
h5

1 5 IF "YES" (Q 1 4 CODE 1)

Are your household's rooms, including bathroom and kitchen facilities behind your own door inside the building?

YES	1	1 6
NO	2	

h6

1 6 ALL RESPONDENTS  
When was this property built ?  
(ESTIMATE IF NOT KNOWN)

Before 1919	1	1 7
1919 - 1944	2	
1945 - 1964	3	
After 1964	4	

h7

1 7 Is this house/flat the one in which your household normally lives ?

Close interview —

YES	1	1 8
NO - SECOND/WEEKEND/ HOLIDAY HOME	2	

h8

1 8 If BOARDER/LODGER in household ask  
How many furnished rooms does your lodger(s)/boarder(s) have ?  
AT THIS POINT CEASE TO REGARD THIS PERSON(S)

ENTER NUMBER 

--

 h9

AS A MEMBER OF THE HOUSEHOLD COMPLETE MULTI-HOUSEHOLD AND PRIVATE RENTERS QUESTIONNAIRE FOR EACH BOARDER, LODGER OR SUB-TENANT

19 ALL RESPONDENTS

How many bedrooms do you have including bed-sitting rooms and any spare bedrooms, but excluding any rooms occupied by boarders / lodgers ?

ENTER NUMBER (NINE OR MORE CODE 9)

h10

1 10 Do you have a kitchen that is a separate room in which you prepare and cook food ?  
 INCLUDE COMBINED DINING-KITCHEN  
 EXCLUDE KITCHEN IN CUPBOARD OR ON LANDING  
 EXCLUDE BED SITTING ROOMS (COUNTED IN 1 9)

YES	<input type="text" value="1"/>	1 11	h11
NO	<input type="text" value="2"/>	1 12	

1 11 IF "YES" (Q 1 10 CODE 1)  
 Is the narrowest side at least 6 5 feet (2 metres) wide from wall to wall ?

YES	<input type="text" value="1"/>	
NO	<input type="text" value="2"/>	1 12 h12

1 12 What other rooms do you have ?  
 ENTER NAMES EXCLUDE HALLS/PASSAGES  
 DO NOT INCLUDE HERE ROOMS ALREADY COUNTED AT 1 8, 1 9 AND 1 10

1 13

OFFICE USE ONLY  
 TOTAL NO OF OTHER ROOMS

h13

1 13 Do you have the use of READ OUT - (IDENTIFY SOLE AND SHARED USE)

SHOW CARD A

- i) A plumbed in kitchen sink
- ii) A plumbed in wash hand basin
- iii) A fixed bath or shower
- iv) A hot and cold water supply to every one of these three places
- v) A water supply provided by a Water Authority
- vi) A flush toilet with entrance inside the building
- vii) A flush toilet with entrance outside the building
- viii) A cesspit/septic tank

YES		NO
SOLE USE	SHARED USE	DONT HAVE AMENITY
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3

h14  
 h15  
 h16  
 h17  
 h18  
 h19  
~~h20~~  
 h20  
 h21

1 14 **ALL RESPONDENTS**

As far as you know is/are your (READ OUT) (Identify - not applicable, yes-all, yes-some, no, don't know)

**SHOW CARD B**

	NOT APPLICABLE	YES - ALL	YES - SOME	NO	DON'T KNOW	
i) Roof/loft insulated	1	2	3	4	5	h22
ii) Cavity walls insulated	1	2	3	4	5	h23
iii) Windows double glazed (including secondary glazing)	1	2	3	4	5	h24
iv) Doors/windows draught stripped	1	2	3	4	5	h25
v) Hot water tank insulated	1	2	3	4	5	1 15 h26

1 15 **ALL RESPONDENTS**

Do you use any bottled gas, paraffin or liquid petroleum gas heaters?

REGULARLY  
SOMETIMES  
NEVER

1	h27
2	
3	1 16

1 16 Does this house/flat have any smoke detectors / alarms ?

YES  
NO

1	h28
2	1 17

1 17 Apart from any roof / loft insulation, has this property been improved in the last 5 years with a grant from the Local Authority ?

YES  
NO  
DONT KNOW

1	1 18
2	h29m
3	1 22

1 18 **ALL HAVING PROPERTY IMPROVED (Q 1 17 CODE 1)**

What kind of grant was this ?

(SINGLE CODING ONLY)

**SHOW CARD C**

HOME RENOVATION  
MINOR WORKS  
IMPROVEMENT  
INTERMEDIATE  
REPAIR  
SPECIAL  
DONT KNOW

1	
2	
3	h30
4	
5	
6	
7	1 19

1 19 Approximately how much was this grant ?

ENTER AMOUNT  
(USE LEADING ZEROS AS NECESSARY)

£ 

--	--	--	--	--	--

h31  
1 20

1 20 In which year were these improvements completed ?

1987	1	h32
1988	2	1 22
1989	3	
1990	4	
1991	5	1 21
1992	6	1 22

1 21 IF COMPLETED IN 1991 (Q 1 20 CODE 5)  
 Was any of the work carried out in the last 12 months or was it over 12 months ago ?

IN LAST 12 MONTHS	1	<i>h33</i>
OVER 12 MONTHS AGO	2	1 22

1 22 ALL RESPONDENTS SHOW CARD D  
 What is your opinion of the current state of repair of this house / flat ?

IN GOOD REPAIR	1	<i>h34</i>
IN NEED OF MINOR or MODERATE REPAIR	2	
IN NEED OF MAJOR REPAIR	3	1 23

SINGLE CODING ONLY

1 23 For the people in your household, do you need to install any of the following specific items ?

	YES	NO	
<u>READ OUT</u>			
Wider door ways for wheelchairs	1	2	<i>h35</i>
Handrails on bath or by toilet	1	2	<i>h36</i>
Toilet on living floor	1	2	<i>h37, 24</i>
An emergency alarm system for elderly or disabled people	1	2	<i>h38</i>

1 24 Does your household own or rent this dwelling ?

Rented or rent free	1	1 25 <i>h39</i>
Owned outright or is buying	2	1 34

1 25 ALL IN RENTED OR RENT FREE ACCOMMODATION (Q 1 24 CODE 1)  
 Is it rented/provided furnished or unfurnished ?

Furnished	1	<i>h40</i>
Unfurnished	2	
Partly furnished	3	1 26

1 26 Do you get help with your rent through Housing Benefit (i.e. rent rebate or rent allowance) ?

Yes	1	
No	2	<i>h41</i>
Don't Know	3	
Refused	4	1 27

1 27 How much rent do you pay before deduction of any rent rebate or allowance ?

Enter Amount	£				<i>h42</i>
					1 28
Don't Know	1				
					1 29
Refused	2				

1 28 Is that ?

Per week	1	<i>h43</i>
Per month	2	
Other (Enter)	3	1 29

1 29 Would you prefer to be an owner-occupier ?

Yes, in this house / flat	1	<i>h44</i>
Yes, but elsewhere	2	
No	3	1 30

1 30 ALL IN RENTED OR RENT FREE ACCOMMODATION (Q1 24 CODE 1) h45

Who is the house/flat rented from/provided by ?

	Local Authority/Council	01	
	Development Board for Rural Wales	02	1 31
	Housing Assoc or Charitable Trust	03	
PRIVATE RENTERS	Property Company	04	
	Employer-Organisation	05	1 36
	Relative	06	
	Employer-Individual	07	1 33
	Private Landlord (not relative or Employer)	08	
	Other - Enter Details	09	1 36

1 31 ALL RENTING FROM AN AUTHORITY/DBRW/ HOUSING ASSOCIATION (Q1 30 Codes 1, 2, 3)

Most people in your kind of accommodation have the right to buy it  
Do you wish to buy this house/flat?

Yes	1	h46
No	2	
Undecided	3	1 32
Refused	4	

1 32 ALL RENTING FROM HOUSING ASSOCIATION (Q1 30 Code 3)

Do you know whether it is a registered or unregistered Association ?

Registered	1	h47
Unregistered	2	
Don't know	3	1 36

1 33 IF RENTED FROM INDIVIDUAL (Q1 30 Codes 6,7,8)

Does your landlord live in this building ?

Yes	1	h48
No	2	1 36

1 34 ALL OWNING OR BUYING DWELLING (Q 1 24 Code 2)

Is your household buying this house/flat on a mortgage/loan or is it owned outright ?

Mortgage or loan	1	
Owned outright	2	h49
Shared ownership	3	
Homesteading	4	
Don't know	5	1 35
Refused	6	

1 35 Did this house/flat used to be a Council or New Town Corporation or Development Board for Rural Wales house/flat ?

Yes	1	h50
No	2	
Don't know	3	1 36

ALL RESPONDENTS

1 36 Do you, or does anyone else in your household have their name on the waiting or transfer list of a local authority or the Development Board for Rural Wales ? h51

Yes - waiting list	1	1 37
Yes - transfer list	2	
Yes - both	3	
No - neither	4	

---

1 37 Do you, or does anyone else in your household have their name on the waiting or transfer list of a housing association ? h52

Yes - waiting list	1	1 38
Yes - transfer list	2	
Yes - both	3	
No - neither	4	

---

1 38 Do you get help with your Community Charge through Housing Benefit ? h53

Yes	1	1 39
No	2	
Don't know	3	
Refused	4	

---

1 39 Is there a car or van normally available for private use by you, or a member of your household ? h54

Yes	1	1 40
No	2	2 1

---

1 40 If yes, how many ? h55

1 CAR	1	2 1
2 CARS	2	
3 CARS	3	
4 OR MORE CARS	4	



**PERSON QUESTIONS**

Now I would like to ask you about the people who live here as members of your household -

**ASK EACH QUESTION OF ALL RELEVANT HOUSEHOLD MEMBERS BEFORE GOING ON TO NEXT QUESTION RECORD ANSWERS ON FACING PAGE, UNDER CORRECT 'PERSON' COLUMN (IF MORE THAN 6 PEOPLE, USE CONTINUATION QUESTIONNAIRE)**

- 
- p2 21 RING CODE UNDER PERSON WHO IS RESPONDENT
- 
- p3 22 How old was each person last birthday ?  
(BABY UNDER 1 YR OF AGE CODE 00) ENTER AGES IN BOXES
- 
- p4 23 SEX
- 
- p5 24 MARITAL STATUS  
SHOW CARD E
- 
- p6 25 ASK OF THOSE AGED 3 YEARS AND OVER  
Does ( person) speak Welsh ?
- 
- p7  
u1 26 Code Family Units,
- 
- p8 If private renting household, divide the household up into tenancies  
Code Tenancy Groups
- 
- p9 27 How long has (person) been living at this address?
- 
- p10 28 Does (person) have any long-term illness, health problem or handicap which limits his/her daily activities or the work he/she can do ?

RESPONDENT	01	02	03	04	05	06
AGE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MALE	1	1	1	1	1	1
FEMALE	2	2	2	2	2	2
SINGLE (never married)	1	1	1	1	1	1
MARRIED	2	2	2	2	2	2
DIVORCED (decree absolute)	3	3	3	3	3	3
WIDOWED	4	4	4	4	4	4
SEPARATED	5	5	5	5	5	5
YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LESS THAN 1 YEAR	1	1	1	1	1	1
1 BUT LESS THAN 5 YRS	2	2	2	2	2	2
5 BUT LESS THAN 10 YRS	3	3	3	3	3	3
10 BUT LESS THAN 20 YRS	4	4	4	4	4	4
20 YRS AND OVER	5	5	5	5	5	5
YES	1	1	1	1	1	1
NO	2	2	2	2	2	2

THE REMAINING PERSON QUESTIONS (2 9 1 - 2 18) ARE TO BE ASKED WITH RESPECT TO PERSONS AGED 16 OR OVER ONLY

2 9 1 In the week ending last Saturday, was

(person) in receipt of -

p11

Unemployment Benefit

p12

Income Support

p13

Family Credit

N I Retirement Pension or Old Age Pension

p14

N I Sickness benefit (not Employer's Statutory Sick Pay)

p15

2 9 2 Was (PERSON) in receipt of any of the state benefits shown on this card ?

CODE

SHOW CARD F

RECORD FIRST TWO NAMED

- 1 ONE PARENT BENEFIT
- 2 INVALIDITY BENEFIT
- 3 INDUSTRIAL DISABLEMENT /DEATH BENEFIT
- 4 WIDOW'S PENSION OR WAR WIDOW'S PENSION
- 5 WAR DISABLEMENT PENSION
- 6 MATERNITY ALLOWANCE
- 7 ANY MOBILITY OR ATTENDANCE ALLOWANCE

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

p16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

p18  
2 10 Did (PERSON) have a paid job in the week ending last Saturday ?  
Full time = Over 30 hours Part time = 30 hours or fewer  
THOSE WITH PAID JOB ASK 2 11  
THOSE WITHOUT PAID JOB GO TO 2 13

---

p19  
2 11 Is (PERSON) an employee or self-employed ?

---

p20  
2 12 Is (PERSON) also a full time student, or still at school ?

---

ASK ALL  
p21  
2 13 In the last 5 years has (PERSON) had any spells of registered unemployment ?  
Yes - Go to 2 14 No - Go to 2 15

---

p22  
2 14 Approximately how long was (PERSON) registered as unemployed ?  
SHOW CARD G

(ADD TOGETHER SEPARATE PERIODS)

THOSE WITH PAID JOB LAST WEEK (CODE 1 OR 2 IN 2 10) NOW GO TO 2 17

---

p23  
2 15 FOR PERSONS WITHOUT A PAID JOB LAST WEEK (CODE 3 AT 2 10)  
How long is it since (PERSON) had a paid job? SHOW CARD H  
NB PERSONS WITH A PAID JOB LAST WEEK GO TO 2 17

---

p24  
2 16 FOR PERSONS WITHOUT A PAID JOB LAST WEEK  
Was (Person)  
SHOW CARD I  
CODE MAIN ACTIVITY

YES - FULL TIME	1	1	1	1	1	1
YES - PART TIME	2	2	2	2	2	2
NO	3	3	3	3	3	3
EMPLOYEE	1	1	1	1	1	1
SELF-EMPLOYED	2	2	2	2	2	2
YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
UP TO 1 MONTH	1	1	1	1	1	1
MORE THAN 1 MONTH BUT LESS THAN 6 MONTHS	2	2	2	2	2	2
6 MONTHS BUT LESS THAN 1 YEAR	3	3	3	3	3	3
1 YEAR OR MORE	4	4	4	4	4	4
DON'T KNOW	5	5	5	5	5	5
LESS THAN 6 MONTHS	1	1	1	1	1	1
6 MONTHS BUT LESS THAN 1 YEAR	2	2	2	2	2	2
1 YEAR BUT LESS THAN 2 YEARS	3	3	3	3	3	3
2 YEARS BUT LESS THAN 5 YEARS	4	4	4	4	4	4
5 YEARS OR MORE	5	5	5	5	5	5
NEVER HAD A PAID JOB	6	6	6	6	6	6
On ET or YTS scheme	1	1	1	1	1	1
Unemployed, actively seeking work	2	2	2	2	2	2
Retired from paid work	3	3	3	3	3	3
Unable to work because of long term sickness or disability	4	4	4	4	4	4
In full time education	5	5	5	5	5	5
Doing something else	6	6	6	6	6	6

2 17 ALL AGED 16 AND OVER

p 25

What is / was the last / main occupation of (PERSON) ? (Write in at 2 18 below)

2 18 THOSE WITH PAID JOB LAST WEEK

Where does (PERSON) work? RECORD FULL NAME OF COMPANY

RECORD ANSWERS TO 2 17 AND 2 18 IN CORRECT PERSON BOXES BELOW

PERSON NUMBER	JOB TITLE Include Grade / position and formal qualifications required	DESCRIPTION OF WORK Please describe the actual work done	How many employees in the establishment ?			IF RETIRED/OUT OF WORK ASK Was (PERSON) an employee or self employed with employees or self employed without employees ?		
			NONE	1 - 24	25 +	Employee	Self employed + Employees	Self employed No employees
1			0	1	2	3	4	5
2			0	1	2	3	4	5
3			0	1	2	3	4	5
4			0	1	2	3	4	5
5			0	1	2	3	4	5
6			1	1	2	3	4	5

<u>O U O</u> p26	<u>NAME OF COMPANY</u> <u>AND TOWN</u>	<u>O U O</u> p27	<u>INDUSTRY OR FIELD OF EMPLOYMENT</u>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>	
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2 19 ALL RESPONDENTS - SHOW CARD J

Could you please tell me the letter opposite the range on this card which represents the total gross income of the whole household ?

M	1
B	2
Q	3
T	4
V	5
X	6
F	7
REFUSED	8
DONT KNOW	9

2 20 SHOW CARD K

Could you please tell me the letter opposite the range on this card which represents the total savings of the whole household ?

R	1
C	2
S	3
Y	4
A	5
G	6
REFUSED	7
DONT KNOW	8

INTERVIEWER CHECK

**CODES 4 - 8 AT Q.1.30 SHOULD BE ASKED THE PRIVATE RENTERS QUESTIONNAIRE AT THIS POINT BEFORE PROCEEDING TO WELSH AND TRAINING**

QUALITY CONTROL

*h58*

Supervisor accompanied	1
<u>BACK CHECK</u>	
Personal	2
Telephone	3
Postal	4

Supervisors signature

I declare that this interview has been conducted by me in accordance with your instructions.

Signature

Date

\_\_\_\_\_  
\_\_\_\_\_

Research and Marketing Ltd  
Edena House  
East Canal Wharf  
Cardiff  
CF1 5AQ

Tel (0222) 484541  
Fax (0222) 483540

(ENTER NAME)

p28	HEAD	1	-	-	-	-	-
	SPOUSE OF HEAD	-	2	2	2	2	2
	SON / DAUGHTER	-	3	3	3	3	3
	PARENT	-	4	4	4	4	4
	OTHER RELATIVE	-	5	5	5	5	5
	NOT RELATIVE	-	6	6	6	6	6

O.U.O

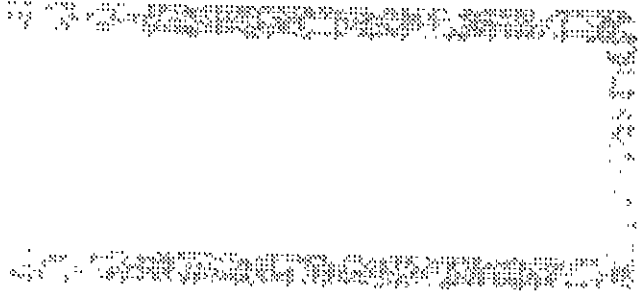
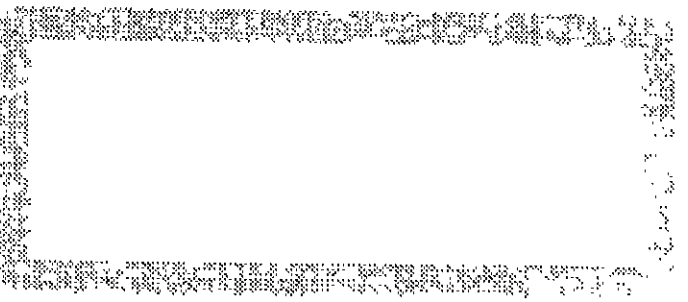
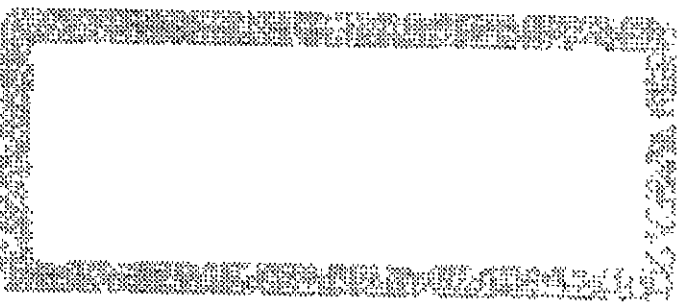
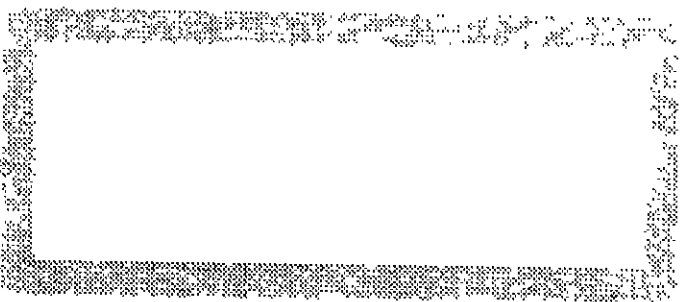
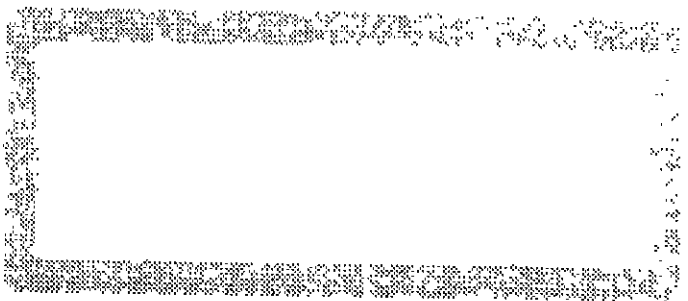
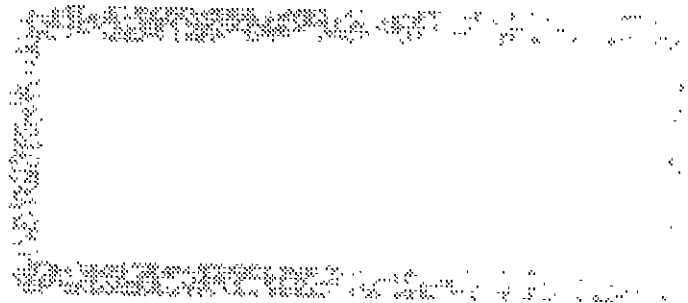
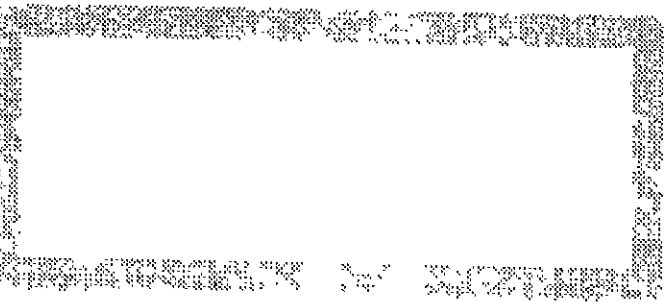
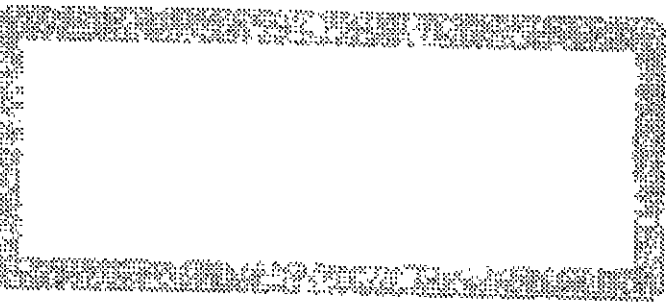
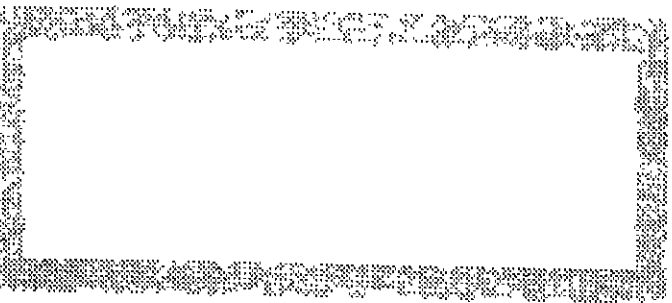
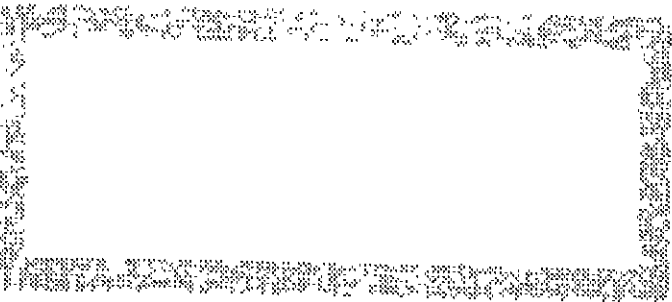
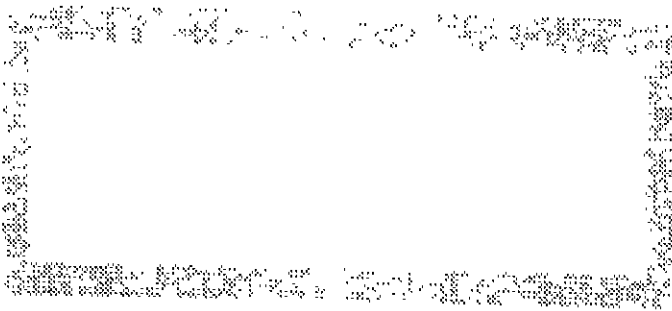
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**Thank each respondent and close interview.**

**Have you - affixed a label and written person number on each self completion to be left and ringed person number of self completion respondents on the grid. Check that you have entered the number of self completion questionnaires left for this household in the box on the front page.**

**Please complete overleaf and affix unused labels in space provided**

AFFIX UNUSED / SPARE  
LABELS HERE





**WELSH OFFICE  
Y SWYDDFA GYMREIG  
HOUSE CONDITION SURVEY**

**CONTINUATION  
QUESTIONNAIRE**

INTERVIEWER

000

ENGLISH  
WELSH

1
2

Enter Tel No Above

Name  
P R No  
Assignment No

**AFFIX 2<sup>ND</sup> ADDRESS LABEL FROM YOUR LABEL SET  
CODE ENGLISH OR WELSH AND ATTACH TO MAIN  
QUESTIONNAIRE.**

**PERSON QUESTIONS**

Now I would like to ask you about the people who live here as members of your household -

**ASK EACH QUESTION OF ALL RELEVANT HOUSEHOLD MEMBERS BEFORE GOING ON TO NEXT QUESTION RECORD ANSWERS ON FACING PAGE, UNDER CORRECT 'PERSON' COLUMN**

21 RING CODE UNDER PERSON WHO IS RESPONDENT

22 How old was each person last birthday ?  
(BABY UNDER 1 YR OF AGE CODE 00) ENTER AGES IN BOXES

23 SEX

24 MARITAL STATUS

SHOW CARD E

25 ASK OF THOSE AGED 3 YEARS AND OVER

Does (person) speak Welsh ?

26 Code Family Units

If private renting household, divide the household up into tenancies

Code Tenancy Groups

27 How long has (person) been living at this address?

28 Does (person) have any long-term illness, health problem or handicap which limits his/her daily activities or the work he/she can do ?

RESPONDENT

07

08

09

10

11

12

AGE

MALE

1

1

1

1

1

1

FEMALE

2

2

2

2

2

2

SINGLE (never married)

1

1

1

1

1

1

MARRIED

2

2

2

2

2

2

DIVORCED (decree absolute)

3

3

3

3

3

3

WIDOWED

4

4

4

4

4

4

SEPARATED

5

5

5

5

5

5

YES

1

1

1

1

1

1

NO

2

2

2

2

2

2

LESS THAN 1 YEAR

1

1

1

1

1

1

1 BUT LESS THAN 5 YRS

2

2

2

2

2

2

5 BUT LESS THAN 10 YRS

3

3

3

3

3

3

10 BUT LESS THAN 20 YRS

4

4

4

4

4

4

20 YRS AND OVER

5

5

5

5

5

5

YES

1

1

1

1

1

1

NO

2

2

2

2

2

2

THE REMAINING PERSON QUESTIONS (2 9 1 - 2 18) ARE TO BE ASKED WITH RESPECT TO PERSONS AGED 16 OR OVER ONLY

2 9 1 In the week ending last Saturday, was (person) in receipt of -

Unemployment Benefit

Income Support

Family Credit

N I Retirement Pension or Old Age Pension

N.I. Sickness benefit (not Employer's Statutory Sick Pay)

2 9 2 Was (PERSON) in receipt of any of the state benefits shown on this card?

CODE

SHOW CARD F

RECORD FIRST TWO NAMED

- 1 ONE PARENT BENEFIT
- 2 INVALIDITY BENEFIT
- 3 INDUSTRIAL DISABLEMENT / DEATH BENEFIT
- 4 WIDOW'S PENSION OR WAR WIDOW'S PENSION
- 5 WAR DISABLEMENT PENSION
- 6 MATERNITY ALLOWANCE
- 7 ANY MOBILITY OR ATTENDANCE ALLOWANCE



YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2
DON'T KNOW/REFUSED	3	3	3	3	3	3



2 10 Did (PERSON) have a paid job in the week ending last Saturday ?  
Full time = Over 30 hours Part time = 30 hours or fewer  
THOSE WITH PAID JOB ASK 2 11  
THOSE WITHOUT PAID JOB GO TO 2 13

2 11 Is (PERSON) an employee or self-employed ?

2 12 Is (PERSON) also a full time student, or still at school ?

ASK ALL

2 13 In the last 5 years has (PERSON) had any spells of registered unemployment ?  
Yes - Go to 2 14 No - Go to 2 15

2 14 Approximately how long was (PERSON) registered as unemployed ?

SHOW CARD G

(ADD TOGETHER SEPARATE PERIODS)

THOSE WITH PAID JOB LAST WEEK (CODE 1 OR 2 IN 2-10) NOW GO TO 2 17

2 15 FOR PERSONS WITHOUT A PAID JOB LAST WEEK (CODE 3 AT 2 10)  
How long is it since (PERSON) had a paid job? SHOW CARD H

NB: PERSONS WITH A PAID JOB LAST WEEK GO TO 2 17

2 16 FOR PERSONS WITHOUT A PAID JOB LAST WEEK  
Was (Person)

SHOW CARD I

CODE MAIN ACTIVITY

YES - FULL TIME	1	1	1	1	1	1
YES - PART TIME	2	2	2	2	2	2
NO	3	3	3	3	3	3

EMPLOYEE	1	1	1	1	1	1
SELF-EMPLOYED	2	2	2	2	2	2

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2

YES	1	1	1	1	1	1
NO	2	2	2	2	2	2

UP TO 1 MONTH	1	1	1	1	1	1
MORE THAN 1 MONTH BUT LESS THAN 6 MONTHS	2	2	2	2	2	2
6 MONTHS BUT LESS THAN 1 YEAR	3	3	3	3	3	3
1 YEAR OR MORE	4	4	4	4	4	4
DONT KNOW	5	5	5	5	5	5

LESS THAN 6 MONTHS	1	1	1	1	1	1
6 MONTHS BUT LESS THAN 1 YEAR	2	2	2	2	2	2
1 YEAR BUT LESS THAN 2 YEARS	3	3	3	3	3	3
2 YEARS BUT LESS THAN 5 YEARS	4	4	4	4	4	4
5 YEARS OR MORE	5	5	5	5	5	5
NEVER HAD A PAID JOB	6	6	6	6	6	6

On EI or YTS scheme	1	1	1	1	1	1
Unemployed, actively seeking work	2	2	2	2	2	2
Retired from paid work	3	3	3	3	3	3
Unable to work because of long term sickness or disability	4	4	4	4	4	4
In full time education	5	5	5	5	5	5
Doing something else	6	6	6	6	6	6

2 17 ALL AGED 16 AND OVER

What is / was the last / main occupation of (PERSON) ? (Write in at 2 18 below)

2 18 THOSE WITH PAID JOB LAST WEEK

Where does (PERSON) work? RECORD FULL NAME OF COMPANY  
RECORD ANSWERS TO 2 17 AND 2 18 IN CORRECT PERSON BOXES BELOW

PERSON NUMBER	JOB TITLE Include Grade / position and formal qualifications required	DESCRIPTION OF WORK Please describe the actual work done	How many employees in the establishment ?			IF RETIRED/OUT OF WORK ASK Was (PERSON) an employee or self employed with employees or self employed without employees ?		
			NONE	1 - 24	25 +	Employee	Self employed + Employees	Self employed No employees
7			0	1	2	3	4	5
8			0	1	2	3	4	5
9			0	1	2	3	4	5
10			0	1	2	3	4	5
11			0	1	2	3	4	5
12			0	1	2	3	4	5

(ENTER NAME)

HEAD	-	-	-	-	-	-
SPOUSE OF HEAD	2	2	2	2	2	2
SON / DAUGHTER	3	3	3	3	3	3
PARENT	4	4	4	4	4	4
OTHER RELATIVE	5	5	5	5	5	5
NOT RELATIVE	6	6	6	6	6	6

O.U.O

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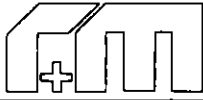
O.U.O	NAME OF COMPANY AND TOWN	O.U.O	INDUSTRY OR FIELD OF EMPLOYMENT

INTERVIEWER CHECK

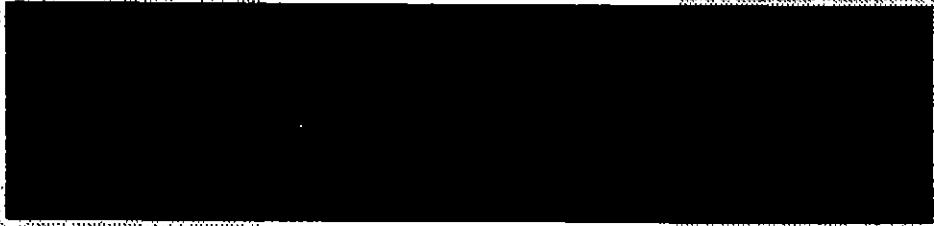
CODES 4 - 8 AT Q 1 30 SHOULD BE ASKED THE PRIVATE RENTERS QUESTIONNAIRE AT THIS POINT BEFORE PROCEEDING TO WELSH AND TRAINING

Thank each respondent and close interview.

Have you - affixed a label and written person number on each self completion to be left and ringed person number of self completion respondents on the grid  
Check that you have entered the number of self completion questionnaires left for this household in the box on the front page



PRIVATE AND CONFIDENTIAL



Dear Sir / Madam



This questionnaire asks about the use you make of the Welsh language, your educational qualifications and your current education and training

It will not take you long to fill in since not all the questions will apply to you  
Most of the questions have a box beside them and you answer by placing a tick in the box



When you have filled in the booklet please send it back to us in the envelope provided (no stamp is needed)

Your answers to the questions will give us a snapshot of the current situation in Wales This will help the Welsh Office to draw up plans for the future and make sure that taxpayers' money is well spent

The booklet was left for you by Research and Marketing Ltd They are working for the Welsh Office on this survey and the completed forms will be given to the Welsh Office All the information you provide will be treated as strictly confidential and will be used for statistical purposes only

**You can be sure that no information which anyone could recognise as coming from you will be given to anyone else** We might, depending on the answers you give, select you to be included in another survey sometime in the future

Your co-operation in this survey will be very much appreciated If you have any questions at all about the survey, please write to me at

**E S S Division 9, FREEPOST, Welsh Office, Cathays Park, CARDIFF, CF1 3NQ**

You will not need to use a stamp Or, if you prefer, phone Miss Nest Rees on Cardiff (0222) 825053

Yours faithfully,

HOWELL M JONES  
Survey Statistician  
Welsh Office

OUO

AFFIX LABEL HERE

PLEASE ANSWER BY TICKING ONE BOX FOR EACH QUESTION  
 - TICK THE ANSWER WHICH BEST DESCRIBES YOU

W1 1 Do you speak Welsh ? (13)  
 Yes  No  1 2 9

W2 2 Does (did if deceased) your mother speak Welsh ? (14)  
 Yes  No  1 2 9

W3 3 Does (did if deceased) your father speak Welsh ? (15)  
 Yes  No  1 2 9

W4 4 Were you brought up in (16)  
 this area  1  
 another part of Wales  2  
 England  3  
 Scotland/N Ireland  4  
 elsewhere  5 9

5 Do you watch or listen to Welsh language programmes on (17-18)

	<u>Regularly</u>	<u>Sometimes</u>	<u>Never</u>	
--	------------------	------------------	--------------	--

W5 S4C    1 2 3 9

Welsh language radio    1 2 3 9

W6 (Radio Cymru or local radio)



W7

6

Can you read Welsh ?

Yes

No

If "NO" go to Question 8

(19)

1 2 9

7

Do you read Welsh language

Regularly

Sometimes

Never

(20-22)

W8

a Books

1 2 3 8 9

W9

b Magazines (including SBEC) and weekly newspapers

1 2 3 8 9

W10

c Local papers (papurau bro)

1 2 3 8 9

W11

8

Which of the following best describes you ? (Tick one box only)

(23)

a I can't speak any Welsh and never have been able to

0

b I can't speak any Welsh now although I could once

GO TO SECTION B

1

c I can only speak a little Welsh

2

d I can speak a fair amount of Welsh

3

I'm fluent in Welsh ..

e but never or hardly ever speak it

4

f but speak it only occasionally

GO TO SECTION C

5

g and speak it about half the time

6

h and speak it all or most of the time

7 9

W12

9 For this question only tick all those which apply to you

(24)

I can't understand any spoken Welsh

1

I can understand simple phrases of spoken Welsh

2

I can understand general conversation in Welsh

3

I can understand Welsh language TV news programmes

4 8 9

W13

10 Do you see yourself taking steps to learn to speak, or to improve your ability to speak Welsh ?

(25)

Yes

→ If "YES" go to Question 12

1

No



2 8 9

If "NO"

W14

11 Is this mainly because

Tick one box only

(26)

You have no real interest

1

You don't have the time

2

You doubt your ability to learn

3

You know of no opportunity to learn in this area

4

You are content with your level of ability

5 8 9

W15

12 Have you already taken steps to start learning/improving your Welsh ?

(27)

Yes

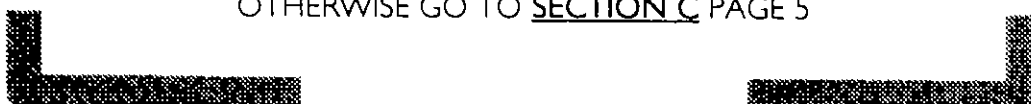
No

1 2 8 9



IF YOU CAN'T SPEAK ANY WELSH AND NEVER HAVE BEEN ABLE TO,  
GO TO EDUCATION AND TRAINING AT THE TOP OF PAGE 7

OTHERWISE GO TO SECTION C PAGE 5





W16 13 As a child, did (or do) you speak more Welsh than English at home ?

(28)

(W16imp2  
after-imputation  
of not applicable)

Yes  No

1 2 8 9

W14 14 Do you normally speak Welsh (If a question does not apply to you, e.g. you are not at school, tick the not applicable box)

all or most of the time    about half the time    occasionally    never / hardly ever    not applicable

		<u>all or most of the time</u>	<u>about half the time</u>	<u>occasionally</u>	<u>never / hardly ever</u>	<u>not applicable</u>	
W17	With your family ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29-33) 1 2 3 4 8 9
W18	With friends socially ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4 8 9
W19	When doing your work ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4 8 9
W20	When studying at college / school ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4 8 9
W21	At chapel/church ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 4 8 9

15 Do you come across people who can speak to you in Welsh when you are dealing with your (If you are 15 years or under tick Not applicable for Local Council offices and for P O/bank/building society if not used)

Usually    Sometimes    Never    Not applicable

		<u>Usually</u>	<u>Sometimes</u>	<u>Never</u>	<u>Not applicable</u>	
W22	Local health service (doctor, dentist, nurses )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34-37) 1 2 3 8 9
W23	Local council offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9
W24	Local shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9
W25	Local Post Office / bank / building society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9

16 In those situations when you do know that Welsh speakers are available to deal with you, do you use Welsh with your

Usually    Sometimes    Never    Not applicable

		<u>Usually</u>	<u>Sometimes</u>	<u>Never</u>	<u>Not applicable</u>	
W26	Local health service (doctor, dentist, nurses )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38-41) 1 2 3 8 9
W27	Local council offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9
W28	Local shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9
W29	Local Post Office / bank / building society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3 8 9

W30 17

At what point did you start to learn to speak Welsh ?

- a As a small child at home
- b At nursery school (3 - 4 years of age)
- c At primary/junior school (5 - 10 years of age)
- d At secondary school (11 years of age and over)
- e In college or university (full-time)
- f After full-time education

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

(42)  
1  
2  
3  
4  
5  
6 8 9

18 Have you ever learnt Welsh

a In evening classes once or twice a week ?

W31

Yes  No  Not applicable   
(15 yrs or under)

(43)  
1 2 8 9

b By attending an intensive course of 3 or more classes a week ?  
(i.e. an WLPAN course)

W32

Yes  No  Not applicable   
(15 yrs or under)

(44)  
1 2 8 9

c By attending a residential course ?

W33

Yes  No

(45)  
1 2 8 9

d. By self-tuition (including TV and radio programmes, Linguaphone and correspondence type courses) ?

W34

Yes  No

(46)  
1 2 8 9

IF YOU ARE A MALE AGED 16 - 65 OR A FEMALE AGED 16 - 60

PLEASE GO TO SECTION D

IF YOU DO NOT BELONG TO THESE AGE CATEGORIES PLEASE  
TICK THIS BOX AND FINISH HERE

SEE BOTTOM OF BACK PAGE FOR INSTRUCTIONS ON HOW TO  
RETURN THIS QUESTIONNAIRE

t1 19 Have you heard of the National Vocational Qualification (NVQ) ? (47)

Yes  No  → If "NO" Go to Question 22

1 2  
8 9

t2 20 Do you hold a qualification registered as an NVQ ? (48)  
(Your certificate will have the NVQ logo or stamp)

Yes  No  Don't know  → Go to Question 22

1 2  
3 8 9

t3 21 At what level is your NVQ ? (49)

Level 1  2  3  4  5

1 2 3 4  
5 8 9

t4 22 Are you doing or have you completed a recognised trade apprenticeship ?

Yes (completed)  → Go to Question 23  
Yes (still doing)   
No, apprenticeship begun but discontinued   
No, not doing and never have done apprenticeship  → Go to Question 24  
No, I am still at school

(50)  
1  
2  
3  
4  
5 8 9

t5 23 What is the title of the job for which you completed or are still doing an apprenticeship ? (51-53)  
Please describe

--	--	--

t6

24 Do you have any qualifications from school or college, or in connection with work, Youth Training, Employment Training or any other educational or training courses or schemes you have attended ?

Yes or Not sure

No  Go to Question 28

(54)

1 2  
8 9

t7

25 Is your highest qualification either at 'A' level or above, or a BTEC, BEC, HND, HNC, OND, ONC or a City and Guilds qualification ?

Yes

No or Not sure  Go to Question 26

(55)

1 2  
8 9

Go to Question 27

26 If your highest qualification is BELOW 'A' LEVEL or equivalent, please answer this question

(56-71)

Please tick all those qualifications you hold and write in the number held where asked.

		HELD (tick if 'YES')	Number held
a AS level		t8 <input type="checkbox"/>	t9 <input type="checkbox"/>
b GCSE	Grades A, B, C	t10 <input type="checkbox"/>	t11 <input type="checkbox"/>
	Other grades	t12 <input type="checkbox"/>	t13 <input type="checkbox"/>
c 'O' level Pass	(Grades A-C or 1-6)	t14 <input type="checkbox"/>	t15 <input type="checkbox"/>
d CSE	Grade 1	t16 <input type="checkbox"/>	t17 <input type="checkbox"/>
e Certificate of Education (COE)		t18 <input type="checkbox"/>	t19 <input type="checkbox"/>
f An RSA qualification		t20 <input type="checkbox"/>	Please give details below
g A London Chamber of Commerce (LCCI) or Pitmans (PEI) qualification		t21 <input type="checkbox"/>	
h YTS / YT Certificate		t22 <input type="checkbox"/>	Please give details below
i Other		t23 <input type="checkbox"/>	

1 a

8 9

1 b<sup>(1)</sup>

8 9

1 b<sup>(2)</sup>

8 9

1 c

8 9

1 d

8 9

1 e

8 9

1 f

8 9

1 g

8 9

1 h

8 9

1 i

8 9

t24

DETAILS.

(72-74)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

NOW GO TO QUESTION 28 SECTION E PAGE 10

t25 27

What is your highest qualification in the following list ?

Please tick one box only, that is the highest qualification you have obtained

a Higher Degree (e g Masters, Ph D)

(75-76)

a) 01

b Degree (including B Ed and postgraduate diplomas)

b) 02

c Graduate equivalent membership by examination of a professional institute

c) 03

Please give name of Institute \_\_\_\_\_

and Type of membership, eg member, associate, fellow, graduate member, etc \_\_\_\_\_

d Other teaching qualifications

d) 04

Please describe and give level \_\_\_\_\_

e Nursing qualification or any other medical qualification apart from medical degrees

e) 05

Please describe and give level \_\_\_\_\_

f 'A' level or equivalent

f) 06

If 'A' level is your highest qualification, how many do you hold?

g City and Guilds qualification

g) 07

h BTEC qualification (or BEC/TEC) or equivalent qualification

h) 08

i) 09

**Please tick all held**

88 99

t26 First Certificate or General Certificate

(77-84)

1 8 9

t27 First or General Diploma

1 8 9

t28 National Certificate / Diploma

1 8 9

t29 ONC / OND

1 8 9

t30 Higher Certificate / Diploma

1 8 9

t31 HNC / HND

1 8 9

t32 Continuing Education Certificate

1 8 9

t33 Other BTEC

1 8 9

*coded with*

i Any other professional or vocational qualifications please give title of qualification or course and the subject standard, description and level attained

(85-87)

--	--	--

t34



t35

28 Are you at present either at school or enrolled on any other full time or part time education course, excluding leisure classes ?  
 (Include correspondence courses and open learning as well as other forms of full time or part time education course)

(88)

Yes  No  → Go to Question 33

↓

1 2  
8 9

If "YES"

t36

29 What kind of course is that ?

Tick one box only

(89)

A sandwich course

A full time course at University, Polytechnic or college

Training for a qualification in nursing, physiotherapy or similar

A part time course at University / Polytechnic or college (including day release and block release)

Open College

Open University

Any other correspondence course /open learning method

Studying at school

0  
1  
2  
3  
4  
5  
6  
7 8 9

t37

30 Does the course on which you are enrolled

(90)

lead to a qualification or a credit towards a qualification

→ Go to Question 31

neither of these

→ Go to Question 33

1  
2  
3 8 9

t38

31 What qualification is that ?  
 Describe title and level of qualification

(91-93)

---

--	--	--



E39

32 Is this qualification registered as a National Vocational Qualification ?

Yes  No  Don't know

(94)  
1 2 3  
8 9

IF YOU ARE IN SCHOOL OR IN FULL TIME EDUCATION, FINISH HERE AND SEE BOTTOM OF PAGE 12 FOR HOW TO RETURN YOUR QUESTIONNAIRE

33 Over the past 12 months have you taken or are you taking part in any education or training (excluding an apprenticeship) connected with your job or a job that you might be able to do in the future ?  
(including any already mentioned)

Tick boxes that apply

- E40 Yes, 'on the job' training for the type of work you have done
- E41 Yes, 'on the job' training for new skill
- E42 Yes, training away from your job
- OR
- E43 No, no training or education received

(95-98)  
1 8 9  
1 8 9  
1 8 9  
1 8 9

IF YOU ARE NOT IN EMPLOYMENT AND NOT IN A JOB PLACEMENT SCHEME FINISH HERE AND SEE BOTTOM OF PAGE 12 FOR HOW TO RETURN YOUR QUESTIONNAIRE

34 In the next four week period have you agreed to take part in any education or training ?

Tick boxes that apply

- E44 Yes, 'on the job' training for the type of work you have done
- E45 Yes, 'on the job' training for new skills
- E46 Yes, training away from your job
- OR
- E47 No, no training or education courses planned in next four weeks

→ Go to Question 37

(99-102)  
1 8 9  
1 8 9  
1 8 9  
1 8 9

E48

35 Thinking about the training you will be doing in the next four weeks, does that training

- a lead to a qualification
- b or a credit towards a qualification
- c neither - no qualifications
- d don't know

→ Now answer Question 36

→ Go to Question 37

(103)  
1  
2  
3  
4 8 9

36 If your training will lead to a qualification

a What qualification is that ?

(104-106)

t49

Please describe \_\_\_\_\_

(107)

b Is this qualification registered as a National Vocational Qualification ?

t50

Yes

No

Don't know

1 2

3 8 9

t51

37 Have you discussed your training needs with your employer ?

(108)

Yes

No

→ Go to Question 39

1 2

8 9

t52

38 If "YES" Has this discussion resulted in a written statement of your needs ?

(109)

Yes

No

1 2

8 9

39 Please tick one box for each of the following statements to show whether or not you agree or disagree

strongly agree

agree

undecided

disagree

strongly disagree

(110-114)

t53

a Training is only needed in order to find a job

1 2 3 4

5 8 9

t54

b More training will help make me more effective in my current job

1 2 3 4

5 8 9

t55

c It is my employer's responsibility to identify and discuss my training needs with me

1 2 3 4

5 8 9

t56

d It is my responsibility to tell my employer of my training needs

1 2 3 4

5 8 9

t57

e I can clearly see the benefits of more training for me

1 2 3 4

5 8 9

(115)

t58

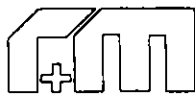
Interviewed 1

Checked 2

Left 3

THANK YOU VERY MUCH FOR COMPLETING THIS QUESTIONNAIRE PLEASE PLACE IT IN THE ENVELOPE PROVIDED AND POST IT AS SOON AS POSSIBLE

NO STAMP IS NEEDED



# PRIVATE RENTERS QUESTIONNAIRE

This questionnaire is to be completed in respect of any or all boarders lodgers or subtenants in a household as well as for a household which is renting from a Private Landlord, Relative or Employer

(As in Main Questionnaire Question I 30  
Codes 4 - 8 inclusive)

person number

(from main questionnaire)

## SECTION A THE TENANCY ARRANGEMENT

R1 01 Do you rent directly from the landlord or do you rent through an estate or letting agency ?

Directly from the landlord

1

Through an agency

2

R1 02 When you first started to rent this accommodation did you sign a contract or have an agreement in writing or was it a verbal agreement ?

Contract/agreement in writing

→ R1 03

1

Verbal agreement

→ R1 04

2 9

R1 03 Were you given a copy of the contract/agreement ?

Yes

1

No

2 8 9

## INTRODUCE TYPES OF TENANCY

R1 04 I would like to go through the different ways in which landlords rent out their properties so that we can find out what type of agreement you have

There is a form of tenancy called a 'shorthold', it is for a fixed period and you must be given a written contract by the landlord that tells you that you have a shorthold tenancy agreement Is your agreement a shorthold one like that ?

Yes

1

No

2

Don't know

3

r5 R1 05 Some people have a non-exclusive occupancy agreement or licence  
This means that they agree to share their accommodation with any person  
their landlord may name Do you have such an agreement?

Yes  1

No  2

Don't know  3

r6 R1 06 Some landlords let accommodation only to people on holiday Are you  
renting here as a holiday let ?

Yes  → R2 01 1

No  → R1 07 2

Don't know  → R1 07 3 8 9

r7 R1 07 A landlord sometimes rents out accommodation in the 'low season' on the  
understanding that it will be vacated when needed for holiday purposes  
Does that kind of arrangement apply to you ?

Yes  → R2 01 1

No  → R1 08 2

Don't know  → R1 08 3 8 9

**INTERVIEWER CHECK**

r8 R1 08 This tenant is a boarder/lodger or sub tenant of a  
landlord residing at this address  → R2 01 1

Landlord is an individual residing in separate/self  
contained accommodation but at same address  → R2 01 2

Landlord is an individual not residing at this address  → R1 12 3

Landlord is a commercial organisation or is a  
company/organisation providing the accommodation  
because of person's job - eg school caretaker  
accommodation (Main questionnaire Q 1 30 code 4 or 5)  → R1 09 4

r9 R1 09 Some colleges rent or own accommodation and then sublet it or give  
students or staff a licence to live there for a specified period Is your  
agreement like this ?

Yes  → R2 01 1

No  → R1 10 2

Don't know  → R1 10 3 8 9

r10	R1 10	Some companies rent or own accommodation and then sublet it or give people a licence to live there for a specified period Is your agreement like this ?	Yes <input type="checkbox"/> → R1 11	No <input type="checkbox"/> → R1 12 Don't know <input type="checkbox"/> → R1 12	1 2 3 8 9
r11	R1 11	Do you (or your partner) work for the company?	Yes <input type="checkbox"/> → R2 01	No <input type="checkbox"/> → R2 01	1 2 8 9
r12	R1 12	Finally, people can have a 'rental purchase agreement' by which they pay a mortgage but don't own the property until the final payment Is your agreement like this ?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Don't know <input type="checkbox"/>	1 2 3 8 9
<b>SECTION B- RENTAL PERIOD</b>					
r13	R2 01	In which year did you first become the tenant of this accommodation I mean when was it first in your name ?	Enter year Don't Know <input type="checkbox"/> → R2 03		
<b><u>IF YEAR AT R2 01 IS 1989 OR LATER</u></b> <b><u>IF BEFORE 1989 GO TO R2.03</u></b>					
r14	R2 02	In which month did you become the tenant ?	Enter month Don't Know <input type="checkbox"/>		
r15	R2 03	When you started your first rental agreement here, was it taken on for a fixed length of time or not?	Yes <input type="checkbox"/> → R2 04	No <input type="checkbox"/> → R3 01 Don't know <input type="checkbox"/> → R3 01	1 2 3 8 9
r16	R2 04	How long a period was this ?	Up to 6 months <input type="checkbox"/>	6 months and over, but under 12 <input type="checkbox"/>	1 2
			1 year <input type="checkbox"/>	Over 1 year, up to 2 <input type="checkbox"/>	3 4
			Over 2 years, up to 3 <input type="checkbox"/>	Over 3 years, up to 5 <input type="checkbox"/>	5 6
			Anything else (specify) <input type="checkbox"/>		7 8 9

r17

R2 05 Ask or record Has that first period expired?

Yes  → R2 06

No  → R3 01

1  
2 8 9

r18

R2 06 Since your first rental agreement with the landlord have you signed another agreement, had a written confirmation or just agreed verbally that you can continue renting here ? **TICK FIRST THAT APPLIES**

Signed another agreement  → R2 07

Had a written confirmation from the landlord  → R2 07

Agreed verbally  → R2 07

No formal agreement just continuing to rent  → R3 01

1  
2  
3  
4 8 9

r19

R2 07 In which year did you last sign another contract or agree formally to continue renting here ?

Enter year → R2 08

Don't Know  → R3 01

**IF YEAR AT R2 07 IS 1989 OR LATER**

**IF BEFORE 1989 GO TO R2.09**

r20

R2 08 In which month was this?

Enter month → R2 09

Don't Know  → R3 01

r21

R2 09 How long a period was this agreement for ?

No fixed period

Up to 6 months

6 months and over, but under 12

1 year

Over 1 year, up to 2

Over 2 years, up to 3

Over 3 years, up to 5

Anything else (specify)

01  
02  
03  
04  
05  
06  
07  
08  
88 99

**SECTION C STAYING ON**

r22 R3 01 If you wanted to, could you stay here for as long as you like or will you have to move from here at some point ?

Can stay for as long as like  → R3 03

Will have to move  → R3 02

Don't know  → R3 02

1  
2  
3 9

R3 02 Why would/might you have to move ?

Yes    No

r23 (a) Landlord wants to sell accommodation

1 2 8 9

r24 (b) Landlord needs accommodation for self or own family

1 2 8 9

r25 (c) Accommodation goes with the job

1 2 8 9

r26 (d) Have to move from place to place

1 2 8 9

r27 (e) Have to move when rental contract ends

1 2 8 9

r28 (f) Wouldn't be able to afford rent increase

1 2 8 9

r29 (g) Informant's own choice to move

1 2 8 9

r30 (h) Only want short term rental

1 2 8 9

r31 (i) Other (specify)

1 2 8 9

r32 R3 03 Ask or record:

Are there business premises included in the rent for this accommodation (in the accommodation provided) ?

Yes

No

1  
2 9

r33 R3 04 Ask or record:

Does your accommodation go with your present job or the job of anyone in this tenancy ?

Goes with the job  → R3 05

Does not go with the job  → R3 08

1

2 9

r34 R3 05 **ESTABLISH PERSON WHOSE JOB ACCOMMODATION GOES WITH AND PHRASE QUESTIONS AS APPROPRIATE**

Enter person number   → R3 06

r35 R3 06 Ask or record:

Would you have the right to stay on in this accommodation if ( ) gave up the job, or would you have to move out ?

Has the right to stay on

Has to move

Don't know

1

2

3 8 9

r36 R3 07 Ask or record

Would ( ) be allowed to live somewhere else if ( ) wanted to and still keep the job or do you (does he/she) have to live here ?

Allowed to live somewhere else

Has to live here

Don't know

1

2

3 8 9

r37 R3 08 Can I just check, do you rent this accommodation from someone who normally lives here and expects to come back after you move out ?

Yes

No

1

2 9

**IF BOARDER (CHECK R1 08) GO TO R4 01**

r38 R3 09 People sometimes take over a tenancy from their parents or someone else already living in the accommodation Was the previous tenant related to you in any way ?

Yes  → R3 10

No (including no previous tenant)  → R4 01

1

2 9



r39 R3 10 Who was that ? (TICK FIRST THAT APPLIES)

Husband/wife or partner  01

Father/Mother  02

Brother/Sister  03

Son/Daughter  04

Father/Mother in law  05

Son/daughter in law  06

Brother/sister in law  07

Other (Specify)  08

88 99

r40 R3 11 Did you become the tenant when you moved in or were you already living here when you took over the tenancy ?

Became the tenant when moved in  1

Already living here  2 9

r41 R3 12 Did you take over the tenancy on the death of the previous tenant ?

Yes  1

No  2 9

**SECTION D RENT**

r42 R4 01 Thinking of the people covered by this tenancy are you actually charged rent or is the accommodation rent free ?

Pays rent  → R4 03 1

Rent free  → R4 02 2 9

r43 R4 02 (You said that you have your accommodation rent free)  
Does anyone outside your household pay rent on your behalf ?

Yes  → R4 03 1

No  → R5 01 2 8 9

**THOSE PAYING RENT OR RENT PAID**

r44 R4 03 Can I just check one question I asked earlier how much is the rent for your accommodation (including any part that you sub-let)?

Amount

Don't know, Refused, No answer

r45 R4 04 How long a period does that cover ?

- 1 week  1
- 2 weeks/fortnight  2
- 4 weeks  3
- 1 calendar month  4
- 1 quarter  5
- 1 year  6
- Other (specify)  7
- 8
- 9

**Interviewer Check** question R2 01 page 3

R2 01 = 1988 or earlier **GO TO R4 05**  
 R2 01 = 1989 or later **GO TO R4 08**

r46 R4 05 Most rents are agreed privately between the landlord and tenant  
 Sometimes the tenant can apply to the local rent officer or rent assessment  
 committee to decide what is a 'fair' rent, which is then registered

Has the rent for your accommodation been registered as a fair rent like that,  
 or not ?

- Registered  → R4 06      Not registered  → R4 09      1 2  
 Don't know  → R4 09      3 8 9

r47 R4 06 In what year was the rent last registered ?

Enter year

Don't know

r48 R4 07 In what year was the rent first registered?

Enter year

→ R4 09

Don't know  → R4 09

**THOSE RENTING 1989 OR LATER**

r49 R4 08 Most rents are agreed privately between the landlord and tenant  
 Sometimes the tenant can apply to the local rent officer or rent assessment  
 committee to decide what is a reasonable market rent

Have you had your rent determined in this way by a rent officer or rent  
 assessment committee ?

- Yes  1
- No  2
- Don't know  3 8 9

r50 R4 09 Can I just check, does your landlord provide any regular meals, which you pay for either as part of your rent or separately ?

Yes  → R4 10 No  → R4 13

1 2 9

r51 R4 10 Is the cost of meals included in your rent or do you pay a separate charge for them to the landlord ?

Included in rent  Separate charge

1 2  
8 9

r52 R4 11 How much of your rent is (do you pay) for meal(s) ?

Amount

Don't know, Refused, No answer

1

r53 R4 12 What period does this cover ?

1 week

2 weeks/fortnight

4 weeks

1 calendar month

Other (specify)

1  
2  
3  
4  
5 8 9

r54 R4 13 To get this accommodation did you have to pay a deposit or bond to your landlord ?

Yes  → R4 14 No  → R4 15

1 2 9

r55 R4 14 How much was that ?

Amount

Don't know, Refused, No answer

1 2 9

r56 R4 15 Did you have to pay any extra rent in advance so that you could rent here ?

Yes  → R4 16 No  → R4 18

1 2  
8 9

r57 R4 16 How much was that ?

Amount

Don't know, Refused, No answer

1 2 9

r58 R4 17 What period did this cover ?

1 week

2 weeks/fortnight

4 weeks

1 calendar month

1 quarter

Other (specify)

1  
2  
3  
4  
5  
6  
8 9

r59 R4 18 When you were looking for somewhere to rent, were there places that you had to turn down because you did not have the money to pay the deposit or rent in advance, even though you could have afforded the regular rent payments ?

Yes   
 No

1  
2 9

SECTION E

r60 R5 01 Do you think you will move from here at some time in the future or not ?

Yes, move   
 No, not move   
 Don't know

1  
2  
3 9

r61 R5 02 If you moved from here, do you think you would move to other rented accommodation or would you be purchasing ?

Rent again   
 Purchase   
 Don't know

1  
2  
3 9

SHOW CARD R1

r62 R5 03 How much longer do you think you will be in this accommodation ?  
 Please choose an answer from the card

(a) Less than 3 months   
 (b) 3 months but less than 6 months   
 (c) 6 months but less than 1 year   
 (d) 1 year but less than 2 years   
 (e) 2 years but less than 5 years   
 (f) 5 years or more   
 (g) Don't know

1  
2  
3  
4  
5  
6  
7 9

END OF 'RENTERS' QUESTIONS



**Y SWYDDFA GYMREIG  
WELSH OFFICE  
AROLWG CYFLWR TAI**

Rhif Cyfresol

1

Enw  
Cyfeiriad

Cod Post  
Rhif Ffôn

Cwblhewch holladur ar gyfer bob teulu yn y cyfeiriad uchod

(Cyflwynwch Yr Arolwg)

**A. A HOFFECH GAEL EICH CYFWELD YN**

SAESNEG 1 Rhowch rif y ffôn uchod  
GYMRAEG 2

**B. Y CYFEIRIAD AR Y RHESTR YW-**

Cyfeiriad Domestig yn unig

Tŷ Cyfan	- ar wahân	01
	- un o bâr	02
	- mewn rhes/diwedd rhes	03
Byngalo	- ar wahân	04
	- un o bâr	05
	- mewn rhes/diwedd rhes	06
Fflat/fflat deulawr	- pwrpasol	07
	- mewn tŷ wedi'i drosti	08
Arall rhowch fanylion		09
<u>Cyfeiriad cymysg</u> (h y siop coffe, tafarn etc)		10
Rhowch fanylion		

**C. OED YR EIDDO (Trosglwyddwch O 1.6)**

(Amcangyfrif os na wyddoch)

Cyn 1919	1
1919-1944	2
1945-1964	3
Ar ôl 1964	4

**D. DALIADAETH (Trosglwyddwch O 1.30)**

Wedi'i rentu oddi wrth Awdurdod Lleol/Gyngor/ BDCW(DBRW)/Gymdeithas Dai	1
Rhentwr preifat	2
Arall	3

**E. CYFLEUSTERAU (Trosglwyddwch O 1.13)**

Y Defnydd o CYFLEUSTERAU (i) I (vi)	
Adnoddau i'w defnyddio gan ef/hi yn unig(i-vi)	1
Un neu fwy o adnoddau (i - vi) yn eisiau neu'n cael eu rhannu	2

**F YR HOLIADUR HUNAN GWBLHAD A ADAWYD**

(Noder y rhif)

Cwblhawyd gan neu ym mhresenoldeb y cyfwelydd

(Noder y rhif)

**AR GYFER Y SWYDDFA'N UNIG**

Dydd Mis Amser

**G COFNOD GALWADAU**

Dydd	Dyddiad	Amser
Galwad 1		
Galwad 2		
Galwad 3		
Galwad 4		

Cyfanswm galwadau
1
2
3
4

Os gwneir mwy na phedair galwad, Cod 4

**H. CYFLWR Y Tŷ (Llenwch ar ôl yr alwad olaf)**

	Muriau Allanol	Drysau a ffenestrn	To a fframwaith y to
Ddim yn gymwys	1	1	1
Dim angen trwsio	2	2	2
Angen rhywfaint o drwsio	3	3	3
Angen trwsio mawr	4	4	4
Amhosibl i'w weld	5	5	5

**I. CANLYNIAD TERFYNOL (Llenwch ar ôl yr alwad olaf)**

Dim cysylltiad â'r deiliad

Ymddangos yn gartref gwyliau/all gartref	01
Cael ei drosti/ei foderneiddio	02
Wedi ei gau/dadffellio	03
Gwag - Math arall heb ddeiliad	04
Dim cysylltiad o fath arall ar ôl 4 galwad	05
Eiddo wedi ei ddymchwel	06
Eiddo amhreswyl/Busnes	07
Eiddo sefydliadol	08
Dim arwydd o'r cyfeiriad	09

Cysylltiad â'r deiliad

Cafwyd cyfwelliad llwyddiannus -	
Cartref arferol	10
All gartref/cartref gwyliau	11
Aneffeithiol (byddar, rhy sâl, etc) -	12

Rhowch fanylion

Gwrthod - rhowch fanylion

CYFWELYDD

Enw  
Rhif P R  
Rhif aseinad

G S U

RHOWCH GYFWELIAD YN UNIG I'R PENTEULU NEU I'W BRIOD/GYMAR CYFLWYNWCH EICH HUN, EGLURWCH DDIBEN YR AROLWG A DANGOSWCH Y CERDYN ADNABOD

CWESTIYNAU AM Y TEULU

1 1 Faint o bobl sydd yn eich teulu, hynny yw, pobl sy'n byw yma ac sy'n rhannu o leiaf un pryd o fwyd y dydd neu sy'n rhannu ystafell fyw ? RHOWCH Y NIFER

1 2 1 Nodwch berthynas pob person i'r penteulu ar frig y dudalen olaf (yn wynebu) (Mae'r Penteulu wedi ei argraffu'n barod fel person 1)

Os oes mwy na 6 mewn teulu defnyddiwch holladur ychwanegol

1 2 2 A yw unrhyw rat o'r oedolion sy'n byw yma ac nad ydynt yn perthyn i neb yn fyrddwyr, yn lletywyr neu'n bobl sy'n rhentu ystafelloedd gennyhch?

Os ydynt ysgrifennwch 'L' gyferbyn â rhif y person ar y grŵd

YDYNT	1	1 3
NAC YDYNT	2	

1 3 A oes unrhyw deuluoedd eraill yn byw yn (RHOWCH YR UNION GYFEIRIAD O'R RHESTR GYFEIRIADAU) ? OS QES - CEISIWCH GAEL LLEOLIAD NEU ENWAU TEULUOEDD ERAILL

RHOWCH Y NIFER    
Os Nad Oes, Cod 00

1 3 1

1 3 1 A oes unrhyw fflatiau neu fflatiau un-ystafell yn (CYFEIRIAD) lle nad oes neb yn byw ar hyn o bryd ? OS QES - MYNNWCH LEOLIAD Y FFLATIAU/FFLATIAU UN-YSTAFELL SY'N WAG

RHOWCH Y NIFER    
Os Nad Oes, Cod 00

1 4

1 4 A yw'r teulu'n rhannu'r fynedfa o'r stryd i'r adeilad hwn gydag unrhyw deulu arall ?

YDYNT	1	1,5
NAC YDYNT	2	1 6

1 5 OS YDYNT (C 1 4 COD 1)

A yw ystafelloedd eich teulu gan gynnwys yr ystafell ymolchi neu'r gegin, y tu ôl i'ch drws chi'ch hun y tu mewn i'r adeilad ?

YDYNT	1	1 6
NAC YDYNT	2	

1 6 POB ATEBYDD

Pryd adeiladwyd yr eiddo hwn ? (Amcangyfrif os na wyddoch)

Cyn 1919	1	1 7
1919 - 1944	2	
1945 - 1964	3	
Ar ôl 1964	4	

1 7 Ai dyma'r tŷ/fflat lle mae'ch teulu fel arfer yn byw ?

Caewch y cyfweiliad

NAGE/AIL GARTREF/CARTEF  
PENWYTHNOS/GWYLIAU

IE	1	1 8
	2	

1 8 Os oes byrddwr/lletywr yn y teulu gofynnwch sawl ystafell wedi'i dodrefnu sydd gan eich lletywr(wyr)/byrddwr(wyr) ? Ar y pwynt hwn dylid peldio ag ystyried y person(au) hwn(hyn) fel aelodau o'r teulu Dylid llanw holladur aml-ddeulu a rhentwyr preifat ar gyfer pob byrddwr/lletywr neu ls-denant

RHOWCH Y NIFER

1 9 **POB ATEBYDD**

Sawl ystafell wely sydd gennych, gan gynnwys fflatau un-ystafell ac unrhyw ystafelloedd gwely sbâr ?

RHOWCH Y NIFER  
(NAW NEU RAGOR, COD 9)

	1 10
--	------

1 10 A oes gennych gegin sy'n ystafell ar wahân lle'r ydych yn paratoi a choginio bwyd ?  
CYNHWYSWCH LE BWYTA CEGIN AR Y CYD  
PEIDIWCH Â CHYNNWYS CEGIN MEWN CWPWRDD NEU LANDIN  
PEIDIWCH Â CHYNNWYS FFLATIAU UN-YSTAFELL (cyfrifwyd yn 1 9)

OES	1	1 11
NAC OES	2	1 12

1 11 OS OES (C 1 10 COD 1)  
A yw'r ochr gulaf o leiaf 6½ troedfedd (2 fetr) o led o fur i fur ?

YDYW	1	
NAC YDYW	2	1 12

1 12 Pa ystafelloedd eraill sydd gennych ?

YSGRIFENNWCH YR ENWAU PEIDIWCH CYNWYS CYNTEDDAU/MYNEDFEYDD  
PEIDIWCH Â CHYNNWYS YMA YSTAFELLOEDD A GYFRIFWYD EISOES YN 1 8, 1 9 AC 1 10

1 13

**AR GYFER Y SWYDDFA'N UNIG  
CYFANSWM YSTAFELLOEDD ERAILL**

--	--

1 13 A ydych yn defnyddio (Nodwch ai gan y teulu'n unig neu a yw'n cael ei rannu)  
DARLLENWCH YN UCHEL

**CARDEN DDANGOS A**

- i) Sinc cegin wedi ei blymio i mewn
- ii) Basn golchi dwylo wedi ei blymio i mewn
- iii) Baddon neu gawod sefydlog
- iv) Cyflenwad o ddŵr poeth a dŵr oer i bob un o'r tri lle hwn
- v) Cyflenwad dŵr a ddarperir gan Awdurdod Dŵr
- vi) Toiled dŵr gyda mynediad y tu mewn i'r adeilad
- vii) Toiled dŵr gyda mynediad y tu allan i'r adeilad
- viii) Carthbwll/tanc septig

YDYW		NAC YDYW
teulu'n unig	ei rannu	nid yw'r cyfleustra ganddynt
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
1	2	3

1 14

1 14 **POB ATEBYDD**

Cyn belled ag y gwyddoch, a yw eich

(DARLLENWCH YN UCHEL)

**CARDEN DDANGOS B**

	anghy mwys	ydynt i gyd	ydynt rha i	nac ydynt	wn i ddim
i) To/croglofft wedi ei (h)inswleiddio	1	2	3	4	5
ii) Muriâu cau wedi eu hinswleiddio	1	2	3	4	5
iii) Ffenestri wedi eu ffitio â gwydr dwbl (cynhwyswch wydr eilradd)	1	2	3	4	5
iv) Drysau/fffenestri wedi eu ffitio â stribedi drafft	1	2	3	4	5
v) Tanc dŵr poeth wedi ei inswleiddio	1	2	3	4	5

1 15

1 15 **POB ATEBYDD**

A ydych yn defnyddio unrhyw wresogyddion nwy potel, paraffin neu nwy petrol hylif?

YN RHEOLAIDD  
WEITHIAU  
BYTH

1	1 16
2	
3	

1 16 A oes larwm/darganfyddydd mwg yn y tŷ/fflat hwn?

OES  
NAC OES

1	1 17
2	

1 17 Ar wahân i unrhyw inswleiddio yn y to/groglofft, a yw'r eiddo hwn wedi ei wella yn y 5 mlynedd diwethaf gyda grant oddi wrth yr Awdurdod Lleol?

YDYW  
NAC YDYW  
WN I DDIM

1	1 18
2	
3	

1 18 **PAWB SY'N GWNEUD GWELLIANNAU I'R EIDDO**

(C 1 17 COD 1)

Pa fath o grant oedd hwnnw?

(UN COD YN UNIG)

**Dangoswch y cerdyn C**  
ATGYWEIRIAD CARTREF  
GWAITH BYCHAN  
GWELLA  
CANOLRADDOL  
TRWSIO  
ARBENNIG  
WN I DDIM

1	1 19
2	
3	
4	
5	
6	
7	

1 19 Tua faint oedd y grant hwnnw?

YSGRIFENNWCH Y SWM

£

(DEFNYDDIWCH SAWL SERO AR Y DECHRAU YN ÔL Y GALW)

1 20

1 20 Yn mha flwyddyn y cwblhawyd y gwelliannau hyn?

1987	1	
1988	2	
1989	3	
1990	4	
1991	5	1 21
1992	6	1 22



1 21	<b>OS CWBLHAWYD YM 1991</b> (C 1 20 COD 5) A gafodd unrhyw ran o'r gwaith ei wneud yn ystod y 12 mis diwethaf neu a oedd hynny dros 12 mis yn ôl ?	YN Y 12 MIS DIWETHAF DROS 12 MIS YN ÔL	1 2	1 22
1 22	<b>POB ATEBYDD DANGOSWCH GERDYN 'D'</b> Beth yw eich barn am gyfiwr presennol y tŷ/fflat hwn ? UN COD YN UNIG	MEWN CYFLWR DA ANGEN MÂN NEU YCHYDIG WAITH TRWSIO ANGEN GWAITH TRWSIO MAWR	1 2 3	1 23
1 23	Ar gyfer y bobl yn eich teulu, a oes angen gosod unrhyw rai o'r eitemau penodol hyn ?		Oes Oes	
	<b>DARLLENWCH YN UCHEL</b>	Drysau lletach i gadeiriau olwyn Rheiliau llaw ar y baddon neu wrth y toiled Toiled ar lefel y llawr byw System larwm ar gyfer hen bobl neu'r anabl	1 1 1 1	2 2 2 2
				1 24
1 24	A yw'ch teulu'n rhentu neu'n berchen ar yr annedd hon ?	Ar rent/yn ddi-rent Yn berchen yn llwyr arno neu'n ei brynu	1 2	1 25 1 34
1 25	<b>PAWB MEWN LLETY AR RENT/DI-RENT</b> (C 1 24 COD 1) A yw ar rent/yn cael ei ddarparu wedi'i ddodrefnu neu heb ei ddodrefnu ?	Wedi'i ddodrefnu Heb ei ddodrefnu Wedi'i ddodrefnu'n rhannol	1 2 3	1 26
1 26	A ydych yn cael help gyda'ch rhent drwy Fudd-dâl Tai (h y ad-daliad rhent neu lwfans rhent ?)	YDYM NAC YDYM WN I DDIM WEDI GWRTHOD	1 2 3 4	1 27
1 27	Faint o rent a dalwch cyn tynnu unrhyw ad-daliad neu lwfans rhent i ffwrdd ?			
		Rhowch y swm £		1 28
		Wn i ddim	1	1 29
		Gwrthod	2	
1 28	A yw hynny ?	Am wythnos Am fls Arall (ysgrifennwch)	1 2 3	1 29
1 29	A fyddai'n well gennych fod yn ddeilliad-berchennog ?	Byddai, yn y tŷ/fflat hwn Byddai, ond rhywle arall Na fyddai	1 2 3	1 30

1 30 PAWB MEWN LLETY AR RENT/DI-RENT (C 1 24 COD 1)  
 Oddi wrth bwy y mae'r tŷ/fflat wedi ei rentu/gan bwy y'i darperir ?

RHENTWYR PREIFAT	Awdurdod Lleol/Cyngor	01	1 31	
	Bwrdd Datblygu Cymru Wledig (DBRW)	02		
	Cymdeithas Dai neu Ymddiriedolaeth Elusennol	03		
		Cwmni Eiddo	04	1 36
		Cyflogwr - Sefydliad	05	
		Perthynas	06	1 33
		Cyflogwr - Unigolyn	07	
		Landlord Preifat(Nid perthynas na chyflogwr)	08	1 36
		Arall - rhowch fanylion	09	

1 31 PAWB SY'N RHENTU ODDI WRTH AWDURDOD/B D C W/CYMDEITHAS DAI (C 1 30 CODAU 1,2,3)

Mae gan y mwyafnif o bobl yn eich math o lety yr hawl i'w brynu  
 A fydech chi'n hoffi prynu'r tŷ/fflat hwn ?

BYDDWN	1	1 32
NA FYDDWN	2	
HEB BENDERFYNU	3	
GWRTHOD	4	

1 32 PAWB SY'N RHENTU ODDI WRTH GYMDEITHAS DAI (C 1 30 COD 3)

Ydy'r gymdeithas wedi ei chofrestru ai peidio ?

HEFYD DYLLID CWBLHAU'R HOLIADUR RHENTWYR PREIFAT	WEDI EI CHOFRESTRU	1	1 36
	HEB EI CHOFRESTRU	2	
	DDIM YN GWYBOD	3	

1 33 OS RHENTIR ODDI WRTH UNIGOLYN (C 1 30 CODAU 6, 7, 8)

A yw eich landlord yn byw yn yr adeilad hwn ?

YDYW	1	1 36
NAC YDYW	2	

1 34 PAWB SY'N BERCHEM NEU'N PRYNU'R Tŷ/FFLAT (C 1 24 COD 2)

A yw eich teulu yn prynu'r tŷ/fflat hwn ar forgais/fenthyciad  
 neu ydych yn berchen yn llwyr arno ?

Morgais neu fenthyciad	1	1 35
Perchen yn llwyr	2	
Perchen ar y cyd	3	
Trwsio hen dŷ yn eich amser hamdden	4	
Wn i ddim	5	
Gwrthodwyd	6	

1 35 A oedd y tŷ/fflat hwn yn arfer bod yn dŷ/fflat Cyngor neu yn dŷ/fflat Corfforaeth Tref Newydd  
 neu Fwrdd Datblygu Cymru Wledig ?

OEDD	1	1 36
NAC OEDD	2	
WN I DDIM	3	

**POB ATEBYDD**

1 36 Ydych chi neu a oes rhywun arall yn eich teulu â'u henwau ar restr aros/rhestr drosglwyddo awdurdod lleol neu Fwrdd Datblygu Cymru Wledig ?

Oes - Rhestr aros	1	1 37
Oes - Rhestr drosglwyddo	2	
Oes - y ddwy	3	
Na - dim un	4	

1 37 Ydych chi neu a oes rhywun arall yn eich teulu â'u henwau ar restr aros/rhestr drosglwyddo unrhyw gymdeithas dai ?

Oes - Rhestr aros	1	1 38
Oes - Rhestr drosglwyddo	2	
Oes - y ddwy	3	
Na - dim un	4	

1 38 A ydych yn cael help gyda'ch Tâl Cymunedol drwy Fudd-dâl Tai ?

Ydwyf	1	1 39
Nac ydwyf	2	
Wn i ddim	3	
Gwrthodwyd	4	

1 39 A oes car neu fan ar gael fel arfer ar gyfer eich defnydd preifat chi, neu aelod o'ch teulu ?

Oes	1	1 40
Nac oes	2	2 1

1 40 Os oes, faint ?

1 Car	1	2 1
2 Gar	2	
3 Char	3	
4 Car neu fwy	4	

## CWESTIYNAU AM BERSONAU

Nawr fe hoffwn ofyn i chi am y bobl sy'n byw yma fel aelodau o'ch teulu -

GOFYNNWCH BOB CWESTIWN AM BOB AELOD PRIODOL O'R TEULU CYN MYND YMLAEN I'R CWESTIWN NESAF COFNODWCH YR ATEBION AR Y DUDALEN GYFERBYN, O DAN Y GOLOFN PERSON GYWIR (OS OES MWY NA 6 O BOBL, DEFNYDDIWCH HOLIADUR YCHWANEGOL)

---

2 1 RHOWCH GYLCH O GWMPAS Y COD O DAN Y PERSON SY'N ATEB

---

2 2 Faint oedd oed pob person ar ei ben-blwydd diwethaf ?  
(BABAN O DAN FLWYDD OED COD 00)

Rhowch oedran mewn  
blynyddoedd yn y blychau

---

2 3 RHYW

---

2 4 STATWS PRIODASOL

### CARDEN DDANGOS E

---

2 5 GOFYNNWCH AM Y RHAI TAIR BLWYDD A THROSODD  
Ydy (person) yn siarad Cymraeg ?

---

2 6 Rhowch god i'r unedau teuluol

---

Os yn gartref sy'n rhentu'n breifat dylid rhannu'r cartref yn denantlaethau  
Dylid rhoi cod i'r grwplau tenantlaeth

---

2 7 Ers pryd y bu (person) yn byw yn y cyfeiriad hwn ?

---

2 8 A ydy (person) yn dioddef o unrhyw salwch tymor hir, problem lechyd neu anfantals sy'n rhwystro ei (g)  
weithgareddau dyddlol neu waith y mae ef / hi yn gallu ei wneud ?

ATEBYDD	01	02	03	04	05	06
OED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GWRYW	1	1	1	1	1	1
BENYW	2	2	2	2	2	2
SENGL (heb fod yn briod)	1	1	1	1	1	1
PRIOD	2	2	2	2	2	2
WEDI YSGARU (decree absolute)	3	3	3	3	3	3
GWEDDW	4	4	4	4	4	4
WEDI RHANNU	5	5	5	5	5	5
YDYW	1	1	1	1	1	1
NAC YDYW	2	2	2	2	2	2
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LLAI NA BLWYDDYN	1	1	1	1	1	1
1 OND LLAI NA 5 MLYNEDD	2	2	2	2	2	2
5 OND LLAI NA 10 MLYNEDD	3	3	3	3	3	3
10 OND LLAI NAG 20 MLYNEDD	4	4	4	4	4	4
DROS 20 MLYNEDD	5	5	5	5	5	5
YDYW	1	1	1	1	1	1
NAC YDYW	2	2	2	2	2	2

GOFYNNIR GWEDDILL Y CWESTIYNAU (2 9 1 - 2 18) MEWN PERTHYNAS Â  
PHERSONAU 16 OED A THROSODD YN UNIG

2 9 1 Yn yr wythnos yn diweddu ddydd Sadwm diwethaf, a oedd (Person) yn cael -

Budd-dâl Diwethdra

Cymhorthdal Incwm

Credyd Teulu

---

Pensiwn Ymdeol Yswiriant Gwladol neu  
Bensiwn yr Henoed

Budd-Dâl Salwch Yswiriant Gwladol  
(nid Tâl Salwch Statudol y Cyflogwr)

---

2 9 2 A oedd (Person) yn cael unrhyw rai o'r budd-dâliadau a ddangosir ar y cerdyn hwn ?

**CARDEN DDANGOS F**

COFNODWCH Y DDAU  
GYNTAF A ENWIR

**COD**

- 1 BUDD-DÂL UN RHIANT
- 2 BUDD-DÂL I'R METHEDIG
- 3 BUDD-DÂL ANABLEDD DDIWYDIANNOL/MARWOLAETH
- 4 PENSIWN GWEDDW NEU BENSIWN GWEDDW RHYFEL
- 5 PENSIWN ANABLEDD RHYFEL
- 6 LWFANS MAMOLAETH
- 7 UNRHYW LWFANS SYMUDDOLEDD NEU WASANAETH

Tudalen 10

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

---

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

---

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

---

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 10 A oedd gan (PERSON) waith am dâl yn ystod yr wythnos yn drweddu ddydd Sadwrn diwethaf ?  
Amser llawn = Dros 30 awr Rhan amser = 30 awr neu lai  
**I'R RHEINI Â GWAITH AM DÂL GOFYNNER 2 11**  
**I'R RHEINI HEB WAITH AM DÂL EWCH I 2 13**

---

2 11 A yw (PERSON) yn cael ei gyflogi neu'n cyflogi'i hun ?

---

2 12 A yw (PERSON) hefyd yn fyfynwr amser llawn/yn yr ysgol o hyd ?

---

**GOFYNNWCH I BAWB**

2 13 Yn ystod y 5 mlynedd diwethaf a gafodd (PERSON) unrhyw gyfnodau o ddiweithdra wedi'i gofrestru ?  
Do - Ewch i 2 14 Naddo - Ewch i 2 15

---

2 14 Am ba hyd yn fras yr oedd (PERSON) wedi ei gofrestru'n ddi-waith ?

**CARDEN DDANGOS G**

(CYFRIFWCH GYDA'I GILYDD GYFNODAU AR WAHAN)

**Y RHEINI Â GWAITH AM DÂL YR WYTHNOS DIWETHAF (COD 1 A 2 2 10) NAWR EWCH I 2 17**

---

2 15 AR GYFER POB PERSON HEB WAITH AM DAL YR WYTHNOS DDIWETHAF (COD 3 C2 10)  
Faint sydd er pan oedd gan (PERSON) waith am dâl ? **DANGOSWCH GARDEN H**

**D S POB PERSON Â GWAITH AM DÂL YR WYTHNOS DIWETHAF EWCH I 2 17**

---

2 16 I'R PERSONAU HEB WAITH AM DÂL YR WYTHNOS DIWETHAF  
A oedd (y person)

**DANGOSWCH GARDEN I**

**RHOWCH GOD AM Y PRIF WEITHGAREDD**



OEDD - AMSER LLAWN	1	1	1	1	1	1
OEDD - RHAN AMSER	2	2	2	2	2	2
NAC OEDD	3	3	3	3	3	3

YN CAEL EI GYFLOGI	1	1	1	1	1	1
YN CYFLOGI'I HUN	2	2	2	2	2	2

YDYW	1	1	1	1	1	1
NAC YDYW	2	2	2	2	2	2

DO	1	1	1	1	1	1
NADDO	2	2	2	2	2	2

HYD AT FIS	1	1	1	1	1	1
MWY NAG UN OND LLAI NA 6 MIS	2	2	2	2	2	2
6 MIS OND LLAI NA BLWYDDYN	3	3	3	3	3	3
BLWYDDYN NEU FWY	4	4	4	4	4	4
WN I DDIM	5	5	5	5	5	5

LLAI NA 6 MIS	1	1	1	1	1	1
6 MIS OND LLAI NA BLWYDDYN	2	2	2	2	2	2
BLWYDDYN OND LLAI NA 2 FLYNEDD	3	3	3	3	3	3
2 FLYNEDD OND LLAI NA 5 MLYNEDD	4	4	4	4	4	4
5 MLYNEDD NEU FWY	5	5	5	5	5	5
DIM GWAITH AM DÂL ERIOD	6	6	6	6	6	6

Ar gynllun hyfforddiant cyflogaeth(E T) neu gyllun hyfforddi ieuenctid(Y T S)	1	1	1	1	1	1
Yn ddi-waith, yn chwilio am waith	2	2	2	2	2	2
Wedl ymddeol o waith cyflogedig	3	3	3	3	3	3
Yn methu gweithio oherwydd gwaeledd neu anabledd tymor-hir	4	4	4	4	4	4
Mewn addysg llawn-amser	5	5	5	5	5	5
Yn gwneud rhywbeth arall	6	6	6	6	6	6

2 17 PAWB SY'N 16 NEU'N HŶN

Beth yw / oedd prif swyddogaeth ddiwethaf (PERSON) ? (NODER WRTH 2 18 ISOD)

2 18 Y RHEINI Â GWAITH AM DÂL YR WYTHNOS DIWETHAF

Ble mae (PERSON) yn gweithio ? COFNODWCH ENW LLAWN Y CWMNI  
COFNODWCH ATEBION I 2 17 A 2 18 YN Y BLYCHAU PERSON CYWIR ISOD

RHIF Y PERSON	TEITL Y SWYDD Cynhwyswch gradd, safle a'r cymwysterau ffurfiol angenrheidiol	DISGRIFIAD O'R GWAITH Disgrifwch yr union waith a wneir	Faint o weithwyr sydd yn y sefydliad ?			Os wedi ymddeol/yn ddi-waith gofynnwch A oedd (Person) yn cael ei gyflogi neu'n cyflogi'i hun gyda gweithwyr neu'n cyflogi'i hun heb weithwyr ?		
			<u>DIM</u>	<u>1 - 24</u>	<u>25 +</u>	<u>Yn cael ei cyflogi</u>	<u>Cyflogi'i hun + gweithwyr</u>	<u>Cyflogi'i hun Dim gweithwyr</u>
1			0	1	2	3	4	5
2			0	1	2	3	4	5
3			0	1	2	3	4	5
4			0	1	2	3	4	5
5			0	1	2	3	4	5
6			0	1	2	3	4	5

Tudalen 14

G S U	<u>ENW'R CWMNI A'R DREF</u>	G S U	<u>DIWYDIANT NEU FAES CYFLOGAETH</u>								
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Tudalen 15

2 19 POB ALEBYDD, DANGOSWCH GERDYN J

Byddwch cystal â dweud wrthyf y llythyren gyferbyn â'r ystod ar y cerdyn hwn sy'n cynrychioli cyfanswm incwm gros y teulu cyfan ?

M	1
B	2
Q	3
T	4
V	5
X	6
F	7
GWRTHODWYD	8
WN I DDIM	9

2 20 DANGOSWCH GERDYN K

Byddwch cystal â dweud wrthyf y llythyren gyferbyn â'r ystod ar y cerdyn hwn sy'n cynrychioli cyfanswm cynilion yr holl deulu ?

R	1
C	2
S	3
Y	4
A	5
G	6
GWRTHODWYD	7
WN I DDIM	8

I'R CYFWELYDD

**COD 4 - 8 AR GWESTIWN 1 30 - DYLLID GOFYN YR HOLIADUR AR RENTWYR PREIFAT YMA CYN MYND YMLAEN I'R GYMRAEG A HYFFORDDIANT.**

RHEQLI ANSAWDD

Wedi'i hebrwng gan Arolygwr	1
<u>ÔL-AROLYGU</u>	
Personol	2
Ffôn	3
Post	4

Llofnod yr arolygwr

**Rwyn datgan y cynhaliwyd y cyfweiliad hwn gennyf yn unol â'ch cyfarwyddiadau.**

**Llofnod** \_\_\_\_\_

**Dyddiad** \_\_\_\_\_

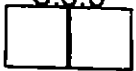
**Research and Marketing Ltd  
Edena House  
East Canal Wharf  
Cardiff  
CF1 5AQ**

**Tel (0222) 484541**

**Fax (0222) 483540**

PENTEULU	1	-	-	-	-	-
PRIOD Y PENTEULU	-	2	2	2	2	2
MAB / MERCH	-	3	3	3	3	3
RHIANT	-	4	4	4	4	4
PERTHYNAS ARALL	-	5	5	5	5	5
DIM YN BERTHYNAS	-	6	6	6	6	6

G.S.U

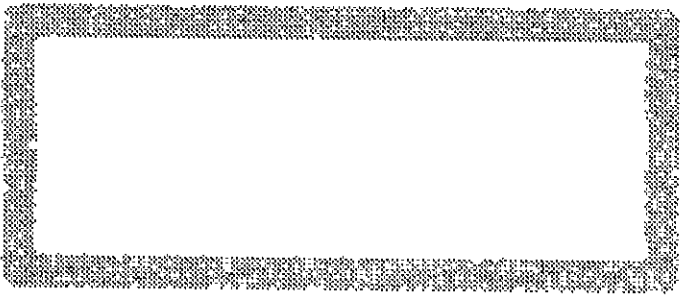
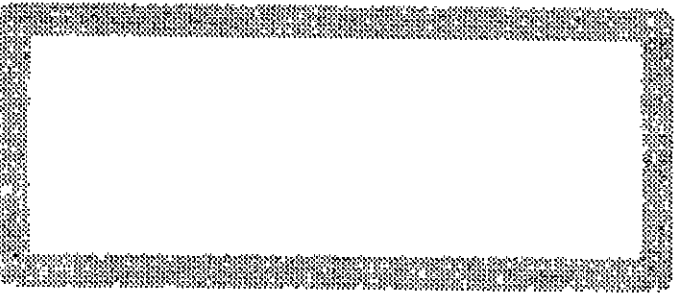
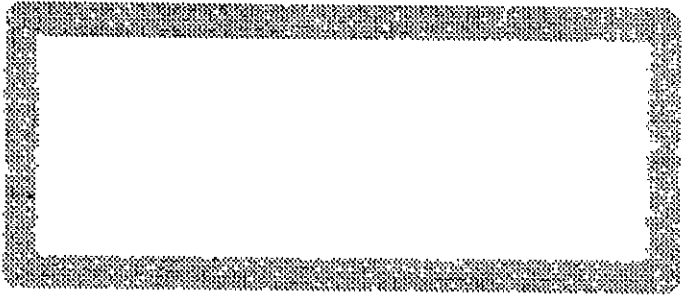
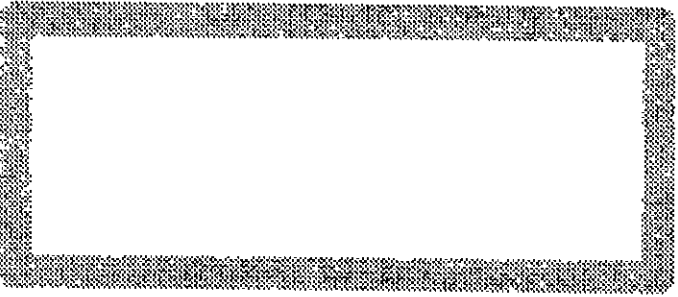
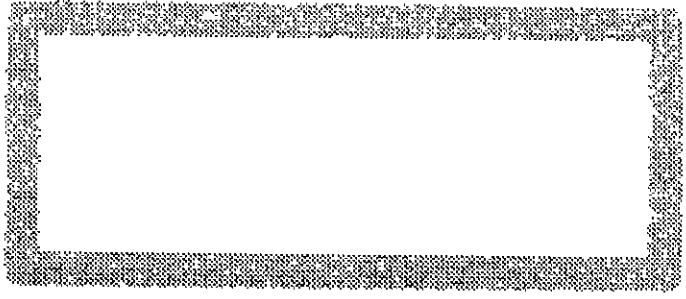
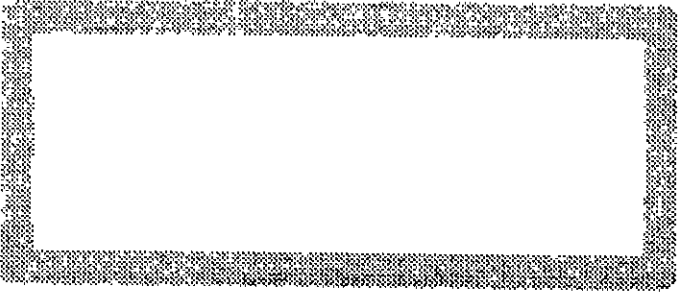


**Dylid diolch i bob atebwr a chlo'r cyfweiliad**

**Ydych chi wedi - glynu label ac ysgrifennu rhif y person ar bob hunan-gwblhad sydd i'w gadael, ac wedi rhoi cylch am rif person ar y grid atebwyr yr hunan-gwblhad. Sicrhewch bod nifer yr holiaduron hunan-gwblhad a adawyd i'r teulu hwn wedi'i nodi yn y blwch ar y dudalen flaen.**

**CWBLHEWCH Y DUDALEN GANLYNOL OS GWELWCH YN DDA A GLYNWCH LABELI NAS DEFNYDDIWD YN Y BLYCHAU A DDARPARWYD.**

GLYNER LABELI HEB EU DEFNYDDIO / SBĀR YMA





**Y SWYDDFA GYMREIG  
WELSH OFFICE  
AROLWG CYFLWR TAI**

Rhif Cyfresol								1
Enw Cyfeiriad								
Cod Post Rhif Ffôn								

**PARHAD I'R  
HOLIADUR**

CYFWELYDD

G S U

SAESNEG  
CYMRAEG

1
2

Rhowch rif y ffôn uchod

Enw  
Rhif P R  
Rhif aseiniad

**GLYNWCH YR 2<sup>IL</sup> LABEL CYFEIRIAD O'CH SET LABELI  
RHOWCH Y COD SAESNEG NEU'R GYMRAEG  
A RHOWCH GYDA'R PRIF HOLIADUR**



**CWESTIYNAU AM BERSONAU**

Nawr fe hoffwn ofyn i chi am y bobl sy'n byw yma fel aelodau o'ch teulu -

**GOFYNNWCH BOB CWESTIWN AM BOB AELOD PRIODOL O'R TEULU CYN MYND YMLAEN I'R CWESTIWN NESAF COFNODWCH YR ATEBION AR Y DUDALEN GYFERBYN, O DAN Y GOLOFN PERSON GYWIR.**

2.1	RHOWCH GYLCH O GWMPAS Y COD O DAN Y PERSON SY'N ATEB	
2.2	Faint oedd oed pob person ar ei ben-blwydd dwethaf ? (BABAN O DAN FLWYDD OED COD 00)	Rhowch oedran mewn blynyddoedd yn y blychau
2.3	RHYW	
2.4	STATWS PRIODASOL <u>CARDEN DDANGOS E</u>	
2.5	GOFYNNWCH AM Y RHAI TAIR BLWYDD A THROSODD Ydy (person) yn siarad Cymraeg?	
2.6	Rhowch god i'r unedau teuluol  Os yn gartref sy'n rhentu'r brefat dyld rhannu'r cartref yn denantaethau. Dyld rhai cod i'r gwplau tenantaeth.	
2.7	Eis prydybu (person) yn byw yn y cyfeirnod hwn?	
2.8	A ydy (person) yn dioddef o unrhyw salwch tymor hir, problemau iechyd neu anfantals sy'n rhwystro ei (g) weithgareddau dyddiol neu walth ymae ef/ hi yn gallu ei wneud?	

ATEBYDD	07	08	09	10	11	12
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OED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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GWRYW	1	1	1	1	1	1
BENYW	2	2	2	2	2	2

SENGL (heb fod yn briod)	1	1	1	1	1	1
PRIOD	2	2	2	2	2	2
WEDI YSGARU (decree absolute)	3	3	3	3	3	3
GWEDDW	4	4	4	4	4	4
WEDI RHANNU	5	5	5	5	5	5

YDYW	1	1	1	1	1	1
NACYDYW	2	2	2	2	2	2

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LLAI NA BLWYDDYN	1	1	1	1	1	1
1 OND LLAINA 5 MLYNEDD	2	2	2	2	2	2
5 OND LLAINA 10 MLYNEDD	3	3	3	3	3	3
10 OND LLAINA 20 MLYNEDD	4	4	4	4	4	4
DROS 20 MLYNEDD	5	5	5	5	5	5

YDYW	1	1	1	1	1	1
NAC YDYW	2	2	2	2	2	2

GOFYNNIR GWEDDILL Y CWESTIYNAU (2 9 1 - 2 18) MEWN PERTHYNAS Â  
PHERSONAU 16 OED A THROSODD YN UNIG

2 9 1 Yn yr wythnos yn diweddu ddydd Sadwrn diwethaf, a oedd (Person) yn cael -

Budd-dâl Dweithdra

Cymhorthdal Incwm

Credyd Teulu

Pensiwn Ymdeol Yswiriant Gwladol neu  
Bensiwn yr Henoed

Budd-Dâl Salwch Yswiriant Gwladol  
(nid Tâl Salwch Statudol y Cyflogwr)

2 9 2 A oedd (Person) yn cael unrhyw rai o'r budd-daliadau a ddangosir ar y cerdyn hwn ?

**CARDEN DDANGOS F**

COFNODWCH Y DDAU  
GYNTAF A ENWIR

COD

- 1 BUDD-DÂL UN'RHIANT
- 2 BUDD-DÂL I'R METHEDIG
- 3 BUDD-DÂL ANABLEDD DDIWYDIANNOL/MARWOLAETH
- 4 PENSIWN GWEDDW NEU BENSIWN GWEDDW RHYFEL
- 5 PENSIWN ANABLEDD RHYFEL
- 6 LWFANS MAMOLAETH
- 7 UNRHYW LWFANS SYMUDDOLEDD NEU WASANAETH

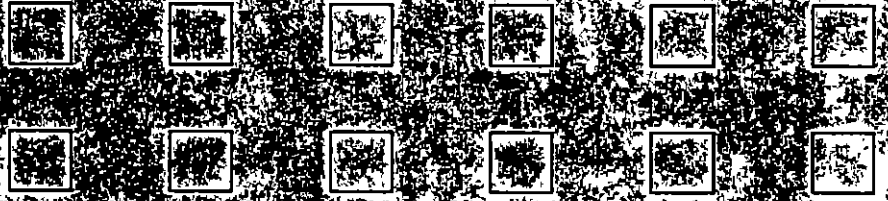
OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3

OEDD	1	1	1	1	1	1
NAC OEDD	2	2	2	2	2	2
WN I DDIM/GWRTHODWYD	3	3	3	3	3	3



2 10 A oedd gan (PERSON) waith am dâl yn ystod yr wythnos yn drweddu ddydd Sadwrn dwethaf ?  
Amser llawn = Dros 30 awr Rhan amser = 30 awr neu lai  
I'R RHEINI A GWAITH AM DÂL GOFYNNER 2 11  
I'R RHEINI HEB WAITH AM DÂL EWCH I 2 13

2 11 A yw (PERSON) yn cael ei gyflogi neu'n cyflogi'i hun ?

2 12 A yw (PERSON) hefyd yn fyfyrwr amser llawn/yn yr ysgol o hyd ?

**GOFYNNWCH I BAWB**

2 13 Yn ystod y 5 mlynedd dwethaf a gafodd (PERSON) unrhyw gyfnodau o ddiweithdra wedi'i gofrestru ?  
Do - Ewch i 2 14 Naddo - Ewch i 2 15

2 14 Am bâ hyd yn fras yr oedd (PERSON) wedi ei gofrestru'n ddi-waith ?

**CARDEN DDANGOS G**

(CYFRIFWCH GYDA'I GILYDD GYFNODAU AR WAHAN)

Y RHEINI A GWAITH AM DÂL YR WYTHNOS DIWETHAF (COD 1 A 2 2-10) NAWR EWCH I 2 17

2 15 AR GYFER POB PERSON HEB WAITH AM DÂL YR WYTHNOS DDIWETHAF (COD 3 C2-10)  
Faint sydd er pan oedd gan (PERSON) waith am dâl ? **DANGOSWCH GARDEN H**

D'S POB PERSON A GWAITH AM DÂL YR WYTHNOS DIWETHAF EWCH I 2 17

2 16 I'R PERSONAU HEB WAITH AM DÂL YR WYTHNOS DIWETHAF  
A oedd (y/person)

**DANGOSWCH GARDEN I**

RHOWCH GOD AM Y PRIF WEITHGAREDD

OEDD - AMSER LLAWN	1	1	1	1	1	1
OEDD - RHAN AMSER	2	2	2	2	2	2
NAC OEDD	3	3	3	3	3	3

YN CAEL EI GYFLOGI	1	1	1	1	1	1
YN CYFLOGI'I HUN	2	2	2	2	2	2

YDYW	1	1	1	1	1	1
NAC YDYW	2	2	2	2	2	2

DO	1	1	1	1	1	1
NADDO	2	2	2	2	2	2

HYD AT FIS	1	1	1	1	1	1
MWY NAG UN OND'LLAI NA 6 MIS	2	2	2	2	2	2
6 MIS OND'LLAI NA BLWYDDYN	3	3	3	3	3	3
BLWYDDYN NEU FWY	4	4	4	4	4	4
WN I DDIM	5	5	5	5	5	5

LLAINA 6 MIS	1	1	1	1	1	1
6 MIS OND'LLAI NA BLWYDDYN	2	2	2	2	2	2
BLWYDDYN OND'LLAI NA 2 FLYNEDD	3	3	3	3	3	3
2 FLYNEDD OND'LLAI NA 5 MLYNEDD	4	4	4	4	4	4
5 MLYNEDD NEU FWY	5	5	5	5	5	5
DIM GWAITH AM DAL ERIOD	6	6	6	6	6	6

At gyllun hyfforddiant cyfogaeth (E-1) neu gyllun hyfforddi neu enctid (A-T S)	1	1	1	1	1	1
Yn dd-waith yn chwilio am waith	2	2	2	2	2	2
Wed ymdded o waith cyfogaeth	3	3	3	3	3	3
Yn methu gweithio oherwydd gwaeledd neu anabledd tymor-hir	4	4	4	4	4	4
Mewn addysg llawn-amser	5	5	5	5	5	5
Yn gwneud rhywbeth arall	6	6	6	6	6	6

2 17 PAWB SY'N 16 NEU'N HYN

Beth yw / oedd prif swyddogaeth ddrwethaf (PERSON) ? (NODER WRTH 2 18 ISOD)

2 18 Y RHEINI A GWAITH AM DAL YR WYTHNOS DIWETHAF

Ble mae (PERSON) yn gweithio ? COFNODWCH ENW LLAWN Y CWMNI  
COFNODWCH ATEBION I 2 17 A 2 18 YN Y BLYCHAU PERSON CYWIR ISOD

RHIF Y PERSON	TEITL Y SWYDD Cynhwyswch, gradd, safle a'r cymwysterau ffurfiol angenrheidiol	DISGRIFIAD O'R GWAITH Disgrifiwch yr union waith a wneir	Faint o weithwyr sydd yn y sefydliad ?			Os wedi ymddeol/yn ddi-waith gofynnwch - A oedd (Person) yn cael ei gyflogi neu'n cyflogi'i hun gyda gweithwyr neu'n cyflogi'i hun heb weithwyr ?		
			DIM	1 - 24	25 +	Yn cael ei gyflogi	Cyflogi'i hun + gweithwyr	Cyflogi'i hun Dim gweithwyr
7			0	1	2	3	4	5
8			0	1	2	3	4	5
9			0	1	2	3	4	5
10			0	1	2	3	4	5
11			0	1	2	3	4	5
12			0	1	2	3	4	5

PENTEULU	-	-	-	-	-	-
PRIOD Y PENTEULU	2	2	2	2	2	2
MAB / MERCH	3	3	3	3	3	3
RHIANT	4	4	4	4	4	4
PERTHYNAS ARALL	5	5	5	5	5	5
DIM YN BERTHYNAS	6	6	6	6	6	6

G.S.U

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G S U	ENW'R CWMNI A'R DREF	G S U	DIWYDIANT NEU FAES CYFLOGAETH								
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## I'R CYFWELYDD

**COD 4 - 8 AR GWESTIWN 1.30 - DYLLID GOFYN YR HOLIADUR  
AR RENTWYR PREIFAT YMA CYN MYND YMLAEN I'R  
GYMRAEG A HYFFORDDIANT**

**Dylid droich i bob atebwr a chloi'r cyfweiliad.**

**Ydych chi wedi - glynu label ac ysgrifennu rhif y person ar bob  
hunan-gwblhad sydd i'w gadael ac wedi rhoi cylch am rif person  
ar y grid atebwyr yr hunan-gwblhad. Sicrhewch bod nifer yr  
holiaduron hunan-gwblhad a adawyd i'r teulu hwn wedi'i nodi yn  
y blwch ar y dudalen flaen.**



# PREIFAT A CHYFRINACHOL



Annwyl Syr/Madam



Mae'r holiadur hwn yn gofyn am y defnydd a wnewch o'r Gymraeg, eich cymwysterau addysgol, a'ch addysg a'ch hyfforddiant ar hyn o bryd

Gan na fydd yr holl gwestiynau'n gymwys i chi, ni fydd yn cymryd llawer o amser i chi ei lenwi Mae gan y mwyafrif o'r cwestiynau flwch wrth eu hymyl, a byddwch yn ateb drwy roi tic yn y blwch



Ar ôl i chi lenwi'r llyfryn, dychwelwch ef i ni yn yr amlen a ddarperir (nid oes angen stamp)

Bydd eich atebion i'r cwestiynau yn rhoi cipolwg i ni o'r sefyllfa bresennol yng Nghymru Bydd hynny'n helpu'r Swyddfa Gymreig i lunio cynlluniau at y dyfodol ac i sicrhau na chaiff arian y trethdalwyr ei wastraffu

Gadawyd y llyfryn i chi gan Research and Marketing Cyf Maent yn gweithio ar ran y Swyddfa Gymreig ar yr arolwg hwn a chaiff y ffurflenni, ar ôl i chi eu llenwi, eu rhoi i'r Swyddfa Gymreig Caiff pob gwybodaeth a roddwch ei thrin yn gyfrinachol a'i defnyddio at ddibenion ystadegol yn unig

**Gallwch fod yn siwr na chaiff unrhyw wybodaeth y gallai unrhyw un ei hadnabod fel gwybodaeth amdanoch chi ei roi i unrhyw un arall** Mae'n bosibl - ond mae hynny'n dibynnu ar yr atebion a roddwch - y byddwn yn eich dewis i gael eich cynnwys mewn arolwg arall rywbryd yn y dyfodol

Diolch o galon i chi am gydweithredu yn yr arolwg hwn Os oes gennych unrhyw gwestiwn o gwbl am yr arolwg, ysgrifennwch ataf yn

**E S S 9, RHADBOST, Y Swyddfa Gymreig, Parc Cathays, CAERDYDD, CF1 3NQ**

Ni fydd angen i chi ddefnyddio stamp Neu, os yw'n well gennych, ffoniwch Miss Nest Rees ar Caerdydd (0222) 825053

Yr eiddoch yn gywir

HOWELL M JONES  
Ystadegydd yr Arolwg  
Y Swyddfa Gymreig



person rhif

[REDACTED]

BYDDWCH CYSTAL AG ATEB DRWY DICIO'R BLWCH AR GYFER POB CWESTIWN  
- TICIWCH YR ATEB SY'N EICH DISGRIFIO CHI ORAU

1 A ydych chi'n siarad Cymraeg?

(13)

Ydwyf  Nac ydwyf

1 2 9

2 A yw (neu a oedd, os ydyw wedi marw) eich mam yn siarad Cymraeg?

(14)

Ydyw (Oedd)  Nac ydyw  
(Nac oedd)

1 2 9

3 A yw (neu a oedd, os ydyw wedi marw) eich tad yn siarad Cymraeg?

(15)

Ydyw (Oedd)  Nac ydyw  
(Nac oedd)

1 2 9

4 A gawsoch chi eich magu

(16)

yn yr ardal hon  
mewn ardal arall yng Nghymru  
yn Lloegr  
yn yr Alban/Gogledd Iwerddon  
mewn man arall


1

2

3

4

5 9

5 Fyddwch chi'n gwyllo neu'n gwrando ar raglenni Cymraeg ar

(17-18)

	<u>Yn</u> <u>rheolaidd</u>	<u>Werthiau</u>	<u>Byth</u>
S4C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Cymraeg (Radio Cymru neu radio lleol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 9

1 2 3 9

6 A allwch chi ddarllen Cymraeg?

(19)

Gallaf  Na allaf  → Os "NA ALLAF" Ewch i Gwestiwn 8

1 2 9

Os "GALLAF"

7 Fyddwch chi'n darllen y rhan yn Gymraeg

Yn rheolaidd Weithiau Byth

(20-22)

a Llyfrau




1 2 3 8 9

b Cylchgronau (gan gynnwys SBEC) a phapurau wythnosol




1 2 3 8 9

c Papurau lleol (papurau bro)




1 2 3 8 9

8 Pa rai o'r canlynol sy'n eich disgrifio chi orau?

(Ticiwch un blwch yn unig)

(23)

a Nid wyf yn gallu siarad Cymraeg o gwbl ac nid wyf wedi ei siarad erioed

0

b Nid wyf yn gallu siarad Cymraeg o gwbl yn awr er i mi ei siarad ar un adeg

1

c Yr wyf yn gallu siarad ychydig o Gymraeg yn unig

2

d Yr wyf yn gallu siarad cryn dipyn o Gymraeg

3

**Yr wyf yn gallu siarad Cymraeg yn rhugl**

e ond ni fyddaf byth neu'n anaml iawn yn ei siarad

4

f ond o dro i dro yn unig y byddaf yn ei siarad

5

g a byddaf yn ei siarad tua hanner yr amser

6

h a byddaf yn ei siarad drwy'r amser neu'r rhan fwyaf o'r amser

7 9

EWCH I  
ADRAN B

EWCH I  
ADRAN C

9 Ar gyfer y cwestiwn hwn yn unig ticiwch bob un sy'n gymwys i chi

(24)

Nid wyf yn deall unrhyw Gymraeg llafar

1

Gallaf ddeall ymadroddion syml mewn Cymraeg llafar

2

Gallaf ddeall sgwrs mewn Cymraeg llafar

3

Gallaf ddeall rhaglenni newyddion Cymraeg ar y teledu

4 8 9

10 A ydych yn eich gweld eich hun yn mynd ati i ddysgu siarad Cymraeg, neu i wella'ch gallu i siarad Cymraeg?

(25)

Ydwyf

Os "YDWYF" Ewch i Gwestiwn 12

Nac ydwyf

1

2 8 9

Os "NAC YDWYF"

11 A yw hynny'n bennaf oherwydd

Ticiwch un blwch yn unig

(26)

Nad oes gennych unrhyw wir ddiddordeb

1

Nad oes gennych mo'r amser

2

Eich bod yn amau eich gallu i ddysgu

3

Na wyddoch am unrhyw gyfle i ddysgu yn yr ardal hon

4

Eich bod yn fodlon ar lefel eich gallu

5 8 9

12 A ydych chi eisoes wedi mynd ati i ddechrau dysgu/gwella eich Cymraeg?

(27)

Ydwyf

Nac ydwyf

1 2 8 9

OS NAD YDYCH YN GALLU SIARAD CYMRAEG O GWBL A HEB  
EI SIARAD ERIOED, EWCH I ADDYSG A HYFFORDDIANT AR FRIG TUDALEN 7

FEL ARALL, EWCH I ADRAN C TUDALEN 5

13 Pan oeddech yn blentyn, a fydddech chi'n siarad mwy o Gymraeg nag o Saesneg gartref ?

Byddwn  Na Fyddwn

(28)  
1 2 8 9

14 Ai Cymraeg y byddwch chi'n ei siarad fel arfer

(Os nad yw cwestiwn yn gymwys i chi, e e os nad ydych yn y coleg neu'r ysgol, ticwch y blwch ddim yn gymwys)

drwy'r amser tua o dro i dro byth / ddim yn  
neu'r rhan hanner yr bron byth gymwys  
fwyaf o'r amser amser

(29-33)

Â'ch teulu ?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1 2 3 4 8 9

Â'ch cyfeillion yn gymdeithasol ?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1 2 3 4 8 9

Wrth wneud eich gwaith ?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 4 8 9

Wrth astudio yn y coleg / yn yr ysgol ?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1 2 3 4 8 9

Yn y capel/eglwys ?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1 2 3 4 8 9

15 A fyddwch chi'n dod ar draws pobl sy'n gallu siarad â chi yn Gymraeg pan fyddwch yn delio â'ch

Os yn 15 oed neu'n iau ticier 'ddim yn gymwys' ar gyfer swyddfeydd cyngor lleol ac ar gyfer swyddfa'r post/banc/ cymdeithas adeiladu leol os nad y'u defnyddir

Fel Weithiau Byth Ddim yn  
arfer gymwys

(34-37)

Gwasanaeth iechyd lleol (meddyg, deintydd, nyrsys )

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Swyddfeydd cyngor lleol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Siopau lleol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Swyddfa Bost/banc/ cymdeithas adeiladu leol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

16 Mewn sefyllfaoedd lle gwyddoch fod siaradwyr Cymraeg ar gael i ymdrin â chi, a fyddwch chi'n defnyddio'ch Cymraeg gyda'ch

Fel Weithiau Byth Ddim yn  
arfer gymwys

(38-41)

Gwasanaeth iechyd lleol (meddyg, deintydd, nyrsys )

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Swyddfeydd cyngor lleol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Siopau lleol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

Swyddfa Bost/banc/ cymdeithas adeiladu leol

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

1 2 3 8 9

17 Pryd y dechreusoch chi ddysgu siarad Cymraeg ?

(42)

- a Fel plentyn bach gartref
- b Yn yr ysgol feithrin (3 - 4 oed)
- c Yn yr ysgol gynradd/iau (5 - 10 oed)
- d Yn yr ysgol uwchradd (11 oed a throsodd)
- e Yn y coleg neu'r brifysgol (amser-llawn)
- f Ar ôl cael addysg amser-llawn

1  
2  
3  
4  
5  
6 8 9

18 A ydych chi erioed wedi dysgu Cymraeg

a Mewn dosbarthiadau nos unwaith neu ddwywaith yr wythnos ?

(43)

Ydwyf  Nac ydwyf  ddim yn gymwys   
(15 oed neu'n iau)

1 2 8 9

b Drwy fynychu cwrs dwys o fath WLPAN ?

(44)

(3 neu ragor o ddsbarthiadau'r wythnos)

Ydwyf  Nac ydwyf  ddim yn gymwys   
(15 oed neu'n iau)

1 2 8 9

c Drwy fynd ar gwrs preswyl ?

(45)

Ydwyf  Nac ydwyf

1 2 8 9

d Drwy eich dysgu eich hun (gan gynnwys rhaglenni teledu a radio, Linguaphone a chyrtsiau gohebu a'u tebyg) ?

(46)

Ydwyf  Nac ydwyf

1 2 8 9

OS YDYCH YN DDYN 16-65 OED NEU'N FERCH 16-60 OED

EWCH I ADRAN D

OS NAD YDYCH YN PERTHYN I'R CATEGORIAU OEDRAN HYNNY,  
TICIWCH Y BLWCH HWN A GORFFENWCH YMA

GWELER GWAELOD Y DUDALEN GEFN AM GYFARWYDDIADAU AR  
GYFER DYCHWELYD YR HOLIADUR HWN

**ADRAN D**

19 A ydych wedi clywed am y Cymhwyster Galwedigaethol Cenedlaethol (CGC/NVQ) ?

Ydwyf

Nac ydwyf

Os "NAC YDWYF"  
Ewch i Gwestiwn 22

(47)  
1 2  
8 9

20 A ydych yn dal cymhwyster sydd wedi ei gofrestru fel CGC?  
(Bydd logo neu stamp CGC/NVQ ar eich tystysgrif)

Ydwyf

Nac ydwyf    
Ni wn

Ewch i Gwestiwn 22

(48)  
1 2  
3 8 9

21 Ar ba lefel y mae eich CGC?

Lefel  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>  <sup>4</sup>  <sup>5</sup>

(49)  
1 2 3 4  
5 8 9

22 A ydych wrthi'n gwneud, neu a ydych wedi cwblhau, prentisiaeth fasnach gydnabyddedig ?

Ydwyf (wedi ei chwblhau)

Ydwyf (wrthi'n ei gwneud)

Ewch i Gwestiwn 23

Nac ydwyf (gan gynnwys prentisiaeth a gychwynwyd ond y rhoddyd y gorau iddi)

Nac ydwyf, nid wyf wrthi'n gwneud, nac erioed wedi gwneud prentisiaeth

Nac ydwyf, yr wyf yn dal yn yr ysgol

Ewch i Gwestiwn 24

(50)  
1  
2  
3  
4  
5 8 9

23 Beth yw teitl y swydd yr ydych wedi cwblhau, neu wrthi'n gwneud, prentisiaeth ar ei chyfer ?

Disgrifiwch hi

(51-53)



24 A oes gennych unrhyw gymwysterau o ysgol neu goleg, neu mewn cysylltiad â gwaith, Hyfforddiant Ieuencid(Y T), Hyfforddiant Cyflogaeth(E T) neu unrhyw gyrsiau neu gynlluniau addysgol neu hyfforddiant eraill y buoch arnynt ?

Oes neu  Nac oes  → Ewch i Gwestiwn 28  
 Ddim yn siwr

(54)  
 1 2  
 8 9

25 A yw eich cymhwyster uchaf naill yn gymhwyster lefel A neu uwchlaw hynny, neu'n gymhwyster BTEC, BEC (HND, HNC, OND, ONC) neu City and Guilds?

Ydyw  Nac ydyw/  
 Ddim yn siwr  → Ewch i Gwestiwn 26  
 Ewch i Gwestiwn 27

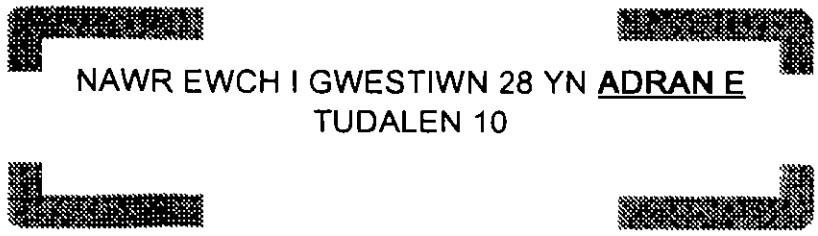
(55)  
 1 2  
 8 9

26 Os yw eich cymhwyster uchaf ISLAW LEFEL 'A' neu arholiad cyfatebol, gwnewch hyn Ticiwch bob un o'r cymwysterau a ddelir gennych ac ysgrifennwch, lle y gofynnir, pa nifer o'r cymwysterau hynny sydd gennych

	DELIR (ticiwch os 'IE')	Nifer a ddelir
a Lefel AS	<input type="checkbox"/>	<input type="checkbox"/>
b TGAU	Graddau A, B, C	<input type="checkbox"/>
	Graddau eraill	<input type="checkbox"/>
c Lefel 'O'	(Graddau A-C neu 1-6)	<input type="checkbox"/>
		<input type="checkbox"/>
d TAU/CSE	Gradd 1	<input type="checkbox"/>
e Tystysgrif Addysg (COE)	<input type="checkbox"/>	<input type="checkbox"/>
f Cymhwyster RSA	<input type="checkbox"/>	} → Rhowch y manylion isod
g Cymhwyster oddi wrth Siambr Fasnach Llundain (LCCI) neu Pitmans (PEI)	<input type="checkbox"/>	
h Tystysgrif y Cynllun Hyfforddi Ieuencid (YTS)/Hyfforddiant Ieuencid (YT)	<input type="checkbox"/>	
i Arall	<input type="checkbox"/>	→ Rhowch y manylion isod

(56-71)  
 1 a  
 8 9   
 1 b<sup>(1)</sup>  
 8 9   
 1 b<sup>(2)</sup>  
 8 9   
 1 c  
 8 9   
 1 d  
 8 9   
 1 e  
 8 9   
 1 f  
 8 9  
 1 g  
 8 9  
 1 h  
 8 9  
 1 i  
 8 9  
 (72-74)

**MANYLION:**  
 \_\_\_\_\_  
 \_\_\_\_\_



27	Beth yw eich cymhwyster uchaf yn y rhestr a ganlyn ?		(75-76)
	Ticiwch <u>un</u> blwch yn unig, sef y cymhwyster uchaf yr ydych wedi ei gael		
a	Gradd Uwch (e e M A, Ph D)	<input type="checkbox"/>	a) 01
b	Gradd (gan gynnwys B Ed a diploma ar ôl gradd)	<input type="checkbox"/>	b) 02
c	Aelodaeth, sy'n gyfartal â gradd trwy arholiad o sefydliad proffesiynol	<input type="checkbox"/>	c) 03
	Rhowch enw'r Sefydliad _____		
	a'r math o aelodaeth, e e aelod, aelod cyswllt, cymrawd, aelod gradd, etc _____		
d	Cymwysterau addysgu	<input type="checkbox"/>	d) 04
	Disgrifiwch hwy a rhowch y lefel _____		
e	Cymhwyster nyrsio ac unrhyw gymhwyster meddygol arall heblaw graddau meddygol	<input type="checkbox"/>	e) 05
	Disgrifiwch hwy a rhowch y lefel _____		
f	Lefel 'A' neu gymhwyster cyfatebol	<input type="checkbox"/>	f) 06
	Os lefel 'A' yw eich cymhwyster uchaf, mewn faint ohonynt y llwyddoch chi ?	<input type="text"/>	
g	Cymhwyster City and Guilds	<input type="checkbox"/>	g) 07
h	Cymhwyster BTEC (neu BEC/TEC) neu gymhwyster cyfatebol	<input type="checkbox"/>	h) 08
			i) 09
			88 99
	<b><u>Ticiwch bob un sydd gennych</u></b>		
	Tystysgrif Gyntaf neu Dystysgrif Gyffredinol	<input type="checkbox"/>	(77-84) 1 8 9
	Diploma Gyntaf neu Gyffredinol	<input type="checkbox"/>	1 8 9
	Tystysgrif/Diploma Genedlaethol	<input type="checkbox"/>	1 8 9
	ONC/OND	<input type="checkbox"/>	1 8 9
	Tystysgrif/Diploma Uwch	<input type="checkbox"/>	1 8 9
	HNC/HND	<input type="checkbox"/>	1 8 9
	Tystysgrif Addysg Barhaus	<input type="checkbox"/>	1 8 9
	BTEC arall	<input type="checkbox"/>	
i	Unrhyw gymhwyster proffesiynol neu alwedigaethol arall Rhowch deitl y cymhwyster neu'r cwrs a safon y pwnc, disgrifiad ohono a'r lefel a gyrhaeddwyd		(85-87)
	_____	<input type="text"/>	<input type="text"/>

28 A ydych ar hyn o bryd naill ai yn yr ysgol neu wedi cofrestru ar unrhyw gwrs addysg amser-llawn neu ran-amser arall, heb gynnwys dosbarthiadau hamdden?  
(Cynhwyswch gyrsiau gohebu a dysgu agored yn ogystal â ffurfiau eraill ar gwrs addysg amser-llawn neu ran-amser)

(88)

Ydwyf  Nac ydwyf  → Ewch i Gwestiwn 33

1 2  
8 9

Os "YDWYF"

29 Pa fath o gwrs ydyw?

Ticiwch un blwch

(89)

yn unig

Rhyng-gwrs

0

Cwrs amser-llawn mewn Prifysgol, Politechnig neu goleg

1

Hyfforddi ar gyfer cymhwyster mewn nyrsio, ffisiotherapi neu faes tebyg

2

Cwrs rhan-amser mewn Prifysgol/Politechnig neu goleg, (gan gynnwys rhyddhad undydd a rhyddhad am gyfnod)

3

Coleg agored

4

Y Brifysgol Agored

5

Unrhyw gwrs gohebu/ddull dysgu agored arall

6

Astudio yn yr ysgol

7 8 9

30 A yw'r cwrs yr ydych wedi cofrestru arno

(90)

yn arwain at gymhwyster  
neu gredyd tuag at gymhwyster

→ Ewch i Gwestiwn 31

1

2

dim un o'r rhain

→ Ewch i Gwestiwn 33

3 8 9

31 Pa gymhwyster yw hwnnw?  
Disgrifiwch ei deitl a lefel y cymhwyster

(91-93)

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32 A yw'r cymhwyster hwnnw wedi ei gofrestru fel Cymhwyster Galwedigaethol Cenedlaethol?  
 Ydyw  Nac ydyw  Ni wn  (94)  
 1 2 3  
 8 9

**OS YDYCH YN YR YSGOL GORFFENWCH YMA A THROWCH I WAELOD TUDALEN 12 ER MWYN GWELD SUT I DDYCHWELYD EICH HOLIADUR**

33 Dros y 12 mis diwethaf, a ydych wedi cymryd rhan, neu a ydych wrthi'n cymryd rhan, mewn unrhyw addysg neu hyfforddiant (heb gynnwys prentisiaeth) sy'n gysylltiedig â'ch swydd neu â swydd y gallech, o bosibl, ei gwneud yn y dyfodol? (cynhwyswch unrhyw rai y soniwyd amdanynt eisoes)

**Ticwch un blwch yn unig** (95-98)

Ydwyf, hyfforddiant 'wrth y gwaith 'ar gyfer y math o waith yr ydych wedi ei wneud  1 8 9  
 Ydwyf, hyfforddiant 'wrth y gwaith 'ar gyfer medr newydd  1 8 9  
 Ydwyf, hyfforddiant i ffwrdd o'ch gwaith  1 8 9  
**NEU**  
 Nac ydwyf Nid wyf wedi cael na hyfforddiant nac addysg  1 8 9

**OS NAD YDYCH DAN GYFLOGAETH, A CHITHAU HEB FOD AR GYNLLUN LLEOLIAD GWAITH, GORFFENWCH YMA A THROWCH I WAELOD TUDALEN 12 ER MWYN GWELD SUT I DDYCHWELYD EICH HOLIADUR**

34 Yn ystod y cyfnod nesaf o bedair wythnos, a ydych wedi cytuno i gymryd rhan mewn unrhyw addysg neu hyfforddiant?

**Ticwch un blwch yn unig** (99-102)

Ydwyf, hyfforddiant 'wrth y gwaith 'ar gyfer y math o waith yr ydych wedi ei wneud  1 8 9  
 Ydwyf, hyfforddiant 'wrth y gwaith 'ar gyfer medrau newydd  1 8 9  
 Ydwyf, hyfforddiant i ffwrdd o'ch gwaith  1 8 9  
**NEU**  
 Nac ydwyf Nid oes unrhyw gwrs hyfforddiant nac addysg ar y gweill yn ystod y pedair wythnos nesaf  → Ewch i Gwestiwn 37 1 8 9

35 Gan feddwl am yr addysg neu'r hyfforddiant y byddwch yn ei gael yn ystod y pedair wythnos nesaf, a yw'r hyfforddiant hwnnw

(103)

a yn arwain at gymhwyster   Nawr atebwch 1  
 b neu gredyd tuag at gymhwyster   → Gwestiwn 36 2  
 c dim un o'r rhain - dim cymwysterau   3  
 d ni wn   → Ewch i Gwestiwn 37 4 8 9

36 Os bydd eich hyfforddiant yn arwain at gymhwyster

(104-106)

a Pa gymhwyster ydyw ?

Disgrifiwch ef \_\_\_\_\_

b A yw'r cymhwyster hwnnw wedi ei gofrestru fel Cymhwyster Galwedigaethol Cenedlaethol?

(107)

Ydyw

Nac ydyw

Ni wn

1 2

3 8 9

37 A ydych wedi trafod eich anghenion hyfforddi gyda'ch cyflogwr?

(108)

Ydywf

Nac ydywf

→ Ewch i Gwestiwn 39

1 2

8 9

38 Os "YDWYF" A yw'r drafodaeth honno wedi arwain at ddatganiad ysgrifenedig o'ch anghenion?

(109)

Ydyw

Nac ydyw

1 2

8 9

39 Ticiwch un blwch ar gyfer pob un o'r datganiadau canlynol i ddangos a ydych yn cytuno neu'n anghytuno

(110-114)

	<u>cytuno yn gryf</u>	<u>cytuno</u>	<u>heb ben-derfynu</u>	<u>anghy-tuno</u>	<u>anghytuno yn gryf</u>
a Nid oes angen hyfforddiant ond er mwyn dod o hyd i swydd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b Bydd rhagor o hyfforddiant yn helpu i'm gwneud yn fwy effeithiol yn fy swydd bresennol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Cyfrifoldeb fy nghyflogwr yw canfod a thrafod fy anghenion hyfforddi gyda mi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d Fy nghyfrifoldeb i yw dweud wrth fy nghyflogwr am fy anghenion hyfforddi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e Gallaf weld yn glir y manteision a gaf o gael rhagor o hyfforddiant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 4

5 8 9

1 2 3 4

5 8 9

1 2 3 4

5 8 9

1 2 3 4

5 8 9

1 2 3 4

5 8 9

(115)



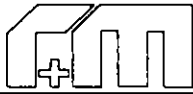
DIOLCH YN FAWR IAWN I CHI AM LENWI'R HOLIADUR HWN RHOWCH EF YN YR AMLLEN A DDARPARWYD A PHOSTIWCH EF CYN GYNTED A PHOSIBL  
NID OES ANGEN STAMP

Holwyd

Archwiliwyd

Gadael





## HOLIADUR RHENTWYR PREIFAT

Dylid llanw'r holiadur hwn sy'n berthnasol i unrhyw neu bob byrddwr, lletywr neu is-denant mewn teulu, yn ogystal ag i deulu sy'n rhentu wrth berchennog preifat, berthynas neu gyflogwr

(Megis yn y prf holiadur cwestiwn I 30  
Codau 4-8 yn gynhwysedig)

person rhif

(o'r prf holiadur)

### ADRAN A Y CYTUNDEB TENANTIAETH

R1 01 A ydych yn rhentu yn uniongyrchol oddi wrth y perchennog neu a ydych yn rhentu drwy asiantaeth dai neu asiantaeth osod ?

Yn uniongyrchol oddi wrth y perchennog

Trwy Asiantaeth

1

2

R1 02 Pan yn dechrau rhentu'r llety hwn am y tro cyntaf a arwyddoch contract neu a oedd gennych gytundeb ysgrifenedig neu ar cytundeb ar lafar a fu gennych ?

Contract/cytundeb ysgrifenedig  → R1 03

Cytundeb ar lafar  → R1 04

1

2 9

R1 03 A roddwyd ichi gopi o'r Contract/cytundeb ?

Do

Naddo

1

2 8 9

### CYFLWYNWCH FATHAU O DENANTIAETH

R1 04 Hoffwn fynd trwy'r gwahanol ffyrdd y bydd perchenogion yn rhentu allan eu heiddo er mwyn i ni ddarganfod pa fath o gytundeb sydd gennych

Ceir ffurf ar denantiaeth o'r enw 'shorthold', mae hon am gyfnod penodedig ac y mae'n rhaid i chi dderbyn cytundeb ysgrifenedig gan y perchennog sy'n dweud wrthyich bod gennych gytundeb denantiaeth 'shorthold' Ar cytundeb 'shorthold' gyffelyb yw eich un chi ?

Ie

Na

Ddim yn gwybod

1

2

3

R1 05 Mae gan ambell berson drwydded neu gytundeb feddiant anghyfyngedig Golyga hyn eu bod yn cytuno rhannu eu llety gydag unrhyw berson y mae'n rhydd i'r perchennog ei enwi. A oes gennych gytundeb o'r fath ?

Oes	<input type="checkbox"/>
Nac oes	<input type="checkbox"/>
Ddim yn gwybod	<input type="checkbox"/>

1  
2  
3

R1 06 Mae rhai perchennogion yn gosod eu heiddo i'w rentu i bobl ar wyliau yn unig. A ydych yn rhentu'r lle hwn fel lle-ar-osod gwyliau?

Ydw	<input type="checkbox"/>	→ R2 01
Nac ydw	<input type="checkbox"/>	→ R1 07
Ddim yn gwybod	<input type="checkbox"/>	→ R1 07

1  
2  
3 8 9

R1 07 Mae perchennog weithiau'n rhentu ei eiddo allan yn y 'tymor isel' gyda'r ddealltwriaeth y'i gwagheir os bydd ei angen ar gyfer amcanion gwyliau. A yw'r math hwn o gytundeb yn gymwys i chi ?

Ydy	<input type="checkbox"/>	→ R2 01
Nac ydy	<input type="checkbox"/>	→ R1 08
Ddim yn gwybod	<input type="checkbox"/>	→ R1 08

1  
2  
3 8 9

**AROLYGU'R CYFWELIAD:**

R1 08

Mae'r tenant hwn yn fyrrdwr/letywr neu'n is-denant i berchennog sy'n preswlio yn y cyfeiriad hwn

<input type="checkbox"/>	→ R2 01
--------------------------	---------

1

Unigolyn yw'r perchennog sy'n preswlio mewn llety ar wahân/hunan-gynhaliol ond yn yr un cyfeiriad

<input type="checkbox"/>	→ R2 01
--------------------------	---------

2

Unigolyn yw'r perchennog nad yw'n preswlio yn y cyfeiriad hwn

<input type="checkbox"/>	→ R1 12
--------------------------	---------

3

Mae'r perchennog yn gyfundrefn fasnachol neu'n gwmni/gyfundrefn sy'n darparu'r llety oherwydd gwaith person - e e llety gofalwr ysgol (Cw 1 30 cod 4-5 yn y prif holiadur)

<input type="checkbox"/>	→ R1 09
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4

R1 09 Mae rhai colegau yn rhentu neu'n meddu ar lety ac yna yn ei ail-osod neu'n rhoi trwydded i fyfyrwyr neu staff fyw yna am gyfnod penodedig. Ai cytundeb fel hyn yw eich un chi ?

Ie	<input type="checkbox"/>	→ R2 01
Na	<input type="checkbox"/>	→ R1 10
Ddim yn gwybod	<input type="checkbox"/>	→ R1 10

1  
2  
3 8 9

<p>R1 10 Mae rhai cwmnïau yn rhentu neu'n meddu ar lety ac yna yn ei ail-osod neu'n rhoi trwydded i bobl fyw yno am gyfnod penodedig. Ai cytundeb fel hyn yw eich un chi ?</p>	<p>Ie <input type="checkbox"/> → R1 11</p> <p>Na <input type="checkbox"/> → R1 12</p> <p>Ddim yn gwybod <input type="checkbox"/> → R1 12</p>	<p>1 2</p> <p>3 8 9</p>
<p>R1 11 A ydych chi (neu'ch partner) yn gweithio i'r cwmni ?</p>	<p>Ydw (ydy) <input type="checkbox"/> → R2 01</p> <p>Nac ydw(ydy) <input type="checkbox"/> → R2 01</p>	<p>1 2 8 9</p>
<p>R1 12 Yn olaf, gall pobl gael cytundeb brynu-rhenti pan y byddant yn talu morgais ond ddim yn berchen ar yr eiddo hyd y taliad olaf. Ai cytundeb gyffelyb yw eich un chi ?</p>	<p>Ie <input type="checkbox"/></p> <p>Nage <input type="checkbox"/></p> <p>Ddim yn gwybod <input type="checkbox"/></p>	<p>1 2</p> <p>3 8 9</p>
<p><b><u>ADRAN B. CYFNOD RHENTU</u></b></p>		
<p>R2 01 Ym mha flwyddyn y daethoch yn denant yn y lle hwn am y tro cyntaf ? Hynny yw, pryd oedd y lle yn eich enw chi gyntaf ?</p>	<p>Nodwch y flwyddyn</p> <p>Ddim yn gwybod <input type="checkbox"/> → R2 03</p>	
<p><b><u>OS YW'R FLWYDDYN YN 1989 NEU'N DDIWEDDARACH AR R2.01</u></b>  <b><u>OS CYN 1989 EWCH I R2 03</u></b></p>		
<p>R2 02 Ym mha fis y daethoch yn denant ?</p>	<p>Nodwch y Mis</p> <p>Ddim yn gwybod <input type="checkbox"/></p>	
<p>R2 03 Pan ddechreuodd eich cytundeb rhentu cyntaf yma a oedd am gyfnod sefydlog ai peidio ?</p>	<p>Oedd <input type="checkbox"/> → R2 04</p> <p>Nac oedd <input type="checkbox"/> → R3 01</p> <p>Ddim yn gwybod <input type="checkbox"/> → R3 01</p>	<p>1 2</p> <p>3 8 9</p>
<p>R2 04 Am ba gyfnod oedd hyn ?</p>	<p>Hyd at 6 mis <input type="checkbox"/></p> <p>Dros 6 mis, o dan 12 <input type="checkbox"/></p> <p>Blwyddyn <input type="checkbox"/></p> <p>Dros flwyddyn, hyd at 2 <input type="checkbox"/></p> <p>Dros 2 flynedd, hyd at 3 <input type="checkbox"/></p> <p>Dros 3 blynedd, hyd at 5 <input type="checkbox"/></p> <p>Rhywbeth arall (dynodwch) <input type="checkbox"/></p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7 8 9</p>



R2 05 Gofynnwch neu nodwch Ydy'r cyfnod cyntaf hwnnw wedi dod i ben ?

Ydy  → R2 06

Nac ydy  → R3 01

1

2 8 9

R2 06 Ers eich cytundeb cyntaf gyda'r perchennog a ydych wedi arwyddo cytundeb arall, cael cadarnhad ysgrifenedig, neu gadarnhad ar lafar yn unig, y gallwch barhau i rentu'r lle hwn ? TICIWCH Y CYNTAF SY'N GYMWYS

Arwyddo cytundeb arall  → R2 07

Cadarnhad ysgrifenedig gan y perchennog  → R2 07

Cadarnhau ar lafar  → R2 07

Dim cadarnhad ffurfiol, dim ond yn dal i rentu  → R3 01

1

2

3

4 8 9

R2 07 Ym mha flwyddyn y gwnaethoch arwyddo cytundeb arall ddiwethaf neu gadarnhau'n ffurfiol i barhau i rentu'r lle hwn ?

Nodwch y flwyddyn → R2 08

Ddim yn gwybod  → R3 01

OS YW'R FLWYDDYN YN 1989 NEU'N DDIWEDDARACH AR R2 07

OS CYN 1989 EWCH I R2 09

R2 08 Pa fis oedd hyn ?

Nodwch y Mis → R2 09

Ddim yn gwybod  → R3 01

R2 09 Am ba hyd oedd y cytundeb hwn ?

Dim cyfnod sefydlog

Hyd at 6 mis

Dros 6 mis, o dan 12

Blwyddyn

Dros flwyddyn, hyd at 2

Dros 2 flynedd, hyd at 3

Dros 3 blynedd, hyd at 5

Rhywbeth arall (dynodwch)

01

02

03

04

05

06

07

08

88 99

**ADRAN C AROS YMLAEN**

R3 01 A allwch aros yma am gyfnod amhenodedig os mynnwch neu a fydd raid ichi symud allan ar ryw bwynt ?

Aros cyhyd â fynnaf	<input type="checkbox"/>	→ R3 03	1
Bydd rhaid symud	<input type="checkbox"/>	→ R3 02	2
Ddim yn gwybod	<input type="checkbox"/>	→ R3 02	3 9

R3 02 Pam y byddai'n/buasai'n rhaid ichi symud?

	<b>le</b>	<b>Na</b>	
(a) Perchennog am werthu'r llety	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(b) Perchennog am gael y llety iddo'i hun neu i'w deulu	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(c) Llety yn mynd gyda'r swydd	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(d) Gorfod symud o le i le	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(e) Gorfod symud pan ddaw cytundeb rhentu i ben	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(f) Methu fforddio ychwanegiad yn y rhent	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(g) Dewis symud	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(h) Dewis rhentu am gyfnod byr	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9
(i) Arall (Dynodwch)	<input type="checkbox"/>	<input type="checkbox"/>	1 2 8 9

R3 03 **Gofynnwch neu Nodwch**

A oes lle busnes yn gynwysiedig yn y rhent am y lle hwn (yn y lle sydd wedi ei ddarparu)?

Oes	<input type="checkbox"/>	1
Nac Oes	<input type="checkbox"/>	2 9

R3 04 Gofynnwch neu Nodwch

Ydy'ch llety'n mynd gyda'ch swydd bresenol, neu swydd unrhyw un yn y teulu/is-denantiaeth hon ?

Mynd gyda'r swydd  → R3 05

Ddim gyda'r swydd  → R3 08

1

2 9

R3 05 **NODWCH Y PERSON SYDD Â LLETY YN MYND GYDA'R SWYDD A GOFYNNWCH Y CWESTIYNAU FEL SY'N BERTHNASOL**

Rhowch rif y person   → R3 06

R3 06 Gofynnwch neu Nodwch

A fyddai gennych yr hawl i aros yn y llety hwn pe bai ( ) yn rhoi'r gorau i'r swydd, neu a fydech yn gorfod symud ?

Hawl i aros

Gorfod symud

Ddim yn gwybod

1

2

3 8 9

R3 07 Gofynnwch neu Nodwch

A fyddai hawl gan ( ) i fyw rhywle arall pe bai ( ) yn dymuno, a dal i gadw'r swydd, neu a oes rhaid i chi (ef/hi) fyw yma ?

Hawl i fyw yn rhywle arall

Gorfod byw yma

Ddim yn gwybod

1

2

3 8 9

R3 08 Ga i wneud yn siwr, ydy chi'n rhentu'r lle hwn wrth rywun sy'n arfer byw yma ac sy'n goberthio dychwelyd yma ar ôl i chi symud allan ?

Ydw

Nac ydw

1

2 9

**OS YN FYRDDWR (GW R1 08) EWCH I R4.01**

R3 09 Weithiau mae pobl yn cymryd drosodd tenantiaeth wrth eu rhieni, neu wrth rywun sy'n byw yn y lle'n barod. A oedd y tenant blaenorol yn perthyn i chi mewn unrhyw ffordd ?

Oedd  → R3 10

Nac Oedd (gan gynnwys dim tenant blaenorol)  → R4 01

1

2 9

R3 10	Pwy oedd hwnnw/honno ?	<b>(TICIWCH Y CYNTAF SY'N GYMWYS)</b>	
	Gŵr/gwraig neu bartner	<input type="checkbox"/>	01
	Mam/Tad	<input type="checkbox"/>	02
	Brawd/chwaer	<input type="checkbox"/>	03
	Mab/Merch	<input type="checkbox"/>	04
	Tad/Mam yng nghyfraith	<input type="checkbox"/>	05
	Mab/merch yng nghyfraith	<input type="checkbox"/>	06
	Brawd/chwaer yng nghyfraith	<input type="checkbox"/>	07
	Arall (Dynodwch)	<input type="checkbox"/>	08
			88 99

R3 11	A ddaethoch yn denant wrth symud i mewn, neu a oeddech chi'n byw yma yn barod pan gymeroch chi y denantiaeth drosodd ?		
	Dod yn denant wrth symud i mewn	<input type="checkbox"/>	1
	Yn byw yma'n barod	<input type="checkbox"/>	2 9

R3 12	A gymeroch chi y denantiaeth drosodd ar farwolaeth y tenant blaenorol ?		
	Do	<input type="checkbox"/>	1
	Naddo	<input type="checkbox"/>	2 9

**ADRAN D. RHENT**

R4 01	Wrth feddwl am y bobl sydd o dan y denantiaeth hon, a ydych yn talu rhent mewn gwirionedd neu a yw'r llety'n rhad ac am ddim		
	Talu rhent	<input type="checkbox"/> → R4 03	1
	Rhad ac am ddim	<input type="checkbox"/> → R4 02	2 9

R4 02	(Rydych newydd ddweud fod eich llety'n rhad ac am ddim) Oes rhywun tu allan i'r teulu'n talu'r rhent ar eich rhan ?		
	Oes	<input type="checkbox"/> → R4 03	1
	Nac oes	<input type="checkbox"/> → R5 01	2 8 9

**RHAI SY'N TALU RHENT NEU RHENT WEDI EI DALU DROSTYNT**

R4 03	I gyfeirio'n ôl am funud at gwestiwn a ofynwyd yn gynharach, faint yw'r rhent am eich llety (gan gynnwys unrhyw ran rydych yn ei ail osod) ?		
	Swm		
	Ddim yn gwybod, Gwrthodwyd, Dim ateb	<input type="checkbox"/>	

R4 04 Am ba hyd y mae'n gweithredu ?

Wythnos	<input type="checkbox"/>	1
2 wythnos/pythefnos	<input type="checkbox"/>	2
4 wythnos	<input type="checkbox"/>	3
Mis calendr	<input type="checkbox"/>	4
1 cwarter	<input type="checkbox"/>	5
Blwyddyn	<input type="checkbox"/>	6
Arall (Dynodwch)	<input type="checkbox"/>	7
		8 9

**AROLYGU'R CYFWELIAD** cwestiwn R2 01 tudalen 3

R2 01 1988 neu'n gynharach **EWCH I R4 05**

R2 01 1989 neu'n ddiweddarach **EWCH I R4 08**

R4 05 Mae'r rhan fwyaf o renti â chytundeb preifat rhwng y perchennog a'r tenant Weithiau gall y tenant wneud cais i'r swyddog rhenti lleol, neu'r pwyllgor asesu rhenti, i benderfynu ar rhent 'teg', a fydd wedyn yn cael ei gofrestru

Ydy'r rhent am eich llety chi wedi ei restri fel rhent teg fel yna ai peidio ?

Wedi ei gofrestru <input type="checkbox"/>	→ R4 06	Heb ei gofrestru <input type="checkbox"/>	→ R4 09	1 2
		Ddim yn gwybod <input type="checkbox"/>	→ R4 09	3 8 9

R4 06 Ym mha flwyddyn y cofrestrwyd y rhent ?

Nodwch y flwyddyn

Ddim yn gwybod

R4 07 Ym mha flwyddyn y cofrestrwyd y rhent gyntaf ?

Nodwch y flwyddyn

→ R4 09

Ddim yn gwybod

→ R4 09

**RHAI SY'N RHENTU 1989 NEU'N DDIWEDDARACH**

R4 08 Mae'r rhan fwyaf o renti â chytundeb preifat rhwng y perchennog a'r tenant Weithiau gall y tenant wneud cais i'r swyddog rhenti lleol neu'r pwyllgor asesu rhenti, i benderfynu ar rent rhesymol yn ôl y farchnad

A benderfynwyd ar eich rhent chithau yn y modd hwn gan swyddog rhenti neu bwyllgor asesu rhenti ?

Do	<input type="checkbox"/>	1
Naddo	<input type="checkbox"/>	2
Ddim yn gwybod	<input type="checkbox"/>	3 8 9

R4 09	I gyfeirio'n ôl am funud, a yw'r perchennog yn darparu unrhyw brydiau rheolaidd y byddwch yn talu amdanynt naill ai fel rhan o'r rhent neu ar wahân ?	Ydy <input type="checkbox"/> → R4 10	Nac ydy <input type="checkbox"/> → R4 13	1 2 9
R4 10	A yw pris prydiau yn gynwysiedig yn y rhent, neu a fyddwch yn talu swm ychwanegol i'r perchennog amdanynt ?	Wedi'i gynnwys <input type="checkbox"/>	Ar wahân i'r rhent <input type="checkbox"/>	1 2 8 9
R4 11	Faint o'ch rhent sydd (a fyddwch yn talu) am bryd(iau) ? Cyfanswm	Ddim yn gwybod, Gwrthodwyd, Dim ateb <input type="checkbox"/>		
R4 12	Tâl am ba gyfnod yw hwn ?	1 Wythnos <input type="checkbox"/>	2 wythnos/pythefnos <input type="checkbox"/>	1 2
		4 Wythnos <input type="checkbox"/>	Mis Calendr <input type="checkbox"/>	3 4
	Arall (nodwch) <input type="checkbox"/>			5 8 9
R4 13	A fu'n rhaid i chi dalu blaendal neu bond i'ch perchennog er mwyn cael y llety hwn ?	Do <input type="checkbox"/> → R4 14	Naddo <input type="checkbox"/> → R4 15	1 2 9
R4 14	Faint oedd hynny ? Cyfanswm	Ddim yn gwybod, Gwrthodwyd, Dim ateb <input type="checkbox"/>		
R4 15	A fu'n rhaid i chi dalu unrhyw rent ychwanegol o flaen llaw er mwyn cael rhentu yma ?	Do <input type="checkbox"/> → R4 16	Naddo <input type="checkbox"/> → R4 18	1 2 8 9
R4 16	Faint oedd hynny ? Cyfanswm	Ddim yn gwybod, Gwrthodwyd, Dim ateb <input type="checkbox"/>		
R4 17	Tâl am ba gyfnod oedd hyn ?	Wythnos <input type="checkbox"/>	2 wythnos/pythefnos <input type="checkbox"/>	1 2
		4 wythnos <input type="checkbox"/>	Mis calendr <input type="checkbox"/>	3 4
	1 cwarter <input type="checkbox"/>			5 6
	Arall (nodwch) <input type="checkbox"/>			8 9

R4 18 Pan oeddech yn chwilio am rywle i rentu, a oedd lleoedd y bu'n rhaid i chi eu troi lawr oherwydd nad oedd gennych yr arian i dalu'r blaendal neu'r rhent o flaen llaw, er y gallasech fod wedi fforddio'r taliadau rhent rheolaidd ?

Oedd

Nac Oedd

1

2 9

**ADRAN F**

R5 01 A ydych yn credu y byddwch yn symud o'r lle hwn rywbryd yn y dyfodol neu beidio ?

Ydw, symud

Nac ydw, dim symud

Ddim yn gwybod

1

2

3 9

R5 02 Pe byddech yn symud o'r lle hwn, a ydych yn meddwl y byddech yn symud i lety rhentiedig arall neu a fyddech yn prynu ?

Rhentu eto

Prynu

Ddim yn gwybod

1

2

3 9

**DANGOSWCH CARDEN R1**

R5 03 Am faint yn hwy y credwch y byddwch yn y llety hwn ?  
Dewiswch ateb o'r garden os gwelwch yn dda

(a) Llai na thri mis

(b) Tri mis ond llai na chwe mis

(c) Chwe mis ond llai na blwyddyn

(d) Blwyddyn ond llai na dwy flynedd

(e) 2 flynedd ond llai na 5 mlynedd

(f) Pum mlynedd neu fwy

(g) Ddim yn gwybod

1

2

3

4

5

6

7 9

**DIWEDD CWESTIYNAU 'RHENTWYR'**

SHOWCARD 'A'

- i) A PLUMBED IN KITCHEN SINK
- ii) A PLUMBED IN WASH HAND BASIN
- iii) A FIXED BATH OR SHOWER
- iv) A HOT AND COLD WATER SUPPLY TO EVERY ONE OF THESE THREE PLACES
- v) A WATER SUPPLY PROVIDED BY A WATER AUTHORITY
- vi) A FLUSH TOILET WITH ENTRANCE INSIDE THE BUILDING
- vii) A FLUSH TOILET WITH ENTRANCE OUTSIDE THE BUILDING
- viii) A CESSPIT / SEPTIC TANK

CARDEN DDANGOS 'A'

- i) SINC CEGIN WEDI EI BLYMIO I MEWN
- ii) BASN GOLCHI DWYLO WEDI EI BLYMIO I MEWN
- iii) BADDON NEU GAWOD SEFYDLOG
- iv) CYFLENWAD O DDŴR POETH A DŴR OER I BOB UN O'R TRI LLE HWN
- v) CYFLENWAD DŴR A DDARPERIR GAN AWDURDOD DŴR
- vi) TOILED DŴR GYDA MYNEDIAD Y TU MEWN I'R ADEILAD
- vii) TOILED DŴR GYDA MYNEDIAD Y TU ALLAN I'R ADEILAD
- viii) CARTHBWLL/TANC SEPTIG



SHOWCARD 'B'

- (i) ROOF/LOFT INSULATED
- (ii) CAVITY WALLS INSULATED
- (iii) WINDOWS DOUBLE GLAZED  
(INCLUDING SECONDARY GLAZING)
- (iv) DOORS/WINDOWS DRAUGHT STRIPPED
- (v) HOT WATER TANK INSULATED

CARDEN DDANGOS 'B'

- i) TO/CROGLOFFT WEDI EI (H)INSWLEIDDIO
- ii) MURIAU CAU WEDI EU HINSIWLEIDDIO
- iii) FFENESTRI WEDI EU FFITIO Â GWYDR DWBL  
(CYNHWYSWCH WYDR EILRADD)
- iv) DRYSAU/FFENESTRI WEDI EU FFITIO Â STRIBEDI  
DRAFFT
- v) TANC DŴR POETH WEDI EI INSWLEIDDIO

SHOWCARD 'C'

- (1) HOME RENOVATION
- (2) MINOR WORKS
- (3) IMPROVEMENT
- (4) INTERMEDIATE
- (5) REPAIR
- (6) SPECIAL
- (7) DON'T KNOW

CARDEN DDANGOS 'C'

- (1) ATGYWEIRIAD CARTREF
- (2) GWAITH BYCHAN
- (3) GWELLA
- (4) CANOLRADDOL
- (5) TRWSIO
- (6) ARBENNIG
- (7) WN I DDIM

SHOWCARD 'D'

- (1) IN GOOD REPAIR
- (2) IN NEED OF MINOR OR MODERATE REPAIR
- (3) IN NEED OF MAJOR REPAIR

CARDEN DDANGOS 'D'

- (1) MEWN CYFLWR DA
- (2) ANGEN MÂN NEU YCHYDIG WAITH TRWSIO
- (3) ANGEN GWAITH TRWSIO MAWR

SHOWCARD 'E'

- (1) SINGLE (Never married)
- (2) MARRIED
- (3) DIVORCED (Decree absolute)
- (4) WIDOWED
- (5) SEPARATED

CARDEN DDANGOS 'E'

- (1) SENGL (HEB FOD YN BRIOD)
- (2) PRIOD
- (3) WEDI YSGARU (DECREE ABSOLUTE)
- (4) GWEDDW
- (5) WEDI RHANNU

SHOWCARD 'F'

- (1) ONE PARENT BENEFIT
- (2) INVALIDITY BENEFIT
- (3) INDUSTRIAL DISABLEMENT /  
DEATH BENEFIT
- (4) WIDOW'S PENSION OR  
WAR WIDOW'S PENSION
- (5) WAR DISABLEMENT PENSION
- (6) MATERNITY ALLOWANCE
- (7) ANY MOBILITY OR ATTENDANCE  
ALLOWANCE

CARDEN DDANGOS 'F'

- (1) BUDD-DÂL UN RHIANT
- (2) BUDD-DÂL I'R METHEDIG
- (3) BUDD-DÂL ANABLEDD DDIWYDIANNOL/MARWOLAETH
- (4) PENSIWN GWEDDW NEU BENSIWN GWEDDW RHYFEL
- (5) PENSIWN ANABLEDD RHYFEL
- (6) LWFANS MAMOLAETH
- (7) UNRHYW LWFANS SYMUDDOLEDD NEU WASANAETH

SHOWCARD 'G'

- (1) UP TO 1 MONTH
- (2) MORE THAN 1 MONTH  
BUT LESS THAN 6 MONTHS
- (3) 6 MONTHS BUT LESS THAN 1 YEAR
- (4) 1 YEAR OR MORE
- (5) DON'T KNOW

CARDEN DDANGOS 'G'

- (1) HYD AT FIS
- (2) MWY NAG UN OND LLAI NA 6 MIS
- (3) 6 MIS OND LLAI NA BLWYDDYN
- (4) BLWYDDYN NEU FWY
- (5) WN I DDIM

SHOWCARD 'H'

- (1) LESS THAN 6 MONTHS
- (2) 6 MONTHS BUT LESS THAN 1 YEAR
- (3) 1 YEAR BUT LESS THAN 2 YEARS
- (4) 2 YEARS BUT LESS THAN 5 YEARS
- (5) 5 YEARS OR MORE
- (6) NEVER HAD A PAID JOB

CARDEN DDANGOS 'H'

- (1) LLAI NA 6 MIS
- (2) 6 MIS OND LLAI NA BLWYDDYN
- (3) BLWYDDYN OND LLAI NA 2 FLYNEDD
- (4) 2 FLYNEDD OND LLAI NA 5 MLYNEDD
- (5) 5 MLYNEDD NEU FWY
- (6) DIM GWAITH AM DÂL ERIOED

SHOWCARD 'I'

- (1) ON ET OR YTS SCHEME
- (2) UNEMPLOYED, ACTIVELY SEEKING WORK
- (3) RETIRED FROM PAID WORK
- (4) UNABLE TO WORK BECAUSE OF LONG-TERM SICKNESS OR DISABILITY
- (5) IN FULL TIME EDUCATION
- (6) DOING SOMETHING ELSE

CARDEN DDANGOS 'I'

- (1) AR GYNLLUN HYFFORDDIANT CYFLOGAETH (ET) NEU GYNLLUN HYFFORDDI IEUENCTID (YTS)
- (2) YN DDI-WAITH, YN CHWILIO AM WAITH
- (3) WEDI YMDDEOL O WAITH CYFLOGEDIG
- (4) YN METHU GWEITHIO OHERWYDD GWAELEDD NEU ANABLEDD TYMOR-HIR
- (5) MEWN ADDYSG LLAWN-AMSER
- (6) YN GWNEUD RHYWBETH ARALL



SHOWCARD 'J'

HOUSEHOLD GROSS INCOME  
(including any benefit payments listed earlier)

APPROX WEEKLY FIGURE  
(before deduction)

M	UP TO £4,000	£ 77
B	£4,000 TO £6,000	£ 77 - £115
Q	£6,000 TO £8,000	£115 - £154
T	£8,000 TO £12,000	£154 - £230
V	£12,000 TO £20,000	£230 - £385
X	£20,000 TO £30,000	£385 - £577
F	£30,000 OR ABOVE	£577 OR ABOVE

CARDEN DDANGOS 'J'

INCWM GROS Y TEULU  
(cynhwyswch unrhyw dalladau budd-dâl a restrwyd yn gynharach)

FFIGWR WYTHNOSOL BRAS  
(cyn tynnu i ffwrdd)

M	HYD AT £4,000	£ 77
B	£4,000 I £6,000	£ 77 - £115
Q	£6,000 I £8,000	£115 - £154
T	£8,000 I £12,000	£154 - £230
V	£12,000 I £20,000	£230 - £385
X	£20,000 I £30,000	£385 - £577
F	£30,000 NEU FWY	£577 NEU FWY

SHOWCARD 'K'

- R NONE
- C LESS THAN £500
- S £500 TO £1,000
- Y £1,000 TO £3,000
- A £3,000 TO £8,000
- G £8,000 OR ABOVE

CARDEN DDANGOS 'K'

- R) DIM
- C) LLAI NA £500
- S) £500 I £1,000
- Y £1,000 I £3,000
- A) £3,000 I £8,000
- G) £8,000 NEU FWY

Q 8

- a I CANNOT SPEAK ANY WELSH AND NEVER HAVE BEEN ABLE TO
- b I CANNOT SPEAK ANY WELSH NOW ALTHOUGH I COULD ONCE
- c I CAN ONLY SPEAK A LITTLE WELSH
- d I CAN SPEAK A FAIR AMOUNT OF WELSH
- e I AM FLUENT IN WELSH, BUT NEVER OR HARDLY EVER, SPEAK IT
- f I AM FLUENT IN WELSH BUT SPEAK IT ONLY OCCASIONALLY
- g I AM FLUENT IN WELSH BUT SPEAK IT ABOUT HALF THE TIME
- h I AM FLUENT IN WELSH AND SPEAK IT ALL OR MOST OF THE TIME

CW 8

- a NID WYF YN GALLU SIARAD CYMRAEG O GWBL AC NID WYF WEDI EI SIARAD ERIOED
- b NID WYF YN GALLU SIARAD CYMRAEG O GWBL YN AWR ER I MI EI SIARAD AR UN ADEG
- c YR WYF YN GALLU SIARAD YCHYDIG O GYMRAEG YN UNIG
- d YR WYF YN GALLU SIARAD CRYN DIPYN O GYMRAEG
- e YR WYF YN GALLU SIARAD CYMRAEG YN RHUGL OND NI FYDDAF BYTH NEU'N ANAML IAWN YN EI SIARAD
- f YR WYF YN GALLU SIARAD CYMRAEG YN RHUGL OND O DRO I DRO YN UNIG Y BYDDAF YN EI SIARAD
- g YR WYF YN GALLU SIARAD CYMRAEG YN RHUGL A BYDDAF YN EI SIARAD TUA HANNER YR AMSER
- h YR WYF YN GALLU SIARAD CYMRAEG YN RHUGL A BYDDAF YN EI SIARAD DRWY'R AMSER NEU'R RHAN FWYAF O'R AMSER

Q.14

- (1) ALL OR MOST OF THE TIME
- (2) ABOUT HALF OF THE TIME
- (3) OCCASIONALLY
- (4) NEVER / HARDLY EVER
- (5) NOT APPLICABLE TO ME

CW. 14

- (1) DRWY'R AMSER NEU'R RHAN FWYAF O'R AMSER
- (2) TUA HANNER YR AMSER
- (3) O DRO I DRO
- (4) BYTH/BRON BYTH
- (5) DDIM YN GYMWYS I MI

Q.26

- a AS LEVEL
- b G C S E (GRADES A, B, C)  
(OTHER GRADES)
- c 'O'LEVEL PASS (GRADES A - C OR 1 - 6)
- d C S E (GRADE 1)
- e CERTIFICATE OF EDUCATION (C O E)
- f AN R S A QUALIFICATION
- g A LONDON CHAMBER OF COMMERCE  
(LCCI) OR PITMANS (PEI) QUALIFICATION
- h YTS/YT CERTIFICATE
- i OTHER

CW. 26

- a) LEFEL AS
- b) T G A U (GRADDAU A, B, C)  
(GRADDAU ERAILL)
- c) LEFEL 'O' LLWYDDO (GRADDAU A - C NEU 1 - 6)
- d) T A U/C S E (GRADD 1)
- e) TYSTYSGRIF ADDYSG (C O E)
- f) CYMHWYSTER R S A
- g) CYMHWYSTER ODDI WRTH SIAMBR FASNACH  
LLUNDAIN (LCCI) NEU PITMANS (PEI)
- h) TYSTYSGRIF Y CYNLLUN HYFFORDDI IEUENCTID  
(YTS)/HYFFORDDIANT IEUENCTID (YT)
- i) ARALL

Q 27

- a) HIGHER DEGREE
- b) DEGREE (Incl B Ed and Postgraduate diplomas)
- c) GRADUATE EQUIVALENT MEMBERSHIP BY EXAMINATION OF A PROFESSIONAL INSTITUTE
- d) OTHER TEACHING QUALIFICATIONS
- e) NURSING/MEDICAL QUALIFICATION APART FROM MEDICAL DEGREES
- f) 'A' LEVEL OR EQUIVALENT
- g) CITY AND GUILDS QUALIFICATION
- h) BTEC (OR BEC/TEC) EQUIVALENT  
FIRST CERTIFICATE OR GENERAL CERTIFICATE  
FIRST OR GENERAL DIPLOMA  
NATIONAL CERTIFICATE/DIPLOMA  
ONC/OND  
HIGHER CERTIFICATE/DIPLOMA  
HNC/HND
- i) OTHER PROFESSIONAL OR VOCATIONAL QUALIFICATION

CW. 27

- a) GRADD UWCH (e e M A , Ph D)
  - b) GRADD (GAN GYNNWYS B Ed A DIPLOMA AR ÔL GRADD)
  - c) AELODAETH SY'N GYFARTAL Â GRADD TRWY ARHOLIAD O SEFYDLIAD PROFESSIYNOL
  - d) CYMWYSTERAU ADDYSGU
  - e) CYMHWYSTER NYRSIO/MEDDYGOL HEBLAW GRADDAU MEDDYGOL
  - f) LEFEL 'A' NEU GYMHWYSTER CYFATEBOL
  - g) CYMHWYSTER CITY AND GUILDS
  - h) CYMHWYSTER BTEC (NEU BEC/TEC) NEU GYMHWYSTER CYFATEBOL
- TYSTYSGRIF GYNTAF NEU DYSTYSGRIF  
GYFFREDINOL  
DIPLOMA GYNTAF NEU GYFFREDINOL  
TYSTYSGRIF/DIPLOMA GENEDLAETHOL  
O N C/O N D  
TYSTYSGRIF/DIPLOMA UWCH  
H N C/H N D  
TYSTYSGRIF ADDYSG BARHAUS
- h) BTEC ARALL
  - i) UNRHYW GYMHWYSTER PROFFESIYNOL NEU ALWEDIGAETHOL ARALL

Q 33

- a) YES, 'ON THE JOB' TRAINING FOR THE TYPE OF WORK YOU HAVE DONE
- b) YES, 'ON THE JOB' TRAINING FOR NEW SKILL
- c) YES, TRAINING AWAY FROM YOUR JOB
- d) NO, NO TRAINING OR EDUCATION RECEIVED

CW. 33

- a) YDWYF, HYFFORDDIANT 'WRTH Y GWAITH' AR GYFER Y MATH O WAITH YR YDYCH WEDI EI WNEUD
- b) YDWYF, HYFFORDDIANT 'WRTH Y GWAITH' AR GYFER MEDR NEWYDD
- c) YDWYF, HYFFORDDIANT I FFWRDD O'CH GWAITH
- d) NAC YDWYF, NID WYF WEDI CAEL NA HYFFORDDIANT NAC ADDYSG

Q 34

- a) YES, 'ON THE JOB' TRAINING FOR TYPE OF WORK YOU HAVE DONE
- b) YES, 'ON THE JOB' TRAINING FOR NEW SKILL
- c) YES, TRAINING AWAY FROM JOB
- d) NO, NO TRAINING OR EDUCATION COURSES PLANNED IN NEXT FOUR WEEKS

CW. 34

- a) YDWYF, HYFFORDDIANT 'WRTH Y GWAITH' AR GYFER Y MATH O WAITH YR YDYCH WEDI EI WNEUD
- b) YDWYF, HYFFORDDIANT 'WRTH Y GWAITH' AR GYFER MEDR NEWYDD
- c) YDWYF, HYFFORDDIANT I FFWRDD O'CH GWAITH
- d) NAC YDWYF, NID OES UNRHYW GWRS HYFFORDDIANT NAC ADDYSG AR Y GWEILL YN YSTOD Y PEDAIR WYTHNOS NESAF



Q 39

STRONGLY AGREE

AGREE

UNDECIDED

DISAGREE

STRONGLY DISAGREE

CW 39

CYTUNO YN GRYP

CYTUNO

HEB BENDERFYNU

ANGHYTUNO

ANGYTUNO YN GRYP

SHOWCARD R1

- (a) LESS THAN 3 MONTHS
- (b) 3 MONTHS BUT LESS THAN 6 MONTHS
- (c) 6 MONTHS BUT LESS THAN 1 YEAR
- (d) 1 YEAR BUT LESS THAN 2 YEARS
- (e) 2 YEARS BUT LESS THAN 5 YEARS
- (f) 5 YEARS OR MORE
- (g) DON'T KNOW

CARDEN DDANGOS R1

- (a) LLAI NA THRI MIS
- (b) TRI MIS OND LLAI NA CHWE MIS
- (c) CHWE MIS OND LLAI NA BLWYDDYN
- (d) BLWYDDYN OND LLAI NA DWY FLYNEDD
- (e) 2 FLYNEDD OND LLAI NA 5 MLYNEDD
- (f) PUM MLYNEDD NEU FWY
- (g) DDIM YN GWYBOD

**THE WELSH OFFICE  
SOCIAL SURVEY 1992**

**Editing, Coding and Computer Checks**

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**CODING FRAME FOR INDIVIDUAL  
WELSH & TRAINING  
QUESTIONNAIRES**

NOT APPLICABLE	=	000
<u>001 - 019</u>		
Bricklaying	=	001
Plastering	=	002
Stonework/Stonemason	=	003
Plumbing	=	004
Builder	=	005
Draughtsman	=	006
Agricultural Qualification	=	007
Architect	=	008
Coal Merchant	=	009
Draftsman	=	010
Engraver	=	011
Precision Grinder	=	012
Landscape Architect	=	013
Tiler/Roofer	=	014
Rigger	=	015
Mastic	=	016
Asphalter	=	017
Paper boarder	=	018
Technical Manufacturing Asst	=	019
<u>020 - 029</u>		
Butchery	=	020
Chef	=	021
Hotel & Catering	=	022
Baker / Confectioner	=	023
Innkeepers	=	024
Cheesemakers	=	025
Hotel Management	=	026
Home Economics	=	027

030 - 049

Electrician	=	030
Electrical Fitter	=	031
Electrical and Electronic Engineering	=	032
TV & Radio Engineering	=	033
Engineering (HNC)	=	034
Engineering Draughtsman	=	035
Mechanical & Electrical Engineer	=	036
Civil Engineering	=	037
Design Engineer	=	038
Experimental Projects Engnr	=	039
Cable Jointer	=	040
Metalwork Engineer	=	041
Mechanical Engineering	=	042
Foreman Engineer	=	043
Mining Engineer	=	044
Agricultural Engineer	=	045
Electronic communications	=	046
Office equipment engineer	=	047

050 - 069

Machinist	=	050
Maintenance Fitter	=	051
Bench Fitter	=	052
Blacksmith welder	=	053
Toolsetter	=	054
Fabricating Welding	=	055
Toolmaker	=	056

Armourer	=	057
Steel Erector	=	058
Sheet Metal Worker	=	059
Boilermaker/Turbine Operator	=	060
Steeplejack	=	061
Compositor	=	062
Cobbler	=	063
Dye Sinker/textile engineer	=	064
Injection Moulding Plastics	=	065
Steel Worker	=	066

070 - 079

Carpentry/Joiners	=	070
Cabinet Making	=	071
Upholstery/ Furniture Finishing	=	072
Clock/Watch Maker	=	073
Craftsman	=	074

080 - 099

Glass Cutting/Worker	=	080
Shopfitting	=	081
Carpet Fitting	=	082
Window Fitting	=	083
Painting & Decorating	=	084

100 - 109

Seamstress / tailoring	=	100
Wool Grader	=	101
Clothes Designer	=	102
Florist	=	103
Piano Tuner	=	104
Equine Apprenticeship	=	105
Window Dressing	=	106

110 - 199

Coach Building	=	110
Fitter (Mech Eng)	=	111
Vehicle Technician	=	112
Welding	=	113
Panel Beating	=	114
Fuel Injection Engineer	=	115
Instrument Technician/ Engineer	=	116
Fitter & Turner	=	117
Marine Engineer	=	118
General/Motor Mechanic	=	119
Telecom Technician	=	120
Aircraft Communications	=	121
Mechanical & Mining Engineering	=	122
Mining Machine Operator	=	123
Plant Fitter	=	124
Signalman	=	125



QUESTION 23	APPRENTICESHIP	CODE	Page 5
Medical X-rayer	=	126	
Computer Operator	=	127	
Heating/Ventilation Engineer	=	128	
Miner	=	129	
Tyre Fitter	=	130	
Aircraft Fitter	=	131	
Domestic Appliance Engineer	=	132	
Tacograph Fitter	=	133	
Carsprayer	=	134	
Maintenance Engineer	=	135	
RAF Technician	=	136	
Parts Technician	=	137	
Plant Operator	=	138	
Welsh Water Operative	=	139	
Hairstressing/Beauty Therapy	=	140	
Statistical Process Control	=	141	
Master Mariner	=	142	
Graphic Design	=	143	
Quantity Surveyor	=	144	
Printer	=	145	
Interior Design	=	146	
Book Binding	=	147	
Lab Technician	=	148	
Air Traffic Control	=	149	
Signwriter	=	150	
Miller Cert. Ambulanceman	=	151	
Nursing	=	152	
Shorthand Business Training	=	153	
Medical Secretary Diploma	=	154	
Financial Consultant	=	155	

Photoprinter	=	156
Nursery Nurse/Nanny	=	157
Clerical Officer	=	158
Copy Typist	=	159
Occupational Therapist	=	160
Dental Mechanic	=	161
Family & Community Care	=	162
Coach	=	163
Accounting	=	164
Merchant Navy/Seaman	=	165
Horticulture	=	166
Cardiac Tech	=	167
Dispensing Asst	=	168
Fireman (Service)	=	169
Healthcare Support Worker	=	170
Optics Technician	=	171
Insulator	=	172
Gas Engineer	=	173
Channel Pilot	=	174
Lathe Turner Engineer	=	175
Landscape Gardener	=	176
Plater	=	177
Journalist	=	178
Technical Medical Officer/ Industrial Chemist	=	179
Football Apprentice	=	180
Aircraft Engineer	=	181
Aeronautics	=	182
Jockey	=	183
Boat builder	=	184
French polisher	=	185

QUESTION 23	APPRENTICESHIP	CODE
Surface pattern designer	=	186
Ceramic designer	=	187
Dispenser	=	188
O & M Analyst	=	189
Gamekeeper	=	190
TV Film editor	=	191
Stonemason	=	192
Fur finisher and liner	=	193
Postal officer	=	194
Historical preservation	=	195
Slaughterhouse	=	196
<u>APPRENTICESHIP UNSPECIFIED</u>	=	999

QUESTION 26F

## RSA QUALIFICATIONS

001 - 049

Typing	=	001
Shorthand	=	002
Word Processing	=	003
Audio Typing	=	004
R S A I	=	005
R S A II	=	006
70 W P M WJEC Stage 3	=	007
WJEC Typing Stage 3/4	=	008
Typing and Shorthand	=	009
Computer Literacy	=	010
RSA III	=	011
WJEC Cert Office Studies	=	012
Business Studies	=	013
Book-keeping	=	014
Information Technology	=	015
R S A Private Secretary Certificate	=	016
R S A Vocational Preparation	=	017
R S A English Language	=	018
RSA IV	=	019
Diploma in retail distribution	=	020

QUESTION 26GPITMANS050 - 099

Pitman Shorthand	=	050
Pitman Elementary & Intermed	=	051
LCCI Speedtyping & Shorthand	=	052
Shorthand Typing & Bookkeeping	=	053
Typing Shorthand & W.P.	=	054
Cert Of Bookkeeping (Dis)	=	055
Typing	=	056
Secretarial Course	=	057
Pitmans Maths	=	058
Telephone Sales	=	059
Word Processor	=	060
Audio Typing	=	061
Business Administration	=	062
Special diploma	=	063

QUESTION 26IOTHER100 - 149

Iron & Steel Making Course	=	100
Fitter/Welder	=	101
Handling Machinery/Toolsetter	=	102
Underground Mining Cert	=	103
Mining Deputy Cert	=	104
Quantity Surveyor	=	105
Electronics Certificate	=	106
Master Mariner	=	107
Quality Control Certificate	=	108
Legal Executive	=	109
C I.T.B. Licence	=	110
Casting Techniques	=	111
Maths & Engineering Cert	=	112
Technology Certificate	=	113
Cable Jointing Course	=	114
Rural Science	=	115
Social Sciences	=	116
General Building Course	=	117
Dental Technician	=	118
RDSA (Dental health education)	=	119
Carpentry	=	120
Leading Firemans Exams	=	121
P S V License/HGV	=	122
Driving Instructors Training Course	=	123
Training Instructors Course	=	124
Fork Lift Licence / JCB	=	125
Mechanical Technicians Course	=	126

QUESTION 26I CONTINUEDOTHER

Ambulance Courses	=	127
ROSPA Qualified Safety Officer	=	128
Certificate Of Professional Competence (Transport)	=	129
 <u>150 - 199</u>		
Computer Course	=	150
Sales Course	=	151
Management Course	=	152
Retail Course	=	153
Secretarial Course	=	154
Book-keeping Certificate	=	155
Media Resource Course	=	156
Catering Course	=	157
Inst. Of Bankers Exams	=	158
Business Studies	=	159
C P V E	=	160
Draughtsmen (Computers)	=	161
18th Regulations (Trade)	=	162

QUESTION 26I CONTINUEDOTHER200 - 218

State Enrolled Nurse	=	200
Child Welfare	=	201
Pre-Nursing Course	=	202
Attendant Certificate	=	203
Health & Hygiene Course	=	204
Youth Training & Counselling	=	205
Oxford Accredited Certificate For Counselling Skills	=	205
N N E B Medical Unit Clerk	=	206
Social & Community Care	=	207
Home Management & Family Care	=	208

219 - 249

Advanced Hairdressing & Beauty Therapy	=	219
Pre-School Playgroup Course	=	220
N N E B	=	221
W E B S S (Catering Cert)	=	222
Diploma In Housecraft	=	223
Painting & Decorating Craft Certificate	=	224
Signwriting	=	225
B.H.S.A.I	=	226
Sewing Machinist	=	227
Animal Husbandry	=	228
Gardening	=	229



QUESTION 26I CONTINUEDOTHER

Agricultural Board Training Certificate	=	230
Youth Opportunities Cert	=	231
Religious Certificate In Paid Work	=	232
Equestrian Studies	=	233
Art and Design	=	234
Conservation/Heritage	=	235
Tree Management	=	236

250 - 269

Army COE Class I/II	=	250
Oxford Local School Cert	=	251
Open University 2nd Level	=	252
C S E Grades 2 - 5	=	253
SI & SII Maths	=	254
Institute Of Linguistics	=	255
Local Government Exams	=	256
General School Certificate	=	257
WJEC Stage 1 - 3	=	258
NVQ	=	259
Royal Navy Certificate	=	260
School Leaving Certificate	=	261
Lower National Exams	=	262
R A F Qualification/Military	=	263
DTI Certificate Of Competency	=	264
NEBSS (Nursary Nurse) Cert.	=	265
Certificate Of Extended Education/Central Welsh Board Exams (Pre 1960)	=	266
Swansea Certificate	=	267

QUESTION 26I CONTINUEDOTHER270 -299

R I P U U Cert	=	270
W A M C W	=	271
Painting Course	=	272
Sports Leader/Coach	=	273
Royal School Of Music Exams	=	274
AMSPAR (Nursing Qual)	=	275
FETC Phase I Teacher Ceramics	=	276
Wines and Spirits Trust Higher Certificate	=	277
Outward Bound Training Instructor	=	278
COTAC Travel Agents & Couriers	=	279
Maritime Qual/Seamen Cert.	=	280
Child Minding Certificate	=	281
Youth Leader Certificate	=	282
High Tech Skills Course	=	283
P1 - 5 Exams	=	284
S E N Diploma Teaching Mentally Handicapped Adults	=	285
Dancing teaching	=	286
Postman's exams	=	287
ABTA exams	=	288
NVQ Assessor's certificate	=	289
Safety and medical courses	=	290
Telephone operator's course	=	291

QUESTION 27 CNAME OF INSTITUTE

	MEMBER	ASSOCIATE	FELLOW	GRAD MEM
Institute Of Mech Engineering	101	102	103	104
Institute Of Mining Engineers	105	106	107	108
Institute Production Engineering	110	111	112	113
Incorporated Electricians and Electronic Engineers	114	115	116	117
Chartered Institute Of Building	120	121	122	123
Chartered Institute Of Building Services	130	131	132	133
Institute Of Structural Engineers (Architects) or RIBA	134	135	136	137
Institute Of Advanced Management (Supervisory)	140	141	142	143
Inst. Of Personnel Management	144	145	146	147
Assoc Accounting Technical	150	151	152	153
Inst Of Chartered Accountants	154	155	156	157
Institute Of Bankers	160	161	162	163
National Ass. Of Recreational Leaders	164	165	166	167

QUESTION 27 C CONTINUED

<u>NAME OF INSTITUTE</u>	<u>MEMBER</u>	<u>ASSOCIATE</u>	<u>FELLOW</u>	<u>GRAD MEM</u>
Royal Society Of Chemistry	170	171	172	173
Inst Of Plastics And Rubbers	174	175	176	177
College Of Radiographers	180	181	182	183
Society Of Kinematographic & TV	184	185	186	187
London Inst. Of Metallurgy	188	189	190	191
Inst Of Linguistics	192	193	194	195
Inst. Of Management Accountants	196	197	198	199
Chartered Inst. Of Company Secretaries and Administrators	200	201	202	203
College Of Occupational Therapists	204	205	206	207
Inst of Travel & Tourism	208	209	210	211
Institute of Statisticians	212	213	214	215
Institute of Gas Engineers	216	217	218	219
Royal College Of Pathologists	220	221	222	223
Inst. Occupational Health Environment and Safety	224	225	226	227
Inst. of Civil Engineers	228	229	230	231

QUESTION 27 C CONTINUED

<u>NAME OF INSTITUTE</u>	<u>MEMBER</u>	<u>ASSOCIATE</u>	<u>FELLOW</u>	<u>GRAD MEM</u>
Institute Of Health Service Management	232	233	234	235
Inst of Inland Revenue	236	237	238	239
Institute of Sales and Marketing	240	241	242	243
Inst. of Chartered Librarians	244	245	246	247
Inst. of Legal Executives	248	249	250	251
Inst. / School of Music	252	253	254	255
Institute of Hotels and Catering	256	257	258	259
Royal Institute of Chartered Surveyors	260	261	262	263
Institute of Work Study	264	265	266	267
Institute of Medical Lab Sciences	268	269	270	271
Institute of Road Safety Officers	272	273	274	275
Institute of Landscape Architects	276	277	278	279
Law Society	280	281	282	283
MKCC Nursing and Midwifery	284	285	286	287
Birmingham Medical Cert	288	289	290	291
Institute of Insurance	292	293	294	295
Society of Physiotherapy	296	297	298	299

QUESTION 27 C CONTINUED

<u>NAME OF INSTITUTE</u>	<u>MEMBER</u>	<u>ASSOCIATE</u>	<u>FELLOW</u>	<u>GRAD MEM</u>
Assocn of Cost Engineers	300	301	302	303
Royal Agricultural College	304	305	306	307
Institute of Environmental Health	308	309	310	311
British Medical Secretaries Association	312	313	314	315
Institute of Financial Secretaries	316	317	318	319
Inst. of Motor Industries	320	321	322	323
Royal Society of Pharmacists	324	325	326	327
Institute of Biology	328	329	330	331
Inst. of Marine Engineers	332	333	334	335
Chartered Inst. of Public Finance and Accounting	336	337	338	339
Royal Society of Veterinary Surgeons	340	341	342	343
Local Government Management Board	344	345	346	347
Inst. of Health Promotion and Education Specialists	348	349	350	351
Institute of Photography	352	353	354	355
Institute of AAS	356	357	358	359
NCAS (Chiropody)	360	361	362	363
Institute of Town Planning Technicians	364	365	366	367

QUESTION 27 C CONTINUED

<u>NAME OF INSTITUTE</u>	<u>MEMBER</u>	<u>ASSOCIATE</u>	<u>FELLOW</u>	<u>GRAD MEM</u>
Management of Safety Inst.	368	369	370	371
Soc of Chartered Designers	372	373	374	375
Royal College of Nursing	376	377	378	379
Polytechnic of Wales	380	381	382	383
British Computer Society	384	385	386	387
Inst. of Chiropodists	388	389	390	391
Inst. of Purchase & Supply	392	393	394	395
Inst. of Credit Management	396	397	398	399
Department of Transport	400	401	402	403

QUESTION 27D		CODE
General Teaching Certificate	=	010
Primary Teaching Certificate	=	011
LLCM - ALCM	=	012
Certificate and Manor Course Of Study	=	013
Technical Teachers Cert.	=	014
Teaching - Special Needs	=	015
MED Teaching	=	016
Diploma Of Teaching	=	017
Coaching Qualification	=	018
Adult / Further Education	=	019
TEFL	=	020



<u>QUESTION 27 E</u>		<u>CODE</u>
<u>021 - 030</u>		
R.G N	=	021
S R N	=	022
Orthopaedic Cert	=	023
S E A N	=	024
R M N	=	025
Chartered Physiotherapist	=	026
S E N	=	027
Midwifery	=	028
Dental Hygienist	=	029
Red Cross	=	030
Nasta Certificate	=	031
Radiographer	=	032
Pre-Nursing Course	=	033
Medical Orderly	=	034
N V Q Nursing	=	035
NNEB Nursery Nurse	=	036
Post Registration Certificate	=	037
Certificate In Health Visiting	=	038
AMSPAR	=	039
RN Health Visitor	=	040
Therapy/Counselling	=	041
Nursing Sister	=	042
Child Welfare	=	043
Mental Nurse	=	044
Osteopath	=	045

QUESTION 27 F

<u>001 - 009</u>		<u>CODE</u>
A Levels (Transfer No's Using leading zero)	=	001 - 009

QUESTION 27I OTHER PROFESSIONAL OR VOCATIONAL QUALIFICATIONS

British Tutorial Institute	=	500
7061 Food Handling	=	501
Electrical Engineering	=	502
Assoc Accounting Technicians	=	503
Hotel Management	=	504
Agriculture	=	505
Diploma Of Practice Management (AMP SER)	=	506
Mechanical Engineering	=	507
Swimming and P E Teacher	=	508
ACMA/ACWA/ACA (Accountancy)	=	509
Diploma Member Of S.I.A.D.	=	510
Diploma Of Social Work	=	511
Careers Advice Qualification	=	512
Library Exams	=	513
Natnl Health Diploma Studies	=	514
S1, S2, S3 Maths	=	515
Brit Inst Of Sports Coaching	=	516
Cert Of Corporation Of Certified Secretaries	=	517
C P V E	=	518
Police Officer Exams	=	519
F E T C Management	=	520
Seafaring Qualification	=	521

QUESTION 27I OTHER PROFESSIONAL OR VOCATIONAL QUALIFICATIONS

Legal Executive	=	522
Child Care Diploma (PRCCC)	=	523
Local Government Exams	=	524
Master Mariner	=	525
Prelim National Certificate	=	526
Institute Of Quantity Surveyors (Part 1)	=	527
Open University Degree Credit	=	528
Music/Drama Diploma	=	529
Marine Electronics Certificate	=	530
National Certificate In Business Studies	=	531
Occupational Therapy Diploma	=	532
Sanitary Inspection/Royal Institute Of Health	=	533
Joint Examination Board Cert.	=	534
Diploma In Tourism	=	535
ATLA Teaching Certificate	=	536
Intermediate hygiene	=	537
Clergy training	=	538
Post Office engineering qual	=	539
Industrial radiography P.C.N.	=	540
Retailing qualification	=	541
Registered Insurance broker	=	542
Medical Secretary's diploma	=	543

QUESTION 31 - QUALIFICATION

Not Applicable	=	000
G.C.S.E	=	001
A Levels	=	002
B.A/BSc/Beng/Bed	=	003
M.A/MSc/M.Eng	=	004
M.B.A.	=	005
H.N.C/H.N.D	=	006
BTEC	=	007
ONC/OND	=	008
R.S A 1	=	009
R.S.A 2	=	010
R.S.A 3	=	011
N.N E.B	=	012
City & Guilds	=	013
Nursing Qualification	=	014
Amspar Diploma	=	015
Pre School Playgroup Leader	=	016
Diploma In Social Work/Studies	=	017
Accountancy Examinations	=	018
G.N.V.C. Business	=	019
N V Q	=	020
Chartered Institute Of Purchasing and Supply	=	021
Certificate Of Further Education and Teaching	=	022
A.R.I.B.A.	=	023
Quality Assurance Credit Qualification	=	024
S W W O C A Q	=	025
Practice Receptionist Program 1	=	026

<u>QUESTION 31 - QUALIFICATION</u>		CONTINUED
P G.C.E.	=	027
PhD	=	028
Word Processing	=	029
Certificate Of Health and Social Welfare	=	030
Certificate Of (Supervisory) Management	=	031
People In Technology	=	032
Advanced Food Hygiene	=	033
Fellowship Of Institute Of Legal Executive	=	034
Business Administration	=	035
Radio Amateur Certificate	=	036
Florist Course	=	037
Hairdressing	=	038
Engine Instructor	=	039
NVQ Assessor	=	040
HCIMA Hotel Management	=	041
Professional Chef	=	042
Instructor (Fitness)	=	043
Certificate In Theology	=	044
Teaching & Coaching Cert	=	045
Diploma In Industrial Mgmt.	=	046
Learning Difficulties Course	=	047
Mech Eng	=	048
Intermat C.P C Qual.	=	049
Natnl Diploma in Construction	=	050
Physiologist Qualification	=	051
Professional Course In Counselling	=	052
Surveyor	=	053

QUESTION 31 - QUALIFICATION

CONTINUED

E N B Qualification (English National Board)	=	054
Crediting Competence	=	055
Computer Operator	=	056
Diploma In Care Work	=	057
ABDO (Dispensing Opticians)	=	058
Chiropody	=	059
T E F L	=	060
Inst Of Internal Auditors Exams	=	061
Bricklayer	=	062
National Certificate Of Health And Safety	=	063
Diploma Of Marketing	=	064
Interior Design	=	065
Advanced Carpentry Cert.	=	066
ARICS	=	067
Pitmans	=	068
International Baccalaureate	=	069
Diploma In Town Planning	=	070
Assoc of Accounting Technicians	=	071
Alternative Medicine	=	072
Inst. of Medical Lab Sciences	=	073
State Registered Diatician	=	074
Banking Certificate	=	075
Arts Foundation Course	=	076
Open College Credit	=	077
Plumbing Certificate	=	078
Pensions Management	=	079
Valuers & Auctioneers Cert.	=	080

QUESTION 31 - QUALIFICATION

CONTINUED

Land Management	=	081
Diploma in Dental Hygiene	=	082
Diploma in Physiotherapy	=	083
Diploma in I.T.	=	084
BHS Qualification (Equestrian)	=	085
Chartered Building Inst. Exams	=	086
London Chamber of Commerce	=	087
Midwifery	=	088
Agricultural diploma	=	089
CIPFE	=	090
Certificate of practice in residential estate agency	=	091
NVQ in horticulture	=	092
Dispensing technician	=	093
Electrical technician	=	094
Associateship course for Meat Institute	=	095
T U. & Social studies diploma	=	096
Nursing School Certificate	=	097
N.W A C.	=	098
Bench joiner	=	099
I.S.V A.	=	100
Cert. of Insurance practice	=	101
Occupational therapy diploma	=	102
Advanced special education dip	=	103
IPM diploma in human resources	=	104
Spirits and wine Education Trust certificate	=	105
Quality control diploma	=	106

QUESTION 36

Not Applicable	=	000
City and Guilds	=	001
N V.Q	=	002
Staff Nurse	=	003
Certificate Of Practise	=	004
H.N.C.	=	005
Word Processing Qualification	=	006
COTEC	=	007
PPA Certificate	=	008
Professional Competency In Financial Services	=	009
Butchery	=	010
NVQ - Business & Admin	=	011
Chartered Institute Of Purchasing and Supply	=	012
Continued Prof. Development Requirement	=	013
NVQ Secretarial	=	014
Quality Assurance Credit	=	015
Quality Control Technician	=	016
A Level	=	017
BTEC	=	018
Certificate Of Management	=	019
AMSPAR	=	020
RSA	=	021
RSA	=	022
Diploma On Social Work	=	023
Dental Surgery Assistant (DSA)	=	024
R G N	=	025
Paramedic Ambulance Driver	=	026



QUESTION 36 CONTINUED

Master Craftsman	=	027
Diploma In Clinical Pharmacy	=	028
Master Degree	=	029
G C S E	=	030
Cert. Of Welfare Counselling	=	031
Colliery Linemans	=	032
Degree	=	033
Hairdresser / beauty therapy	=	034
Sales Diploma	=	035
Nursing Qualification	=	036
P.G C.E.	=	037
Car Mechanic	=	038
Mortgage Advisor	=	039
HCIMA (Hotel Management)	=	040
HGV Licence	=	041
NVQ Assessor	=	042
Quality Auditing & Assurance	=	043
Florist	=	044
Doctor/MRCP	=	045
Management Accountant	=	046
CAD	=	047
Sign Language	=	048
NVQ Welder	=	049
Physiologist Qualification	=	050
Radio Controller	=	051
Cellar Management	=	052
Nursery Nurse (NNEB)	=	053
NVQ Health Care	=	054
Certificate Of Practise	=	055

QUESTION 36 CONTINUED

English National Board	=	056
Aircraft Engine Licence	=	057
N H A A	=	058
Seafaring Qualification	=	059
Chiropody	=	060
O N D	=	061
Full Pilots License	=	062
Accountancy Qualification	=	063
Institute Of Auditors Exams	=	064
Cert. Of Retail Excellence	=	065
Craft Cert (Bricklaying)	=	066
First Aid Certificate	=	067
AMB Computers	=	068
Pitmans	=	069
Police Sergeant	=	070
Fireman	=	071
Business Administration	=	072
Diploma In Town Planning	=	073
Certificate Of Coaching	=	074
YTS Certificate	=	075
Chartered Engineer	=	076
CIOB (Surveying)	=	077
Agricultural Qualification	=	078
Certificate Of Competence In Tourist Information	=	079
Counselling/(Aids)	=	080
Certificate Of Education In (Stage 1)	=	081
Banking Exams	=	082
London Chamber of Commerce	=	083

QUESTION 36 CONTINUED

NVQ Carpentry & Joinery	=	084
C.I.P F.A.	=	085
British Rail Certificate	=	086
Cert of competence in maint	=	087
Pool plant operator	=	088
M.C.I. computers	=	089
NEB Supervisory management	=	090
Registered School Inspector	=	091
Cert. of health and hygiene	=	092
Forestry qualificatio	=	093
Inst. of Meat Associateship	=	094
Nursing Certificate	=	095
Learning difficulties course	=	096
Bench joiner	=	097
I D L B Standards	=	098
I S V A	=	099
Cert. of Insurance practice	=	100
Accredited Safety auditor	=	101
Electrical training	=	102
Driving Instructor	=	103
Unspecified	=	999

**SOCIAL CLASS AS A DERIVED VARIABLE  
FROM SOC/SEG CODES**

SOC RANGE

100 - 999

SEG RANGE

011 - 180

1.e. 011  
012  
021  
022  
030  
040  
051  
052  
060  
070  
080  
090  
100  
110  
120  
130  
140  
150  
160  
170  
180

SOCIAL CLASS RANGE

1 - 8

I = 1  
II = 2  
IIIN = 3  
IIIM = 4  
IV = 5  
V = 6

FORCES UNCLASSIFIED = 7

UNCLASSIFIABLE = 8

<u>SOC</u>	<u>INCL</u>	<u>SEG</u>								<u>SOCIAL CLASS</u>
100		012								1
101	- 103	012								2
110		012	022							2
		052								3
111		012	022							2
112		060								3
113	- 142	011	021	012	022	120	051			2
150	- 151	160								7
152	- 171	011	021	012	022	120	130	140	051	2
172		012	022							2
		011	021	120						3
173		011	021	120	012	022				2
174		012	022							2
		011	021	120						3
175		011	021	120	012	022				2
176		012	022							2
		011	021	120						3
177		011	021	120	012	022				2
178		012	022							2
		011	021	120						3
179		011	021	120	012	022				2
190	- 199	011	021	120	012	022	051			2
200	- 230	030	040							1
231		012	022	051						2
232		040								1
233	- 239	012	022	051						2
240	- 250	030	040							1
251		051								2
252	262	030	040							1
270	- 271	012	022	051						2
290	- 292	030	040							1

SOC	INCL	SEG							SOCIAL CLASS
293	- 309	012	022	051					2
310		011	021	120					3
		052	060						3
		012	022						2
311	- 385	011	021	120	012	022	051	070	2
386		012	022						2
		011	021	120	052	060			3
387		012	022						2
		011	021	120	060				3
390	- 392	012	022	051					2
393		022							2
		021	120	060					3
394	- 399	012	022	051					2
400	- 440	011	021	120	052	060			3
441		022	080						4
		011	021	120	100				5
450	- 461	011	021	120	052	060			3
462		052							3
		060							5
463	- 491	011	021	120	052	060			3
500		022							2
		011	021	120	080	090			4
501		022	080						4
		011	021	120	100				5
502		022							2
		011	021	120	080	090			4
503		022	080						4
		011	021	120	100				5
504		022							2
		011	021	120	090				4
505		022	080						4
		011	021	120	100				5
506	- 507	022							2
		012	021	120	080	090			4

SOC	INCL	SEG					SOCIAL CLASS
509		022 080					4
		011 021	120	100			5
510		011 021	120	080	090		4
511	- 513	080					4
		011 021	120	100			5
514	- 543	022					2
		011 021	120	080	090		4
544		022 080					4
		011 021	120	100			5
550	- 552	022					2
		011 021	120	080	090		4
553		080					4
		011 021	120	100			5
554	- 593	022					2
		011 021	120	080	090		4
594		012 022	080				4
		011 021	120	100			5
595		150					5
596		022 080					4
		011 021	120	100			5
597		011 021	120	080	090		4
598		022					2
		011 021	120	080	090		4
599		022 080					4
		011 021	120	100			5
600	- 601	160					7
610	- 611	052 060					3
612		052					3
		060					5
613		051					2
614	- 619	052					3
		011 021	120	100			5
620		012 022					2
		011 021	120	070			4



<u>SOC</u>	<u>INCL</u>	<u>SEG</u>					<u>SOCIAL CLASS</u>
621	- 622	120	070				5
630		120	070				4
631		080					4
		110					6
640		012	022	051			2
641		080					4
		100					5
642		080	090				4
643		012	022	051			2
644		080					4
		100					5
650		011	021	120	070		4
651		021	120	060			3
652		070					5
659		070	120				5
660		070					4
661		012	022	080			4
		011	021	120	100		5
670	- 671	070					4
672		080					4
		100					5
673		012	022	080			4
		021	100	120			5
690	- 691	012	022				2
		011	021	120			4
699		012	022	080			4
		011	021	100	120		5
700		012	022	051			2
701		051					2
702	- 703	011	021	120	012	022	2
710	- 719	012	022				2
		011	021	120	060		3

SOC	INCL	SEG					SOCIAL CLASS
720	- 722	052	060				3
730		011	021	120	060	-	5
		022					3
731		012	022				2
		011	021	120	090		4
		052					3
732		022					3
		011	021	120	060		5
733		011	021	120	012	022	3
790		120	060				3
791		012	022				2
		011	021	120	060		3
792		120	052	060			3
800		011	021	120	080	090	4
801		011	021	120	080	090	4
		022					2
802		080					4
		100					5
809		022	080				4
		011	021	120	100		5
810		022					2
		011	021	120	080	090	4
811	- 813	022	080				4
		011	021	120	100		5
814		080					4
		011	021	120	100		5
820		022	080				4
		011	021	120	100		5
821		011	021	120	080	090	4
822		022					2
		011	021	120	080	090	4
823		080	090				4
824		011	021	120	080	090	4
825		022	080				4
		011	021	120	100		5

SOC	INCL	SEG					SOCIAL CLASS
826		080 100					4 5
829		011 080	021	120	100		5 4
830	- 831	011	021	120	080	090	4
832		022 011	021	120	080	090	2 4
833		080 011	100 021	120			4 5
834	- 839	011	021	120	080	090	4
840		080 011	021	120	100		4 5
841		022 011	080 021	120	100		4 5
842		022 011	021	120	080	090	2 4
843		080 011	021	120	100		4 5
844		080 120	100				4 5
850		080 011	021	120	100		4 5
851	- 860	080 120	100				4 5
861		080	090				4
862		080 011	021	120	100		4 5
863		080 100					4 5
864		080	090				4
869		022 011	080 021	120	100		4 5
870	- 871	080					4
872		022 011	021	120	080	090	2 4

<u>SOC</u>	<u>INCL</u>	<u>SEG</u>					<u>SOCIAL CLASS</u>
873	- 874	022					2
		011	021	120	090		4
875		120	100				5
880		080					4
		011	021	120	100		5
881		080	090				4
882		090					4
883	- 884	080	090				4
885		022					2
		011	021	120	080	090	4
886		080	090				4
887		120	080	090			4
889		011	021	120	080	090	4
890		080					4
		100					5
891		011	021	120	080	090	4
892		080					4
		110					6
893		080					4
		100					5
894		080	090				4
895		080					4
		011	012	120	100		5
896		022	080				4
		011	012	120	100		5
897		022					2
		011	021	120	080	090	4
898	- 899	022	080				4
		011	021	120	100		5
900	- 902	150					5
903		022	080				4
		021	120	100			5
904		150					5

<u>SOC</u>	<u>INCL</u>	<u>SEG</u>				<u>SOCIAL CLASS</u>
910		080				4
		100				5
911	- 912	080				4
		110				6
913		100				5
919		080				4
		110				6
920		090				4
921		080				4
		021	120	100		5
922		080				4
		100				5
923		080				4
		021	120	110		6
924		080				4
		011	021	120	100	5
929	- 930	080				4
		011	021	120	110	6
931		022	080			4
		011	021	120	110	6
932		080	090			4
933		080				4
		110				6
934		110				6
940		080				4
		100				5
941		120	110			5
		080				4
950	- 951	080				4
		100				5
952		080				4
		110				5
953		070				5
954		060				5

SOC	INCL	SEG						SOCIAL CLASS
955		080						4
		110						6
956		022	080					4
		011	021	120	110			6
957		080						4
		110						6
958		022	080					4
		011	021	120	110			6
959		012	022	080				4
		011	021	120	100			5
990		080						4
		021	120	110				6
991 - 996		180						8
999		011	021	120	080	090	170	4

**MANUAL CODE AND COMPUTER EDIT  
INSTRUCTIONS FOR  
SELF COMPLETION**

## SELF COMPLETION QUESTIONNAIRE



MANUAL CODE

SECTION 'A'

Q 1 Do you speak Welsh ?

Yes	1
No	2
Not answered	9

---

Q 2 Does/did your mother speak Welsh ?

Yes	1
No	2
Not answered	9

---

Q 3 Does/did your father speak Welsh ?

Yes	1
No	2
Not answered	9

---

Q 4 Were you brought up in .... ?

ONE ANSWER ONLY

This area	1
Another part of Wales	2
England	3
Scotland/N Ireland	5
Elsewhere	5
Not answered	9

---

Q 5 Do you watch or listen to ... ?

ONE BOX ONLY TICKED FOR EACH LINE

Regularly	1
Sometimes	2
Never	3
Not answered	9

---

Q 6 Can you read Welsh ?

Yes	1
No	2
Not answered	9

If not answered check 0.7 to attempt a deduction

---

COMPUTER EDIT

VALIDATION CHECKS FOR WELSH & TRAINING QUESTIONS ON 1992  
WELSH SOCIAL SURVEY

Q 1      If equal to 1, then Q 8 cannot be 0 or 1  
          If equal to 1, then Q 9 cannot be 1  
          If equal to 2, then Q 8 cannot be 6 or 7  
          If equal to 2, then Q 14 cannot be 1 or 2

---

Q 2      None

---

Q 3      None

---

Q 4      None

---

Q 5 1     None

Q 5 2     None

---

Q 6      If 1, then Q 7a and Q 7b and Q 7c must be 1, 2, 3 or 9  
          If 2 then Q 7a and Q 7b and Q 7c must be 8  
          If 9 then Q 7a b & c must be 8 or 9

---

## MANUAL CODE

Q 7 Do you read Welsh language ?

ONE BOX ONLY TICKED FOR EACH LINE

Regularly	1
Sometimes	2
Never	3
Not applicable	8
Not answered	9

---

Q 8 Which of the following best describes you ?

ONE BOX ONLY TICKED

	Example	
a	I can't speak any Welsh and never have been able to	0
h	and speak it most of the time	7
	Not answered	9

If there is no answer, then a desk edit decision will have to be made based on the answers to questions 9 to 18. If none of them have been answered or if 9 to 12 have been answered, but not 13 to 18 then it is fair to assume a reply of 0 at 8. If 13 to 18 have good answers then see below.

If Q 13 = Code 1 and all parts of Q 14 and Q16 are Never or Not applicable, code Q 8 = code 1

If most parts of Q 14 are code 1, code Q 8 = code 7

If most parts of Q 14 are code 2, code Q 8 = code 6

If most parts of Q 14 are code 3, code Q 8 = code 5

If most parts of Q 14 are code 4 or 8, code Q 8 = code 0, 1 or 4 depending on the picture provided by responses to the whole of the Welsh language section

COMPUTER EDIT

Q 7a See Q 6  
Q 7b See Q 6  
Q 7c See Q 6

---

Q 8 See Q 1

If equal to 4 thru 7 or 9, then all Page 4 (Q 8 thru 12) must be '8's. If equal to 0, then all Page 5 (Q 13 thru 16) and all Page 6 (Q 17 and 18) must be '8's

If equal to 0, then Q 9 must not be 2, 3 or 4

If equal to 1, then Q 13 must be 1, 2 or 9

If equal to 1, Q 14 1, Q 14 2, Q 14 3, Q 14 4 and Q 14 5 must not be 1, 2 or 3 (query only)

If equal to 1, then Q 16 1, Q 16 2, 16 3 and Q 16 4 must not be 1 or 2

If equal to 1 thru 7 then codes must be 1, 2, 3 or 9 at Q 15 & Q 16 unless Main Q2 12  $\leq$  15

If equal to 1 thru 7 or 9 then Q 17 must exclude code 8

If equal to 1 thru 7 or 9 then Q 13 must not be 8

If equal to 1 thru 7 or 9 and Q 2 12 = 1 or Q2 16 = 5 then Q14(d) must exclude 8

If  $> 0$  and Q 2 2  $\leq 4$  Q 17 must be 1, 2 or 9

If  $> 0$  and Q 2 2  $\leq 10$  Q 17 must be 1, 2, 3 or 9

If  $> 0$  and Q 2 2  $\leq 16$  Q 17 must be 1, 2, 3, 4 or 9

If  $> 0$  and Q 2 2  $\leq 15$  Q 18a must be 8

If  $> 0$  and Q 2 2  $\leq 15$  Q 18b must be 8

## MANUAL CODE

### SECTION B

SHOULD ONLY BE ANSWERED IF CODES 0-3 AT Q 8

Q 9	(If more than one box ticked, code highest ability)	
	Can't understand any Welsh	1
	Can understand simple phrases WHCS LET	2
	Can understand general conversation	3
	Can't understand TV news programmes	4
	Not applicable	8

---

Q 10	<u>Do you see yourself taking steps</u> ?	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

Q 11	ONLY TO BE ANSWERED IF CODE 2 AT Q 10	
	No real interest	1
	No time	2
	Doubt ability to learn	3
	Know of no opportunity	4
	Content with level	5
	Not applicable	8
	Not answered	9

---

Q 12	<u>Have you already</u> ?	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

COMPUTER EDIT

Q 9        See Q 8 and Q 1

---

Q 10        If equals 1, then Q 11 must be 8  
              If equals 2, then Q 11 must not be 8  
              See also Q 8

---

Q 11        See Q 8 and Q 10

---

Q 12        See Q 8

---

MANUAL CODE

SECTION 'C'

Q 13 As a child did (or do) you ?

Yes	1
No	2
Not applicable	8
Not answered	9

Q 14 Do you normally speak Welsh ?

ONE BOX ONLY TICKED FOR EACH LINE

All or most of the time	1
Half the time	2
Occasionally	3
Never/hardly ever	4
Not applicable	8
Not answered	9

Q 15 Do you come across people ?

ONE BOX ONLY TICKED FOR EACH LINE

Usually	1
Sometimes	2
Never	3
Not applicable	8
Not answered	9

Q 16 In those situations when ?

ONE BOX ONLY TICKED FOR EACH LINE

Usually	1
Sometimes	2
Never	3
Not applicable	8
Not answered	9

Q 17 At what point . ?

As a child at home	1
Nursery School	2
Primary School	3
Secondary School	4
College/University	5
After full-time education	6
Not applicable	8
Not answered	9

Q 18 Have you ever learnt Welsh ?

a	Yes	1
	No	2
	Not applicable	8
	Not answered	9

Q 18 b c and d - as for Q. 18 a

COMPUTER EDIT

Q 13 See Page 3, Q 8

---

Q 14 1 See Page 3, Q 8  
Q 14 2 See Page 3, Q 8  
Q 14 3 See Page 3, Q 8  
Q 14 3 Must be 8 if Q 2 2  $\leq$  15  
Q 14 4 See Page 3, Q 8  
Q 14 5 See Page 3, Q 8

---

Q 15 1 See Q 8  
Q 15 2 See Q 8  
Q 15 2 Must be 8 if Q 2 2  $\leq$  15  
Q 15 3 See Q 8  
Q 15 4 See Q 8

---

Q 16 1 See Q 8  
Q 16 2 See Q 8  
Q 16 2 Must be 8 if Q 2 2  $\leq$  15  
Q 16 3 See Q 8  
Q 16 4 See Q 8

---

Q 17 See Q 8

---

Q 18a See Q 8  
Q 18b See Q 8  
Q 18c See Q 8  
Q 18d See Q 8 .



MANUAL CODE

EDUCATION AND TRAINING

SECTION 'D'

ENSURE THIS SECTION AND SECTION E ANSWERED ONLY BY MALES  
AGED 16-65 AND FEMALES AGED 16-60 CHECK AGAINST PAGE 9 IN  
MAIN QUESTIONNAIRE

Q 19 Have you heard of ?

Yes	1
No	2
Not applicable	8
Not answered	9

If not answered check Q 20 & Q 21

---

Q 20 Do you hold NVQ qualifications ?

Yes	1
No	2
Don't know	3
Not applicable	8
Not answered	9

---

Q 21 At what level ?

Codes 1 -5 as applicable  
Not applicable 8  
Not answered 9

---

Q 22 Are you doing or have you ?

Yes completed	1
Still doing	2
Apprenticeship discontinued	3
Never have done	4
Still at school	5
Not applicable	8
Not answered	9

---

Q 23 SHOULD ONLY BE ANSWERED WHERE CODES 1 OR 2 AT Q 22

---

Q 24 Do you have any qualifications ?

Yes/Not sure	1
No	2
Not applicable	8
Not answered	9 see Q 25

---

## COMPUTER EDIT

Q 19 Should only be completed if the individual is of working age, i e , if question 2 2 (page 9) of Main Questionnaire shows female age 16-59 or male aged 16-64

Should not be completed if individual is not of working age

N B If not male aged 16-65 or female aged 16-60 all Q 19 thru Q 39 are non-applicable (i e , '8's or '0's as required)

If equals 1, then Q 20 must not be 8

If 2, then Q 20 and Q 21 must be 8

If equals 9 Q 20 and Q 21 must not be 8

---

Q 20 If 'Yes' (Code 1) should complete question 21 and should have completed either question 26 or question 27

See Q 19

If equals 1, then Q 21 must not be 8

If not equals 1, then Q 21 must be 8

---

Q 21 Should only complete if Q 20 answered with 'Yes' (Code 1)

If completed should also have completed either question 26 or question 27.

See Q 20

---

Q 22 If 'Yes' (Codes 1, 2) should also complete question 23

If 'No' (Codes 3, 4, 5, 8, 9) should not complete question 23

If 'still at school'(Code 5) Check back to Main form as individual should be aged 16-19 (question 2 2 page 9) and should be in full time education (ring Code 1 to question 2 12 and code 5 to question 2 16, page 13)

If equals 1 or 2, then Q 23 must not be 000 If not 1 or 2, then Q 23 must be 000

---

Q 23 Should only complete if Q 22 answered with 'Yes' (Codes 1, 2)

See Q 22

---

Q 24 If 'Yes' (Code 1) then Q 25 should be completed

If 'No' (Code 2) then Q 26, Q 27 should be blank

If equals 1, then Q 25 must not be 8

If not equals 1, then Q 25 and Q 26 must be '8's

---

## MANUAL CODE

- Q 25      *Is your highest qualification ?*  
ONLY ANSWERED WHERE CODE 1 AT Q 24
- |                |   |
|----------------|---|
| Yes            | 1 |
| No/Not sure    | 2 |
| Not applicable | 8 |
| Not answered   | 9 |
- Q 24 & Q 25      If neither of these questions is answered then 26 and 27 are also expected not to be answered. If any information is provided, then 24 and 25 will be amended
- 

- Q 26      *Is your highest qualification ?*
- ONLY TO BE ANSWERED WHERE CODE 2 AT Q 25  
CODE DETAILS INTO BOXES FROM CODE LIST
- Lines a. to e*  
IF 'YES' BOX TICKED, CIRCLE CODE 1 AND WRITE NUMBER HELD IN CODE BOX (If more than 9, code 9)  
IF 'YES' BOX TICKED AND NO NUMBER GIVEN - CODE 0 IN CODE BOX  
WHERE QUESTION NOT APPLICABLE TO RESPONDENT CIRCLE CODE 8 AND CODE 0 IN CODE BOX
- Lines f to i*  
WHERE BOX TICKED, CIRCLE CODE 1  
WHERE BOX NOT TICKED CIRCLE CODE 9  
WHERE QUESTION NOT APPLICABLE FOR RESPONDENT, -CIRCLE CODE 8
- Line i. only*  
WHERE CODE 1 HAS BEEN CIRCLED, CODE DETAILS IN CODE BOXES (Cols 72-74)  
WHERE CODE 8 OR 9 HAS BEEN CIRCLED, CODE 000 IN CODE BOXES
- 

- Q 27      *What is your highest qualification . . ?*
- IF MORE THAN ONE BOX ON LINES a TO h HAVE BEEN TICKED, CODE FIRST BOX TICKED ON PAGE
- IF NO BOX TICKED AND RESPONDENT SHOULD HAVE ANSWERED (CODE 1 AT Q 25) THEN CIRCLE CODE 99 (Cols 75-76)
- WHERE BOX h BTEC HAS BEEN TICKED, CIRCLE CODE 08 AND, FOR EACH BOX TICKED -(COLS 77-84) - CODE 1
- WHERE ONE OF THESE BOXES HAS NOT BEEN TICKED, - CODE 9
- WHERE ORIGINAL BTEC BOX HAS NOT BEEN TICKED, CODE 8,
- WHERE RESPONDENT HAS GIVEN DETAILS AT 1 (AT BOTTOM OF PAGE 9) CODE 09 - COLS 75-76 AND CODE DETAILS FROM CODE LIST IN CODE BOXES COLS 85-87
- FOR ALL RESPONDENTS WHERE LINE 1 DOES NOT APPLY, CODE 000

COMPUTER EDIT

- Q 25 If 'Yes' (Code 1) then Q 27 should be completed and Q 26 should be blank  
If 'No, not sure' (Code 2) then Q 26 should be completed and Q 27 should be blank
- PT If equals 1, then q 26 must be all '8's

---

Q 26 Should be completed if Q 24 answered with 'yes' (Code 1) and Q 25 answered with 'No' (Code 2) Otherwise, should not be completed

PT Q 26 a1 If equals 1, then Q 26 aa must not be spaces  
Q 26 aa  
Q 26 b1 thru Q 26 ee  
As for Q 26 a1

Q 26 f If equals 1, then 26 j must be 001 thru 008 or 999

Q 26 g If equals 1, then 26 j must be 050 thru 055 or 999

Q 26 h

Q 26 i If equals 1, then 26 j must be 100 thru 105, 120, 121, 150 thru 153, 219 thru 223, 250 thru 253, 270 thru 272, or 999

Q 26 j See above Any of the valid ranges for Q 26 f,g and i but check that appropriate box has been coded

---

Q 27 If any answers ticked, should have answered 'Yes' to Q 25

If no answers ticked should have answered no to either question Q 24 and Q 25 (Code 2 for both)

If any of (a) - (i) ticked, individual probably should not still be at school (Code 5 for Q 22) and should be older than 17 (question 2 2, page 9)

If any of (a) - (e) ticked, individual probably should be older than 20 (question 2 2, page 9)

If more than one qualification ticked see hierarchy of qualifications list to decide which is highest

Q 27 1 See Q 25

If equals 03, then Q 27 9 must be Range 1

If equals 04, then " " " Range 2

If equals 05, then " " " Range 3

If equals 06, then " " " Range 4

If equals 09, then " " " Range 5

If not 08, then Q 27 2 thru Q 27 8 must be all '8's

Q 27 2 See Q 27 1

Q 27 3 " "

Q 27 4 " "

Q 27 5 " "

Q 27 6 " "

Q 27 7 " "

Q 27 8 " "

Q 27 9 See Q 27 1

MANUAL CODE

PRESENT EDUCATION AND TRAINING

Q 28	<u>Are at present . . . ?</u>	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9
	If not answered check Q 29 - Q 32	

---

Q 29	<u>What kind of course . . . ?</u>	
	ONLY ANSWERED IF YES AT Q 28 ONE BOX ONLY SHOULD BE TICKED CODE AS APPROPRIATE	
	Not applicable	8
	Not answered	9

---

Q 30	<u>Does the course . . . ?</u>	
	Lead to a qualification	1
	Credit towards	2
	Neither of these	3
	Not applicable	8
	Not answered	9

---

Q 31	<u>What qualification is that ?</u>	
	CODE DETAILS FROM CODE LIST INTO BOXES - COLS 91-93	

---

Q 32	<u>Is qualification registered . . . ?</u>	
	Yes	1
	No	2
	Don't Know	3
	Not applicable	8
	Not answered	9

---

Q 33	<u>Over the past 12 months . . . ?</u>	
	<u>NOT TO BE ANSWERED BY THOSE STILL IN FULL TIME EDUCATION</u> IF UNSURE CHECK AGAINST PAGE 13 IN MAIN QUESTIONNAIRE Code each line	
	Where box ticked	1
	Where box not ticked	9
	Not applicable	8

---

## COMPUTER EDIT

Q 28 Should be answered 'yes' (Code 1) if Main form (question 2 12, Code 1 and Q 2 16, code 5) and Q 22 (Code 5) show that the individual is in FT education

If equals 1, then Q 29 must not be 8

If equals 1, then Q 30 must not be 8

If not equals 1, then Q 29 and Q 30 must be equals 8

If equals 9 Q 29 - Q 32 must not be 8 (000 for Q 31)

---

Q 29 If individual is still at school (Q 22, code 5) then should be answered using code 7

Should only be answered if Q 28 answered 'Yes'

Only one tick should be recorded

None

---

Q 30 Should only be answered if Q 29 is answered

If equals 1 or 2, then Q 31 must be 001 thru 008 or 999

If equals 3, 8 or 9, then Q 31 must be 000 and Q 32 must be 8

If equals 9 then Q 31 must not be 000 and Q 32 must not be 8

---

Q 31, 32 Should only be answered if Q 30 is answered with a code 1 or 2

Q 31 See Q 30

---

Q 32 N B If Main Questionnaire P 12, Q 2 15 equals 5, then all remaining questions should be '8's

---

Q 33-39 Should not be completed for those in FT education

i.e. (Code 1 Q 2 12, code 5 Q 2 16 Main questionnaire or Code 5, Q 22, Training questionnaire)

---

MANUAL CODE

Q 34 In the next four week period ?

NOT TO BE ANSWERED IF NEITHER EMPLOYED NOR ON JOB PLACEMENT SCHEME

Code each line

If box ticked	1
If not ticked	9
Where not applicable	8

Q 35 Thinking about the training ?

NOT TO BE ANSWERED IF "NO TRAINING" AT Q 34

Qualification	1
Credit	2
Neither	3
Don't Know	4
Not applicable	8
Not answered	9

Q 36 ANSWERED ONLY IF CODES 1 or 2 at Q 35

a Code details into boxes from CODE LIST

b Yes	1
No	2
Don't Know	3
Not applicable	8
Not answered	9

Q 37 Have you discussed .?

Yes	1
No	2
Don't Know	3
Not applicable	8
Not answered	9

Q 38 ANSWERED ONLY IF "YES" (CODE 1 AT Q 37)

Yes	1
No	2
Not applicable	8
Not answered	9

## COMPUTER EDIT

Q 34-39 Should only be completed by those in employment or on a training scheme, i e ,  
(codes 1, 2, to Q 2 10 or code 3 to Q 2 10 and Code 1 to Q 2 16 Main  
Questionnaire)

Q 34 1            None  
Q 34 2            None  
Q 34 3            None

Q 34 4            If equals 1, then Q 35 must be 8 and Q 36 a must be 888 and Q 36 b must be  
8  
If not equals 1, Q 35 must not be 8

---

Q 35            Should only be answered if Q 34 is completed

If equals 1 or 2, then Q 36 a must be 001 thru 009  
If equals 3, 4, 8 or 9, then Q 36 a must be 888 and Q 36 b must be 8

---

Q 36            Should only be completed if Q 35 answered with codes 1 or 2

PT            Q 36a        See Q 35  
              Q 36b        See Q 35

---

Q 37            If equals 1, then Q 38 must not be 8.  
If equals 2 or 8, then Q 38 must be 8  
If equals 9 then Q 38 must not be 8

---

Q 38            Should only be answered if Q 37 answered 'Yes' (Code 1)

PT            See Q 37



## MANUAL CODE

Q 39

ONE BOX SHOULD BE TICKED FOR EACH LINE

Strongly agree	1
Agree	2
Undecided	3
Disagree	4
Strongly disagree	5
Not applicable	8
Not answered	9

---

COMPUTER EDIT

Q 39a None  
Q 39b None  
Q 39c None  
Q 39d None  
Q 39e None

**SPECIFICATION  
OF CODING EDITS  
RANGE AND LOGIC CROSS CHECKS**

**MANUAL CODING  
MAIN QUESTIONNAIRE**

- A DO YOU WISH TO BE INTERVIEWED IN -**  
Ensure appropriate number is circled

- 
- B ADDRESS GIVEN ON LIST IS -**  
This applies if one of the codes 01-05 or 10-13 is circled in I Final Outcome

Only one code should be circled in B

In multi-household addresses, the same code should appear on all questionnaires. Refer to the address list where there are discrepancies. Also refer these to the coding supervisor as the interviewer should be notified of these errors.

Thus, if there are found to be two flats at the address as described on the address sheet and it is a detached house, then the questionnaire for each flat will have code 01 circled in section B, not code 08.

It may be necessary to refer to the address lists if the interviewer records on the questionnaire details indicating that she is not sure how to code this column.

If the address is a MIXED ADDRESS, it means it is a private household and shop in a pub or cafe or whatever. In that case it should have been coded as 10 and a description included ( i e cafe etc).

Farms are to be coded as Solely Domestic ( Detached ) not as a Mixed Address

- 
- C AGE OF PROPERTY**  
Ensure that the answer given corresponds to that shown in answer to question 16 - and is correctly circled. If the answer does not correspond refer to the supervisor

## COMPUTER EDIT

### Note

We require the ability to amend the coding of the Front Page if it is found that this is wrong

### VALID ENTRY

A		1, 2 or space
B		01 thru 10 or space
C		1,2,3,4 or space
D		1,2,3 or space
E		1,2 or space
F	1st	00 thru 11 or space
F	2nd	00 thru 12 or space
G		1,2,3,4
H	all 3	1 thru 5 or space
I		01 thru 13
DAY		01 thru 31
MONTH		01 thru 12
TIME		any character on keyboard

### LOGIC CHECKS

If final outcome = 10           The following must not be blank  
{spaces} A,B,C,D,E F,G,H

If final outcome = 01 thru 05   The following must not be blank {spaces} B,C,G,H  
The following must be blank  
{spaces} A,D,E,F

If final outcome = 06 thru 09   The following must not be blank {spaces} G  
The following must be blank {spaces} A,B,C,D,E,F  
The following must be blank or 1 H

If final outcome = 11 12 or 13   The following must not be blank {spaces} B,C,G,H  
The following must be blank {spaces} D (11 only),  
E (11 only)

### IN ADDITION

If final outcome = 10 an entry must be made for each person on page 19 as follows -

NAME	Can be blank
REL (Relationship)	1 thru 6 or space
S/C (Self Complete)	0, 1 or space
L (Lodger)	0, or space
LODGERS	Blank or total number of lodgers (include any on continuation questionnaires)

- Persons entries must be consecutive
- Entry in the relationship field (REL) makes a 0 or 1 entry in both S/C & L field mandatory
- A "1" in both S/C fields and L fields is not allowed
- The total number of S/C fields entered as "1" must be equal number of self completes left as entered on front page question F part 1
- If a "1" is entered in S/C field, then name must not be blank
- If REL = "1" or "2" then L must be 0
- If final outcome is 01 thru 09 or 11,12,13 all fields must be blank
- Total number of all self completions on front page cannot be greater than total number of persons

## MANUAL CODE

### D TENURE

Ensure that those coded 1 are coded 01, 02 or 03 at question Q1 30. Note that if the property is not rented or not provided rent free Q1 30 will be blank and therefore, D should be coded 3 ( for 'Other ) Thus all owner-occupied properties are coded 3 at D

N B If 2 is circled (ie Private Renter) ensure Private Renter's questionnaire is also completed

---

### E AMENITIES

Refer to question Q1 13

If respondent has sole use of all amenities i-vi, code 1

If any of the first six amenities mentioned are shared or lacking, code 2

---

### F SELF COMPLETION QUESTIONNAIRE LEFT

Refer to question Q2 2

Ensure that total number of self completion questionnaires, either left or completed by or in the presence of the interviewer, corresponds to the number of people in the household aged 3 or over. In the case of any discrepancies, consult the supervisor

---

### OFFICE USE ONLY BOX - DAY MONTH TIME

a) DAY Use codes 01 to 31 to indicate date of final call by interviewer

b) MONTH enter Month, using zero as necessary

eg            January    01  
              July         07  
              December 12

a) TIME Code hour using 24 hour clock. Code to nearest hour

COMPUTER EDIT

D Tenure is checked against Q1 24 and Q1 30

SECTION D 1 = Q1 30 - 01, 02, 03  
2 = Q1 30 - 04, 05, 06, 07, 08  
3 = Q1 30 - 09 or Q1 24 - 2

---

E Amenities is checked against Q1 13

SECTION E page 1 = Q1 13 - Code 1 at i), ii), iii), iv), v), vi)

---

---

## MANUAL CODE

G

### CALL RECORD

If code 05 is circled under "FINAL OUTCOME" at least 4 calls should be shown. These should include at least 1 evening call and 1 weekend call. The calls should be spread over at least 7 days. Refer to coding supervisor if there are any discrepancies.

### TOTAL NUMBER OF CALLS

Only one code should be circled.

Ensure code corresponds with the number of calls shown in "CALL RECORD". If more than 4 calls have been made, code 4 should be entered.

If left blank code the call Record

If Call Record is also blank, code as follows -

For successful interview Circle code 1

For not effective interview

If Final Outcome is coded 05, code 4 at Call Record. Any other code, code 1 at Call Record.

---

H

### HOUSE CONDITION

This section should be coded by the interviewer in all cases except where FINAL OUTCOME has been coded 06,07,08,09. One of the codes 1-5 should have been coded for each of the three features shown at the top of the column. Any blanks code 5 (not visible).

---

I

### FINAL OUTCOME

Only one code should be circled. Refer any case of multicoding to supervisor.

The rest of the questionnaire should be completed if code 10 is circled. If code 11 is circled questionnaire may be completed up to and including question 17. If codes 05 or 12 are circled, sections B, C and H should be completed.

If code 06-09 is circled, then only the Call Record should be completed.

Apply the following checks according to which has been circled.

Code 01 or 05 "TOTAL NUMBER OF CALLS" is coded 4

"Call Record" shows at least 1 evening call and 1 weekend call

Code 12 or 13 - The interviewer should have recorded details

Code 09 Refer to supervisor

Code 11 This covers second or holiday homes where interviews were completed up to the required point (Question 17) or empty holiday property confirmed as such by a neighbour.



---

I      **Final Outcome**

In Section I code 01 (Appears to be second/holiday home) is listed as Non-Contact with Occupant and does not have a 'person' record. Code 11 (Confirmed Second/Holiday Home) was originally held to be Contact with Occupant, and so a 'person' record is created, as it was expected that Page 2 would always be completed.

It is now agreed that confirmation of status may also be obtained from a third party. It is therefore required that no 'person' record be created for either Code 01 or Code 11.

If a partial interview does take place, then the presence of an entry at Q1 1, Q1 2 2, Q1.3, Q1.3 1, Q1.4, or Q1 5 is to be acceptable. Q1 6 must agree with the Front Page, and the code for Q1 7 must be 2.

If the interviewer has circled the relationships on the grid then data entry at Front Page logging is to be inhibited at code 11.

**Note**

It is possible (but unlikely) that a second home may also be a multi-household.

## MANUAL CODE

### Q1 1 HOUSEHOLD QUESTIONS

A number should be entered in both the boxes on the right. If the number is less than 10, a leading zero should be entered.

Do not permit a 'DNA' option on coding sheet

**RANGE** 00 thru 12

---

Q1 2 1 Check that the number of persons entered on the grid on the back page is the same as the number given in answer to question 1 1 - ( including continuation questionnaire if more than 6 persons in household )

Note that a household cannot contain more than 12 people

Each person should have only 1 code circled to show relationship

---

Q1 2 2 Check code circled corresponds with grid and that any boarder / lodger is identified

**RANGE** 1 2 space

---

### Q1 3 Any other households living at....?

Check that either 00 or a number has been recorded in the box. If there is a number this is a MULTIHOUSEHOLD ADDRESS and there should be multihousehold questionnaires

N B If Q1 3 is left blank refer to coding supervisor

**RANGE** 00 thru 09

---

Q1 3 1 Are there any flats or bedsitters at where no one is living at present ?

If a number other than 00 has been coded details of the other flats / bedsitters should have been recorded and separate questionnaires made out for them

#### Notes

1 The sum of the numbers entered at Q1 3 and Q1.3 1 PLUS ONE should equal the number of questionnaires you have for that address to a maximum of 9. Refer discrepancies to coding supervisor

2 If Q1 3 is coded 00 but Q1 3 1 has been left blank, code Q1 3 1 as 00. But the interviewer must be informed - (there is no need to return the questionnaire to the interviewer)

3 If there are more than 9 households (ie questionnaires) at an address refer to coding supervisor. Certain questionnaires should be withdrawn leaving the total number as 9

**RANGE** 00 thru 09

---

**COMPUTER EDIT**

**Logic checks for Household Questions**

Q1 1      Number cannot exceed 12

---

Q1 2 1    For logic checks see Q2 3 on page 25

---

Q1.2.2   Code 1    Q1 8 should have Code 1 - 9

---

Q1 3      Number may exceed 08, but only a maximum of 9 interviews will be made at the address

---

Q1 3 1    As for Q1 3

---

## MANUAL CODE

Q 1 4 Does the household share the entrance  
One answer only circled

RANGE 1 2

---

Q 1.5 Answer only if answer to Q1 4 is YES  
One answer only is circled

RANGE 1 2 space

---

Q 1 6 **ALL RESPONDENTS ANSWER**  
One date code only circled If blank, transfer code if present from section C on front page, if not present and section I is not coded 06-09 refer to supervisor

RANGE 1 2 3 4

---

Q 1 7 **Is this house / flat the one in which the household normally lives ?**  
Only one code should be circled  
If code 1 is circled here, then code 10 must be circled on front page I (Final Outcome)  
Similarly code 2 here must be coded 11 at I

RANGE: 1 2

---

Q 1 8 **If boarder / lodger ask**  
Refer Q1 2 2 If code 1 is circled there should be a number entered in the box

N.B At this point any lodger / boarder ceases to be regarded as a member of the household.

Ensure the interviewer has returned completed multihousehold and private renters questionnaires

RANGE 0 THRU 9

---

## COMPUTER EDIT

- Q1 4      If coded 1 Q1 5 must be answered  
            If coded 2, then Q1 5 is space
- 
- Q1 5      If coded 1 at Q1 4 question must be answered  
            If coded 2 at Q1 4 then must not be answered - space
- 
- Q1 6      Must be coded 1 - 4 and must be the same as the entry at C on the front page
- 
- Q1 7      If coded 2, then remaining Household questions are not applicable  
  
            If coded 2 interview ends after this question  
            Check that (SECTION 1 Front page) = Code 11  
  
            If any response to Q1 9 or Q1.14 force 'YES' to non-response, otherwise force  
            'NO' to non-response  
  
            Ensure consistency with I (Final Outcome) on front page Q1 7 code 1 (2)  
            matches I code 10 (11)  
  
            If no response at 'O U O' (p19) default code 0  
  
            Ensure that Q1 2 2 coded 2 unless lodgers coded at 'O U O' p 19
- 
- Q1 8      If coded 1 - 9 then remaining questions do not apply to those persons identified  
            as lodgers on the grid  
            Check that coding is consistent in this respect

## MANUAL CODE

Q1.9

### ALL RESPONDENTS

How many bedrooms do you have ?

Check that the number from 1 upwards has been entered in the box. If the number is 10 or more recode to 9

If the number here is 0, check to ensure no rooms at Q1.10 and Q1.12 should be recorded as bedrooms. If no value entered, set as household size minus one, i.e., Q1.1 - 1

#### Notes

- 1 All rooms which are furnished as bedrooms or are regarded as bedrooms should be included, whether or not they are slept in
- 2 Bedsitting rooms count as bedrooms and not as kitchens, even if they have cooking facilities
- 3 A bed alcove is not a "room" and therefore does not count as a separate bedroom, but as part of a bedsitting room
- 4 The number in the box can never be 0. Thus if a bedsitting room has been entered at Q1.12 instead of at Q1.9 delete it from Q1.12 and add an extra 1 to the number in the box at Q1.9

RANGE 0 thru 9

---

Q1 10

Do you have a kitchen that is a separate room in which you prepare and cook food?

Only one code should be circled. Force value 1 if no response

RANGE 1 2

---

Q1 11

Is the narrowest side at least 6.5 feet (2 metres) from wall to wall?

This applies only if code 1 is circled at Q1.10. Only one code should be circled

RANGE 1 2

## COMPUTER EDIT

Q1 9 If no value entered, set as household size minus one, i e (Q1 1 - 1)

---

Q1 10 Force value 1 if no response  
If code 1 Q1 11 must be answered  
If Code 2 Q1 11 must not be answered

---

Q1 11 Force 'YES' if no response and Q1 10 coded 1  
If no response and Q1 10 coded 2 force a 'DNA' code  
Check no Q1 11 responses from code 2 to Q1 10

## MANUAL CODE

### Q 1 12 What other rooms do you have ?

Check the rooms listed by the interviewer, and cross out any that should be excluded. Enter the required total, which may be 0, in the boxes labelled FOR OFFICE USE ONLY. If the number is less than 10 use leading 0. If the number is 20 or more, enter 19.

#### Rooms to be excluded

- (i) all rooms counted in Q 1.9 and Q 1 10 ( i e bedrooms, bedsitters, main kitchen)
- (ii) bathrooms, lavatories, toilets, closets, laundry rooms, drying rooms, utility rooms
- (iii) storerooms, pantries, lumber rooms, rooms without windows (e g some attics, basement, cellars)
- (iv) rooms not usable all the year round (e g sun rooms)
- (v) rooms used solely for business purposes
- (vi) halls unless they are used as living rooms
- (vii) garages, summerhouses in the garden, conservatories, garden rooms, lean-to's

#### Rooms to be included

- (i) second kitchens - little kitchen, back kitchen, kitchenette, scullery
- (ii) box room, nursery
- (iii) study, playroom, work room
- (iv) attics, basements, cellars, with windows

### ACCOMMODATION (Q 1 9-1 12)

#### Note the following

- 1 Interviewers should not have counted any rooms twice, e g if a living room is also used as a dining room it is to be counted only once at Q 1 12, if a kitchen - dining room has been counted as a kitchen at Q 1 10 it should not also be included as a dining room at Q 1 12
- 2 Rooms which are separated by an open archway count as only one room, not more
- 3 Rooms divided by a sliding or folding fixed partition count as two rooms. Rooms divided by curtains or portable screens count as only one room

RANGE 00 thru 99



COMPUTER EDIT

## MANUAL CODE

Q 1 13 Do you have the use of. (AMENITIES)?  
For each amenity

Only one of codes 1-3 should be circled

(iv) "A hot and cold water supply to every one of these three places"

For codes 1 or 2 to be circled the household must have sole or shared use at every one of the first three places

For example, if there is no kitchen sink, then code 3 must be circled

**Note the following.**

If for any amenity both "Sole Use" and "Shared Use" have been circled (i.e. codes 1 and 2) delete code 2

RANGE 1 2 3

---

Q1 14 As far as you know is/are your ?  
Only one code for each type of energy conservation. If one type does not have a code circled, ring code 5

Check the sense of any coded "not applicable".

RANGE 1 thru 5

---

Q1 15 Do you use any bottled gas?  
Only one code should be circled

RANGE 1 2 3

---

Q1 16 Any smoke detectors/alarms?  
Only one code should be circled

RANGE 1 2

---

Q1 17 Apart from any roof insulations ?  
One of 3 options to be circled

RANGE 1 2 3

---

Q1 18 What kind of grant was this?  
Answered only if Q1 17 answered YES. Only one code circled

RANGE 1 2 3 4 5 6 7

---

COMPUTER EDIT

Q1 13 (iv) can only be 1 if i to iii are all 1  
If any of i to iii are coded 3 then iv must be 3, otherwise 2

---

Q1 14 If no response, force "DON'T KNOW"

---

Q1 15 If no response, force 'not answered'

---

Q1 16 If no response, force 'not answered'

---

Q1 17 If coded 2 or 3, then Q1 18, Q1 20 and Q1 21 are 8

Q1 9 is 00000

If Code 1 procede through Q1 18 - Q1 22

If Codes 2 or 3 skips to Q1.22

Spaces must occur at Q1 18 through to Q1 21

---

Q1 18 If Q1 17 = 1 and no response, force 'not answered'

**MANUAL CODE**

**Q1 19** Approximately how much was this grant?  
Only answered if Q1 17 has been coded 1 The amount in £s should be properly coded in numbers, with leading zeros if necessary If no numbers entered refer to supervisor

If DON'T KNOW or REFUSED code 00000  
RANGE 00000 thru 99999

---

**Q1 20** In which year .completed?  
Only answer if Q1 17 has been coded 1  
Only one code circled

RANGE 1 2 3 4 5 6 space

---

**Q1 21** If completed in 1991  
Only answered if code 5 ringed at Q1 20  
Only one code should be circled

RANGE 1 2 space

---

**Q1 22** ALL RESPONDENTS  
Only one code should be circled

RANGE 1 2 3

---

**Q1 23** Do you need to install any of the following?  
Either code 1 or 2 should be circled for each of the four items If no entry code 2

RANGE 1 2

---

**Q1 24** Does your household own or rent this dwelling?  
Only one of codes 1-2 should be ringed Code 2 includes co-ownership

RANGE 1 2 space

---

**RENTED OR RENT FREE ACCOMMADATION -**  
Q1 25 to Q1 33 (inclusive)  
answered only by those coded one at Q 1 24 Rest skip to Q 1 34

**Q1 25** Is it rented/provided furnished or unfurnished?  
Only one code should be ringed

RANGE 1 2 3 space

COMPUTER EDIT

Q1 19 If Q1 17 = 1 and no response, force 00000

---

Q1 20 If coded 1, 2, 3, 4 or 6 then Q1 21 is 8

---

Q1 21 To be answered only if Code 5 keyed at Q1.20

---

Q1 22

---

Q1 23

---

Q1 24 If coded 1 then Q1 34 is 8

If coded 2 then Q1 25 and Q1 26 are 8, Q1 27 is 000,  
Q1 28 and Q1 29 are 8, Q1 30 is 88, Q1.31, Q1.32 and Q1 33 are 8  
(Note that Tenancy Groups in Q2 6 are also not applicable.)

If Code 1 proceeds through Q1 25 - Q1 30

If Code 2 skips to Q1 34

---

## MANUAL CODE

- Q1 26 Do you get help ?  
Only one code should be ringed. If blank when it should be coded, code 3

RANGE 1 2 3 4

---

- Q1 27 How much rent do you pay ?

Check that amount that is written in is in correct code form or, where relevant code 000 (i.e. rent free). For "don't know", code 001. Refused, code 002

RANGE 000 thru 999 space

---

- Q1 28 Only if Q1 27 has an amount entered  
Only one code circled

If rent paid on a yearly basis, the interviewer will have written this in under "Other" here and, if the amount is over £999, written the amount beside the boxes at Q1 27. If this is the case, please divide the amount by 12, write that amount in the boxes at Q1 27 and recode to Per Month (Code 2) at Q1 28

RANGE: 1 2 3 space

---

- Q1 29 Would you prefer to be an owner occupier?  
One code only circled

RANGE 1 2 3 space

---

- Q1 30 Who is the house/flat provided by ?  
One code only circled

Check that what is written in "other" cannot in fact be coded in 01-08  
Check Interviewer Manual for definitions

RANGE 01 thru 09

---

- Q1 31 Most - people in your kind of ?  
Only if Q1 30 codes 1,2 or 3 recorded  
One code only to be circled  
RANGE 1 2 3 4 space
- 

- Q1 32 Registered or Unregistered Association?  
Only answered if code 03 circled at Q1 30

One code only circled. Force "DON'T KNOW" if no response and Q1 30 is Code 3

RANGE 1 2 3 space

## COMPUTER EDIT

---

Q1 27     If coded 001, 002 or 003, then Q1 28 is 8

---

---

Q1 29     If Q1 24 coded 2, force "DNA" if coded

---

---

Q1 30     If coded 04, 05 or 09, then 1 31 - 1 35 are 8  
If coded 06, 07 or 08, then 1 31 and 1 32 are 8  
(Note that a Private Renters questionnaire should be present for codes 04 to 08  
only )  
The responses to Q1 30 must be consistent with those to questions  
Q1 31-Q1 36, e g  
Q1 31   only response if Q1 30 codes 1,2,3  
Q1 32   only response if Q1 30 code 3  
Q1 33   only response if Q1 30 codes 6,7,8  
Q1 34   only response if Q1 24 code 2  
Q1 35   no 'YES' response for Q1 30 coded 1 or 2  
Responses to Q1 30 to be consistent with Q1 24

---

Q1 31     Should be answered only by those answering Codes 01, 02, 03 at Q 1 30

---

Q1 32     Should be answered only by those coded 03 at Q.1 30  
Force "DON'T KNOW" if no response and Q1 30 code 3

---

MANUAL CODE

**Q1 33 Does your landlord live in the building?**  
This applies if one of codes 06-08 has been coded at Q1 30  
Only one of codes 1 or 2 should be circled  
RANGE 1 2 space

---

**Q1 34 Is your household buying ?**  
This applies if code 2 is circled at Q1 24  
Only one of coded 1 to 6 should be circled  
Code 1 includes any long term bank, insurance or private loan as well as a building society mortgage If the owner is borrowing only temporarily, code as "owned outright" (e g if a bridging loan has been obtained until the owner sells another property) If left blank and coded 2 at Q1.24 code 5  
RANGE 1 2 3 4 5 6 space

---

**Q 1 35 Did this house / flat used to be ?**  
Only applies if Q1 24 code was recorded One code only to be circled  
RANGE 1 2 3 space

---

**Q1 36 Do you or anyone else in your household have?**  
Only one of codes 1-4 should be coded If both codes 1 and 2 have been circled, delete them both and ring code 3  
RANGE 1 2 3 4

---

**Q1 37 Housing Association list?**  
As for Q1 36  
RANGE 1 2 3 4

---

**Q1 38 Do you get help with your community charge?**  
Only one code to be circled  
If blank code 3  
RANGE 1 2 3



**COMPUTER EDIT**

Q 1 33      Should be answered only by those coded 06, 07, 08 at Q1 30

---

Q 1 34      To be answered only by those coded 2 at Q1 24  
              If code 1 at Q1 24 force

---

Q 1 35      To be answered only by those coded 2 at Q1 24.  
              If code 1 at Q1.24 force

---

---

---

## MANUAL CODE

Q1 39 Is there a car or van normally ?  
Only one code to be circled

RANGE 1 2

---

Q1 40 How many?  
Answered only if "YES" at 1 39. One code only to be circled

RANGE 1 2 3 4 space

---

### PERSON QUESTIONS

These are recorded on the right hand side in columns. In order to ensure that no mistakes or omissions have been made, the coding of the recorded answers in each complete column should be checked before moving to the next column

---

Q2 1 RING CODE UNDER PERSON WHO IS RESPONDENT  
The code number under one person only should have been ringed  
(Most likely to be persons 1 or 2) If none refer to supervisor

RANGE 01 thru 12

---

Q2 2 How old last birthday?  
Ages should have been entered as 2 digit codes, with leading zeros if required  
Babies under one year coded as 00  
Those of 100 or over coded as 99

RANGE 00 thru 99

---

Q2 3 SEX  
One code only for each person

RANGE 1 2

---

Q2 4 MARITAL STATUS  
One code only for each person. Persons under 11 must be coded as single  
(Asian families can legally marry under 16)

RANGE 1 2 3 4 5

## COMPUTER EDIT

Q1 39 If not coded force "NOT ANSWERED",  
unless Q1 40 has 1 - 4 in which case force 1

---

Q1 40 To be answered only by those coded 1 at Q1 39  
If code 2 at Q1.39 skip to Q2 1

---

Q2 1 An error if not coded Must be Head of Household or Spouse

---

Q2 2 An error if not coded  
If 00, 01 or 02 then only Q2 3, Q2 4, Q2 6 and Q2 8 require a reply  
If 03 to 15 then only Q2.3 to Q2 8 and the Welsh Language, and Education and  
Training questions are to be asked

---

Q2 3 Head of Household and Spouse must not be the same sex.  
Where more than one spouse is shown, all of them must be the same sex  
(And female ??)

---

Q2 4 H of H and Spouse must be coded 2  
Under 11 years must be coded 1

---

## MANUAL CODE

Q2 5 - Ask of those aged three years and over  
One code only to be circled for each person

RANGE 1 2 space

---

Q2 6 **CODE FAMILY UNITS**  
Each family unit will be numbered sequentially

A code should have been given to each member of the household to indicate who belongs together as a family unit

A family unit is

a married couple or single parent plus their children (if they have any)

Any other person is a separate family unit

Thus a married couple with baby, wife's mother living with them -

Couple and baby = Family Unit 1

Mother = Family Unit 2

or

2 sisters living together -

Each is a separate Family Unit, so one is coded 1 the other 2

Check that the coding makes sense - including continuation sheets when used

Where private renting household, a tenancy group is an individual or group of people covered by a separate tenancy agreement.

Ensure interviewer has coded tenancy group number for each person where applicable. If not a private renting household boxes should be left blank

---

Q2 7 **How long has.. ?**  
One code only for each person

Note

Check for children having different code from parents because of their age (i.e. children cannot have lived there longer than they have been alive)

RANGE 1 2 3 4 5

**COMPUTER EDIT**

Q2 5 Enter space/skip for persons aged 00-02 at Q2 2

---

Q2 6 Rules for Family Units and Tenancy Groups are as described elsewhere

Tenancy Groups

To be answered only by those coded 04, 05, 06, 07, 08 at Q1 30

---

Q2 7 Codes may vary within both Family Units and Tenancy Groups, but check that length of domicile is not greater than the age of the respondent

## MANUAL CODE

Q2 8 Does have any long term illness?  
One code only for each person

RANGE 1 2

---

**NOTE BEYOND HERE NO QUESTIONS SHOULD HAVE BEEN ASKED ABOUT THOSE PERSONS UNDER 16 - if they have been cross it out**

Q2 9 1 One code only to be circled for each person under each sub-question

RANGE 1 2 3

---

Q2 9 2 Check the sense of coding e.g, 80 year old with maternity allowance  
If boxes left blank, code zero in each box for every person in the household

RANGE 1 thru 7

---

Q2 10 One code only to be circled for each person

RANGE 1 2 3 space

---

Q2 11 Only to be answered if code 1 or 2 at Q2 10

RANGE 1 2 space

---

Q2 12 Only to be answered if code 1 or 2 at Q2 10

RANGE 1 2 space

---

Q2 13 Ask All  
One code only to be circled for each person

RANGE 1 2 space

## COMPUTER EDIT

---

Q2 9.1 Females over 60 and males over 65 cannot receive Unemployment Benefit, but will not receive Old Age or N I Retirement Pension if they receive Invalidity Benefit (see also Q2 9 2) and are under 70  
They are also barred from N I Sickness Benefit

Conversely, females under 60 and males under 65 cannot be in receipt of a N I Retirement Pension

---

Q2 9 2 Code 1 cannot apply to female over 75 or 2 at Q2 4  
Code 2 cannot apply to persons over 70  
Code 4 cannot apply to males or married females  
Code 6 cannot apply to males or females over 60.  
Code 7 cannot apply to anyone coded 2 at 2 8

---

Q2 10 If coded 3, then Q2 11 and Q2 12 are 8

---

Q2 11 and Q2 12 should be answered only by those coded 1 or 2 at Q2.10

---

Q2 12

---

Q2 13 If coded 2, then Q2 14 is 8  
(Note some people do not register even though unemployed )

## MANUAL CODE

Q2 14      Answered only if answer to Q2.13 was YES (code 1).  
One code only to be circled for any one person

**RANGE 1 2 3 4 5 space**

---

Q2 15      Answered only if code 3 at Q2 10  
One code only circled per person where appropriate

**RANGE 1 2 3 4 5 6 space**

---

Q2 16 As Q2 15

**RANGE 1 2 3 4 5 6 space**

---

Q2 17 and Q2 18

**CODING FOR THESE QUESTIONS WILL BE DONE BY  
SPECIAL CODING SECTION**

---

Q2 19      One code only circled  
If blank, circle code 9

**RANGE 1 2 3 4 5 6 7 8 9**

---

Q2 20      One code only circled  
If blank, circle code 8

**RANGE 1 2 3 4 5 6 7 8**

---



COMPUTER EDIT

Q2 14      Must be answered if Q2 13 is coded 1  
              If Q2 14 has been answered, force 'YES' to Q2 13

---

Q2 15      Not answered for persons coded 1 or 2 at Q2 10  
              Should be answered only by those coded 3 at Q2 10

---

Q2 16      Not answered for persons coded 1 or 2 at Q2 10  
              Should be answered only by those coded 3 at Q2 10

---

Q2 17

---

Q2 18

---

Q2 19

---

P 16      Quality Control    If not coded 1 - 4, insert 0

**Page 19 - Office Use Only boxes**

Enter number of boarders / lodgers (i.e those with "L" against the person number) in boxes using leading zero where necessary Include any lodgers on Continuation Questionnaire in boxes in Main Questionnaire NB Cross out boxes on Continuation Questionnaire

Ensure those persons who have had Self-Completion Questionnaires left with them are circled at the top of the grid on Page 19

Ensure that household and individual questionnaires are linked correctly

## A. Main Questionnaire

## 1. Front Page Logic

The codings on the front page are checked for consistency with the coding of questions as follows, and any errors are flagged.

C. Age of property is checked against 1.6.

D. Tenure is checked against 1.24 and 1.30.

E. Amenities is checked against 1.13.

Note.

We require the ability to amend the coding of the Front Page if it is found that this is wrong.

## 2. Final Outcome

In Section I code 01 (Appears to be second/holiday home) is listed as Non-Contact with Occupant and does not have a 'person' record. Code 11 (Confirmed Second/Holiday Home) was originally held to be Contact with Occupant, and so a 'person' record is created, as it was expected that Page 2 would always be completed.

It is now agreed that confirmation of status may also be obtained from a third party. It is therefore required that no 'person' record be created for either Code 01 or Code 11. If a partial interview does take place, then the presence of an entry at 1.1, 1.2.2, 1.3, 1.3.1, 1.4, or 1.5 is to be acceptable. 1.6 must agree with the Front Page, and the code for 1.7 must be 2.

If the interviewer has circled the relationships on the grid then data entry at Front Page logging is to be inhibited.

Note.

It is possible (but unlikely) that a second home may also be a multi-household.

## 3. Logic Checks for Household Questions

Note. Where routing is involved for particular answers then the checks will ensure that no answers are included which are inconsistent with the routing.

1.1 Number cannot exceed 12.

1.3 Number may exceed 08, but only a maximum of 9 interviews will be made at the address.

1.3.1 As for 1.3

1.4 If coded 2, then 1.5 is 8

- 1.7 If coded 2, then remaining Household questions are not applicable
- 1.10 If coded 2, then 1.11 is 8
- 1.17 If coded 2 or 3, then 1.18, 1.20 and 1.21 are 8. 1.19 is 0000
- 1.20 If coded 1, 2, 3, 4 or 6, then 1.21 is 8
- 1.24 If coded 1, then 1.34 is 8
- 1.24 If coded 2, then 1.25 and 1.26 are 8, 1.27 is 000, 1.28 and 1.29 are 8, 1.30 is 88, 1.31, 1.32 and 1.33 are 8. (Note that Tenancy Groups in 2.6 are also not applicable.)
- 1.27 If coded 000, 001 or 002, then 1.28 is 8
- 1.30 If coded 04, 05 or 09, then 1.31 - 1.35 are 8  
If coded 06, 07 or 08, then 1.31 and 1.32 are 8  
(Note that a Private Renters questionnaire should be present for codes 04 to 08 only.)

#### 4. Logic checks for Person questions

- 2.1 An error if not coded. Must be Head of Household or Spouse.
- 2.2 An error if not coded. If 00, 01 or 02 then only 2.3, 2.4, 2.6 2.7 and 2.8 require a reply. If 03 to 15 then only 2.3 to 2.8 and the Welsh Language questions in the self-completion booklet are to be asked.
- 2.3 Head of Household and Spouse must not be the same sex. Where more than one spouse is shown, all of them must be the same sex. (And female ??)
- 2.4 H of H and Spouse must be coded 2. Under 11 years must be coded 1.
- 2.6 Rules for Family Units and Tenancy Groups are as described elsewhere.
- 2.7 Codes may vary within both Family Units and Tenancy Groups, but check that length of domicile is not greater than the age of the respondent.
- 2.9.1 Females over 59 and males over 64 cannot receive Old Age or N.I. Retirement Pension if they receive Invalidity Benefit (see also 2.9.2).
- Conversely, females under 60 and males under 65 can not be in receipt of a N.I. Retirement Pension.
- Persons in receipt of Unemployment Benefit must not be coded 1 at 2.10 or 2 at 2.13.

- 2.9.2 Code 1 cannot apply to female over 75 or 2 at 2.4.  
Code 2 cannot apply to males over 69 or females  
over 64.  
Code 4 cannot apply to males or married females.  
Code 6 cannot apply to males or females over 60.
- 2.10 If coded 3, then 2.11 and 2.12 are 8
- 2.13 If coded 2, then 2.14 is 8. (Note. Some people  
do not register even though unemployed.)
- 2.14 Must be answered if 2.13 is coded 1.
- 2.15 Not answered for persons coded 1 or 2 at 2.10
- 2.16 Not answered for persons coded 1 or 2 at 2.10
- P 16 Quality Control. If not coded 1 - 4, insert 0

1. Q 2.19 and Q 2 20 on P 16

Where an error is detected at 2.19, the asterisk appears below 2.20, and an error at 2.20 has the asterisk one position to the right.

2. Q 2.8 on P 9

A 9 is rejected as an answer

3. Q 2.6 on P 9 (Family Units)

A household was coded as 1 0 0 for parent, daughter and daughter's husband. I think that 1 2 2 would have been preferable, although logically a correct distinction has been made.

4. Q 2.6 on P 9 (Tenancy Groups)

A tenancy group was coded as 2 when there was only one group in the household. Again this isn't really wrong, and not worth spending any time correcting if it is awkward to sort out.

5. Problem with a 'Holiday Home'

Q 1.7 was incorrectly coded 2 indicating that it was a holiday home. This was flagged, but in addition, Q 2.6 was flagged (it was correctly not coded as the house is rented from the Council) and Q 2.19 and 2.20 were also flagged. Is it fair to assume that correcting 1.7 will also remove the other flags ?

6. Problems with the Continuation Questionnaire

P 8 in the Continuation is the equivalent of P 11 in the Main. At Q 2.10 the coding was 3 3 1 for the three people who were coded. At 2.11 the coding was b b 1, which is correct and was accepted, but at 2.12 the coding of b b 2 (where b represents a space) saw the two spaces flagged as incorrect. This does not occur in similar circumstances in the main questionnaire.

7. Refusal to answer Q 1.24

A respondent refused to say whether he was renting or buying his house and a 9 was coded at 1.24. This was accepted, and nothing further was coded until Q 1.34 on P 6, where a 6 was coded for a refusal. This is rejected, as is the 2 at Q 1.35, which is the point where the respondent carried on answering (Incidentally, I assume that the codings for refusals will be inserted for 1.25 to 1.33 at update.)

8. Sex rears its ugly head

A three person household was incorrectly coded as 1 2 2 for relationships where it should have been 1 2 3. At Q 2.3 the coding of 1 2 1 had the second 1 correctly flagged, and the whole of the questionnaire will have to be deleted and

rekeyed. However, at 2.5 the Marital Status was 2 2 5, which was not flagged, and the Family Units were coded as 1 1 1 when it should be 1 1 2.

9. Confirmed Holiday Home (1)

I have already got two confirmed holiday homes which flag as errors everything from pages 2 to 7, the lack of a respondent on P 9, and P 16. The Final Outcome code of 11 has been correctly entered.

10. Confirmed Holiday Home (2)

This is similar to the above, the difference being that in this case the owner actually lives next door and so P 2 was completed. Unfortunately a 1 was coded at 1.7 and the rest of the questionnaire was flagged as in 9 above.

Question 23

000

001 - 027

030 - 047

050 - 066

070 - 074

080 - 084

100 - 106

110 - 196

999

Question 26 f

001 - 020

Question 26 g

050 - 063

Question 26 i

100 - 129

150 - 162

200 - 208

219 - 236

250 - 267

270 - 291

000 for an unspecified qualification



Question 27 c

101 - 108

110 - 117

120 - 123

130 - 137

140 - 147

150 - 157

160 - 167

170 - 177

180 - 403

Question 27 d

010 - 020

Question 27 e

021 - 045

Question 27 f

001 - 009

Question 27 i

500 - 543

999

Question 31

000

001 - 106

999

Question 36

000

001 - 103

999

**MANUEL EDIT AND CODING INSTRUCTIONS  
FOR MAIN, INDIVIDUAL AND  
PRIVATE RENTERS QUESTIONNAIRES**

WELSH OFFICE SOCIAL SURVEY  
MAIN QUESTIONNAIRE

A DO YOU WISH TO BE INTERVIEWED IN -  
Ensure appropriate number is circled.

B1 ADDRESS GIVEN ON LIST IS -  
This applies to one of the codes 01-05 or 10-13 is circled.

Only one code should be circled in B.

In multi-household addresses, the same code should appear on all questionnaires. Refer to the address list where there are discrepancies. Also refer these to the coding supervisor as the interviewer should be notified of these errors. Thus, if there are found to be two flats at the address as described on the address sheet and it is a detached house, then the questionnaire for each flat will have code 01 circled in section B, not code 08.

It may be necessary to refer to the address lists if the interviewer records on the questionnaire details indicating that she is not sure how to code this column.

If the address is a MIXED ADDRESS, it means it is a private household and shop in a pub or cafe or whatever. In that case it should have been coded as 10 and a description included ( i.e. cafe etc 0).

Farms are to be coded as Solely Domestic ( Detached ) not as a Mixed Address.

C AGE OF PROPERTY

Ensure that the answer given corresponds to that shown in answer to question 1.6 - and is correctly circled. If the answer does not correspond refer to the supervisor.

D. TENURE

Ensure that those coded 1 are coded 01, 02 or 03 at question 1.30 Note that if the property is not rented or not provided rent free Q1.30 will be blank and therefore, D. should be coded 3 ( for 'Other ) Thus all owner-occupied properties are coded 3 at D.

N.B If 2 is circled (ie Private Renter) ensure Private Renter's questionnaire is also completed.

E AMENITIES

Refer to question 1.13

If respondent has sole use of all amenities 1-v<sub>1</sub>, code

1. If any of the first six amenities mentioned are shared or lacking, code 2.

F. SELF COMPLETION QUESTIONNAIRE LEFT

Refer to question 2.2.

Ensure that total number of self completion questionnaires, either left or completed by or in the presence of the interviewer, corresponds to the number of people in the household aged 3 or over. In the case of any discrepancies, consult the supervisor.

OFFICE USE ONLY BOX - DAY.MONTH.TIME

- a) DAY. Use codes 01 to 31 to indicate date of final call by interviewer.
- b) MONTH. enter Month, using zero as necessary  
eg. January 01  
July 07  
December 12
- a) TIME. Code hour using 24 hour clock. Code to nearest hour.

G. CALL RECORD

If code 05 is circled under "FINAL OUTCOME" at least 4 calls should be shown. These should include at least 1 evening call and 1 weekend call. The calls should be spread over at least 7 days. Refer to coding supervisor if there are any discrepancies.

TOTAL NUMBER OF CALLS.

Only one code should be circled

Ensure code corresponds with the number of calls shown in "CALL RECORD". If more than 4 calls have been made, code 4 should be entered.

If left blank code the call Record.

If Call Record is also blank, code as follows -

For successful interview

Circle code 1.

For not effective interview

If Final Outcome is coded 05, code 4 at Call Record.  
Any other code, code 1 at Call Record

H. HOUSE CONDITION

This section should be coded by the interviewer in all cases except where I. FINAL OUTCOME has been coded 06,07,08,09. One if the codes 1-5 should have been coded for each of the three features shown at the top of the column. Any blanks code 5 (not visible).

I. FINAL OUTCOME

Only one code should be circled. Refer any case of multicoding to supervisor.

The rest of the questionnaire should be completed if code 10 is circled. If code 11 is circled questionnaire should be completed up to and including question 1.7. If codes 05 or 12 are circled, sections B,C and H should be completed.

If code 06-09 is circled, then only the Call Record should be completed.

Apply the following checks according to which has been circled.

Code 01 or 05 "TOTAL NUMBER OF CALLS" is coded 4. "Call Record" shows at least 1 evening call and 1 weekend call.

Code 12 or 13 - The interviewer should have recorded details.

Code 09 Refer to supervisor.

Code 11 This covers second or holiday homes where interviews were completed up to the required point (Question 1.7) or empty holiday property confirmed as such by a neighbour.

Q.1 1 HOUSEHOLD QUESTIONS

A number should be entered in both the boxes on the right. If the number is less than 10, a leading zero should be entered.

Q 1 2.1 Check that the number of persons entered on the grid on the back page is the same as the number given in answer to question 1.1.- ( including continuation questionnaire if more than 6 persons in household ).

Note that a household cannot contain more than 12 people

Each person should have only 1 code circled to show relationship

Q 1.2.2. Check code circled corresponds with grid and that any border / lodger is identified.

Q.1.3 Any other households living at... ?  
Check that either 00 or a number has been recorded in the box. If there is a number this is a MULTIHOUSEHOLD ADDRESS and there should be multihousehold questionnaires.

N.B. If Q.1.3. is left blank refer to coding supervisor.

Q.1.3.1 Are there any flats or bedsitters at .... where no one is living at present ?

If a number other than 00 has been coded details of the other flats / bedsitters should have been recorded and separate questionnaires made out for them.

Notes

1. The sum of the numbers entered at Q.1.3 and Q.1.3.1 PLUS ONE should equal the number of questionnaires you have for that address. Refer discrepancies to coding supervisor.
2. If Q.1.3 is coded 00 but Q.1.3.1 has been left blank, code Q.1.3.1 as 00. But the interviewer must be informed - (there is no need to return the questionnaire to the interviewer).
3. If there are more than 9 households (ie questionnaires) at an address refer to coding supervisor. Certain questionnaires should be withdrawn leaving the total number as 9.

Q.1.4 Does the household share the entrance  
One answer only circled.

Q.1.5 Answer only if answer to 1.4 is YES.  
One answer only is circled

Q 1.6 ALL RESPONDENTS ANSWER  
One date code only circled. If blank, transfer code if present from section C an front page, if not present and section I is not coded 06-09 refer to supervisor

Q 1.7 Is this house / flat the one in which the household normally lives...?  
Only one code should be circled. If code 1 is circled here, then code 10 must be circled on front page I (Final Outcome). Similarly code 2 here must be coded 11 at I

Q 1.8 If boarder / lodger ask...  
Refer Q.1.2.2. If code 1 is circled there should be a number entered in the box.

N.B. At this point any lodger / border ceases to be regarded as a member of the household. Ensure the interviewer has returned completed multihousehold and private renters questionnaires.

Q.1.9 ALL RESPONDENTS  
How many bedrooms do you have ?  
Check that the number from 1 upwards has been entered in the box. If the number is 10 or more recode to 9.

If the number here is 0, check to ensure no rooms at Q.1.10 and Q.1.12 should be recorded as bedrooms. If no value entered, set as household size minus one, i.e., Q.1.1 - 1

Notes

1. All rooms which are furnished as bedrooms or are regarded as bedrooms should be included, whether or not they are slept in.
2. Bedsitting rooms count as bedrooms and not as kitchens, even if they have cooking facilities.
3. A bed alcove is not a "room" and therefore does not count as a separate bedroom, but as part of a bedsitting room
4. The number in the box can never be 0. Thus if a bedsitting room has been entered at 1.12 instead of at 1.9 delete it from 1.12 and add an extra 1 to the number in the box at 1.9

Q 1.10 Do you have a kitchen that is a separate room in which you prepare and cook food?  
Only one code should be circled Force value 1 if no response



Q.1 11 Is the narrowest side at least 6.5 feet (2 metres) from wall to wall?  
This applies only if code 1 is circled at 1.10  
Only one code should be circled.

Q.1.12 What other rooms do you have ?  
Check the rooms listed by the interviewer, and cross out any that should be excluded. Enter the required total, which may be 0, in the boxes labelled FOR OFFICE USE ONLY. If the number is less than 10 use leading 0. If the number is 20 or more, enter 19.

Rooms to be excluded

- (1) all rooms counted in Q.1.9 and Q.1.10 (i.e. bedrooms, bedsitters, main kitchen).
- (11) bathrooms, lavatories, toilets, closets, laundry rooms, drying rooms, utility rooms.
- (111) storerooms, pantries, lumber rooms, rooms without windows (e.g. some attics, basement, cellars).
- (1v) rooms not usable all the year round (e.g. sun rooms).
- (v) rooms used solely for business purposes.
- (vi) halls unless they are used as living rooms.
- (v11) garages, summerhouses in the garden, conservatories, garden rooms, lean-to's.

Rooms to be included

- (1) second kitchens - little kitchen, back kitchen, kitchenette, scullery
- (11) box room, nursery.
- (111) study, playroom, work room.
- (1v) attics, basements, cellars, with windows.

ACCOMMODATION (Q.1 9-1.12)

Note the following

1. Interviewers should not have counted any rooms twice, e.g. if a living room is also used as a dining room it is to be counted only once at Q.1.12, if a kitchen - dining room has been counted as a kitchen at Q.1.10 it should not also be included as a dining room at Q.1.12.
2. Rooms which are separated by an open archway count as only one room, not more.
3. Rooms divided by a sliding or folding fixed partition count as two rooms. Rooms divided by curtains or portable screens count as only one room.

Q.1.13 Do you have the use of...(AMENITIES)?  
For each amenity:

Only one of codes 1-3 should be circled.

(iv) "A hot and cold water supply to every one of these three places"

For codes 1 or 2 to be circled the household must have sole or shared use at every one of the first three places.

For example, if there is no kitchen sink, then code 3 must be circled.

Note the following,

If for any amenity both "Sole Use" and "Shared Use" have been circled (i.e. codes 1 and 2) delete code 2.

Q1 14 As far as you know is/are your. .?

Only one code for each type of energy conservation. If one type does not have a code circled, ring code 5.

Check the sense of any coded "not applicable".

Q.1 15 Do you use any bottled gas?

Only one code should be circled.

Q.1.16 Any smoke detectors/alarms?

Only one code should be circled

- Q.1 17 Apart from any roof insulations...?  
One of 3 options to be circled.
- Q 1.18 What kind of grant was this?  
Answered only if Q.1.17 answered YES. Only one code circled.
- Q.1.19 Approximately how much was this grant?  
Only answered if Q.1.17 has been coded 1. The amount in £s should be properly coded in numbers, with leading zeros if necessary. If no numbers entered refer to supervisor.  
  
If DON'T KNOW or REFUSED code 00000.
- Q.1.20 In which year. .completed?  
Only answer if Q.1.17 has been coded 1. Only one code circled.
- Q.1.21 If completed in 1991  
Only answered if code 5 ringed at Q.1.20. Only one code should be circled.
- Q.1.22 ALL RESPONDENTS  
Only one code should be circled.
- Q.1.23 Do you need to install any of the following?  
Either code 1 or 2 should be circled for each of the four items. If no entry code 2.
- Q.1.24 Does your household own or rent this dwelling?  
Only one of codes 1-2 should be ringed. Code 2 includes co-ownership.
- RENTED OR RENT FREE ACCOMMADATION -  
Q 1 25 to Q.1.33 (inclusive)  
answered only by those coded one at Q.1.24. Rest skip to Q 1.34.
- Q.1 25 Is it rented/provided furnished or unfurnished?  
Only one code should be ringed.
- Q.1.26 Do you get help.....?  
Only one code should be ringed. If blank when it should be coded, code 3.
- Q 1.27 How much rent do you pay.....?  
  
Check that amount that is written in is in correct code form or, where relevant code 000 (i.e rent free) For "don't know", code 001. Refused, code 002.

Q.1.28 Only if Q.1.27 has an amount entered  
Only one code circled.

If rent paid on a yearly basis, the interviewer will have written this in under "Other" here and, if the amount is over £999, written the amount beside the boxes at Q.1.27. If this is the case, please divide the amount by 12, write that amount in the boxes at Q.1.27 and recode to Per Month (Code 2) at Q.1.28.

Q.1.29 Would you prefer to be an owner occupier?  
One code only circled.

Q.1.30 Who is the house/flat provided by....?  
One code only circled.

Check that what is written in "other" cannot in fact be coded in 01-08.

Check Interviewer Manual for definitions.

Q.1.31 Most - people in your kind of.....?  
Only if Q1.30 codes 1,2 or 3 recorded.  
One code only to be circled.

Q.1.32 Registered or Unregistered Association?  
Only answered if code 03 circled at Q.1.30.

One code only circled. Force 'don't know' if no response and Q.1.30 is Code 3.

Q.1.33 Does your landlord live in the building?  
This applies if one of codes 06-08 has been coded at Q.1.30.

Only one of codes 1 or 2 should be circled.

Q.1.34 Is your household buying.....?  
This applies if code 2 is circled at Q.1.24.  
Only one of coded 1 to 6 should be circled.

Code 1 includes any long term bank, insurance or private loan as well as a building society mortgage. If the owner is borrowing only temporarily, code as "owned outright" (e.g. if a bridging loan has been obtained until the owner sells another property). If left blank and coded 2 at Q.1.24 code 5.

Q 1 35 Did this house / flat used to be...?  
Only applies if Q.1 24 code was recorded. One code only to be circled

- Q 1.36 Do you or anyone else in your household have?  
Only one of codes 1-4 should be coded. If both codes 1 and 2 have been circled, delete them both and ring code 3.
- Q.1.37 Housing Association list?  
As for Q.1.36.
- Q.1.38 Do you get help with your community charge?  
Only one code to be circled. If blank code 3.
- Q.1 39 Is there a car or van normally...?  
Only one code to be circled
- Q 1.40 How many?  
Answered only if "YES" at 1.39. One code only to be circled.

#### PERSON QUESTIONS

These are recorded on the right hand side in columns. In order to ensure that no mistakes or omissions have been made, the coding of the recorded answers in each complete column should be checked before moving to the next column.

- Q 2.1 RING CODE UNDER PERSON WHO IS RESPONDENT  
The code number under one person only should have been ringed. (Most likely to be persons 1 or 2). If none refer to supervisor.
- Q.2.2 How old.....last birthday?  
Ages should have been entered as 2 digit codes, with leading zeros if required. Babies under one year coded as 00. Those of 100 or over coded as 99.
- Q.2.3 SEX  
One code only for each person.
- Q 2.4 MARITAL STATUS  
One code only for each person. Persons under 11 must be coded as single.  
  
(Asian families can legally marry under 16)
- Q.2.5 Ask of those aged three years and over  
One code only to be circled for each person.
- Q.2 6 CODE FAMILY UNITS  
Each family unit will be numbered sequentially  
  
A code should have been given to each member of the household to indicate who belongs together as a family unit

A family unit is  
a married couple or single parent plus their  
children (if they have any)

Any other person is a separate family unit

Thus

a married couple with baby, wife's mother living  
with them -

Couple and baby = Family Unit 1

Mother = Family Unit 2

or

2 sisters living together -

Each is a separate Family Unit,

so one is coded 1

the other 2

Check that the coding makes sense - including  
continuation sheets when used.

Where private renting household, a tenancy group  
is an individual or group of people covered by a  
separate tenancy agreement.

Ensure interviewer has coded tenancy group number  
for each person where applicable. If not a private  
renting household boxes should be left blank.

Q.2.7 How long has....?

One code only for each person.

Note Check for children having different code  
from parents because of their age (i.e.  
children cannot have lived there longer  
than they have been alive).

Q.2.8 Does...have any long term illness?

One code only for each person.

NOTE BEYOND HERE NO QUESTIONS SHOULD HAVE BEEN  
ASKED ABOUT THOSE PERSONS UNDER 16 - if they have  
been cross it out.

Q.2.9.1 One code only to be circled for each person under  
each sub-question.

Q.2.9.2 Check the sense of coding e.g, 80 year old with  
maternity allowance. If boxes left blank, code  
zero in each box for every person in the  
household

Q.2.10 One code only to be circled for each person.

Q.2.11 Only to be answered if code 1 or 2 at 2.10

- Q.2.12 Only to be answered if code 1 or 2 at 2.10.
- Q.2.13 Ask All.  
One code only to be circled for each person. If
- 2.14 answered force 'Yes' code 1.
- Q.2.14 Answered only if answer to 2.13 was YES (code 1).  
One code only to be circled for any one person.
- Q.2.15 Answered only if code 3 at 2.10.  
One code only circled per person where appropriate.
- Q.2.16  
As Q.2.15.
- Q.2.17 and 2.18  
CODING FOR THESE QUESTIONS WILL BE DONE BY SPECIAL CODING SECTION.
- Q.2.19 One code only circled.  
If blank, circle code 9.
- Q.2.20 One code only circled.  
If blank, circle code 8.

Page 19 - Office Use Only boxes:

Enter number of boarders / lodgers (i.e. those with "L" against the person number) in boxes using leading zero where necessary. Include any lodgers on Continuation Questionnaire in boxes in Main Questionnaire. NB Cross out boxes on Continuation Questionnaire.

Ensure those persons who have had Self-Completion Questionnaires left with them are circled at the top of the grid on Page 19.

Ensure that household and individual questionnaires are linked correctly.

## ADDITIONAL CODING NOTES

Guidance from Welsh Office re: enveloping schemes:

"It is considered that where a grant has been paid, Question 1.18 should be coded as an improvement grant (Code 3). However, when a house is improved as part of an enveloping scheme, without a grant being paid, as denoted by the reply to question 1.17 (and 1.19) then obviously question 1.18 does not apply."

### PRIVATE RENTERS

Please note if on editing 'Private Renters' you find that the interviewer check on Page 2 reveals an individual private landlord using a letting agency (Check R1.01) then Q1.30 on main questionnaire should be coded 08.



SELF-COMPLETION QUESTIONNAIRESECTION 'A'

Q.1	<u>Do you speak Welsh ?</u>	
	Yes	1
	No	2
	Not answered	9
Q.2	<u>Does/did your mother speak Welsh ?</u>	
	Yes	1
	No	2
	Not answered	9
Q.3	Does/did your father speak Welsh ?	
	Yes	1
	No	2
	Not answered	9
Q.4	<u>Were you brought up in .... ?</u>	
	ONE ANSWER ONLY	
	This area	1
	Another part of Wales	2
	England	3
	Scotland/N.Ireland	5
	Elsewhere	5
	Not answered	9
Q.5	<u>Do you watch or listen to ...?</u>	
	ONE BOX ONLY TICKED FOR EACH LINE	
	Regularly	1
	Sometimes	2
	Never	3
	Not answered	9
Q.6	Can you read Welsh ?	
	Yes	1
	No	2
	Not answered	9

---

**Q.7**      Do you read Welsh language ?

ONE BOX ONLY TICKED FOR EACH LINE

Regularly	1
Sometimes	2
Never	3
Not applicable	8
Not answered	9

---

**Q.8**      Which of the following best describes you ?

ONE BOX ONLY TICKED FOR EACH LINE

Example

a.      I can't speak any Welsh and never have been able to	0
h.      and speak it most of the time	7
Not answered	9

---

SECTION B

SHOULD ONLY BE ANSWERED IF CODES 0-3 AT Q.8

**Q 9**      (If more than one box ticked, code highest  
          ability)

Can't understand any Welsh	1
Can understand simple phrases	2
Can understand general conversation	3
Can't understand TV news programmes	4
Not applicable	8

---

**Q.10**      Do you see yourself taking steps ... ?

Yes	1
No	2
Not applicable	8
Not answered	9

---

---

Q.11	ONLY TO BE ANSWERED IF CODE 2 AT Q.10	
	No real interest	1
	No time	2
	Doubt ability to learn	3
	Know of no opportunity	4
	Content with level	5
	Not applicable	8
	Not answered	9

---

Q.12	Have you already .....?	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

SECTION 'C'

Q.13	As a child did (or do) you ?	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

Q.14	<u>Do you normally speak Welsh ...?</u>	
	ONE BOX ONLY TICKED FOR EACH LINE	
	All or most of the time	1
	Half the time	2
	Occasionally	3
	Never/hardly ever	4
	Not applicable	8
	Not answered	9

---

Q.15	<u>Do you come across people ...?</u>	
	ONE BOX ONLY TICKED FOR EACH LINE	
	Usually	1
	Sometimes	2
	Never	3
	Not applicable	8
	Not answered	9

---

---

Q 16	<u>In those situations when . . . ?</u>	
	ONE BOX ONLY TICKED FOR EACH LINE	
	Usually	1
	Sometimes	2
	Never	3
	Not applicable	8
	Not answered	9

---

Q.17	<u>At what point . . . ?</u>	
	As a child at home	1
	Nursery School	2
	Primary School	3
	Secondary School	4
	College/University	5
	After full-time education	6
	Not applicable	8
	Not answered	9

---

Q.18	<u>Have you ever learnt Welsh . . . ?</u>	
a.	Yes	1
	No	2
	Not applicable	8
	Not answered	9
Q.18	b. c and d. - as for Q.18 a	

---

EDUCATION AND TRAININGSECTION 'D'

ENSURE THIS SECTION AND SECTION E ANSWERED ONLY BY MALES  
AGED 16-65 AND FEMALES AGED 16-60. CHECK AGAINST PAGE 9  
IN MAIN QUESTIONNAIRE

Q.19	<u>Have you heard of . . . ?</u>	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

---

Q.20	<u>Do you hold NVQ qualifications ....?</u>	
	Yes	1
	No	2
	Don't know	3
	Not applicable	8
	Not answered	9

---

Q.21	At what level ... ?	
	Codes 1 -5 as applicable	
	Not applicable	8
	Not answered	9

---

Q.22	<u>Are you doing or have you ...?</u>	
	Yes completed	1
	Still doing	2
	Apprenticeship discontinued	3
	Never have done	4
	Still at school	5
	Not applicable	8
	Not answered	9

---

Q.23	SHOULD ONLY BE ANSWERED WHERE CODES 1 OR 2 AT Q.22	
------	---	--

---

Q 24	<u>Do you have any qualifications ....?</u>	
	Yes/Not sure	1
	No	2
	Not applicable	8
	Not answered	9

---

Q 25	<u>Is your highest qualification ....?</u>	
	ONLY ANSWERED WHERE CODE 1 AT Q 24	
	Yes	1
	No/Not sure	2
	Not applicable	8
	Not answered	9

---

---

**Q.26** Is your highest qualification ...?

ONLY TO BE ANSWERED WHERE CODE 2 AT Q.25  
CODE DETAILS INTO BOXES FROM CODE LIST.

Lines a. to e.

IF 'YES' BOX TICKED, CIRCLE CODE 1 AND  
WRITE NUMBER HELD IN CODE BOX.  
(If more than 9, code 9)

IF 'YES' BOX TICKED AND NO NUMBER GIVEN  
- CODE 0 IN CODE BOX.

WHERE QUESTION NOT APPLICABLE TO RESPONDENT  
CIRCLE CODE 8 AND CODE 0 IN CODE BOX.

Lines f. to i.

WHERE BOX TICKED, CIRCLE CODE 1

WHERE BOX NOT TICKED CIRCLE CODE 9.

WHERE QUESTION NOT APPLICABLE FOR RESPONDENT,  
- CIRCLE CODE 8.

Line i. only

WHERE CODE 1 HAS BEEN CIRCLED, CODE DETAILS IN  
CODE BOXES (Cols 72-74).

WHERE CODE 8 OR 9 HAS BEEN CIRCLED, CODE 000  
IN CODE BOXES.

---

**Q.27** What is your highest qualification ...?

IF MORE THAN ONE BOX ON LINES a. TO h. HAVE BEEN  
TICKED, CODE FIRST BOX TICKED ON PAGE.

IF NO BOX TICKED AND RESPONDENT SHOULD HAVE  
ANSWERED (CODE 1 AT Q 25) THEN CIRCLE CODE 99  
Cols 75-76.

WHERE BOX h BTEC HAS BEEN TICKED, CIRCLE CODE  
08 AND, FOR EACH BOX TICKED -(COLS 77-84) -  
CODE 1

WHERE ONE OF THESE BOXES HAS NOT BEEN TICKED,  
- CODE 9

---

**Q.27** What is your highest qualification ...?

---

CONTINUED/ ..

WHERE ORIGINAL BTEC BOX HAS NOT BEEN TICKED,  
CODE 8, COL 77, 84.

WHERE RESPONDENT HAS GIVEN DETAILS AT 1  
(AT BOTTOM OF PAGE 9) CODE 09 - COLS 75-76  
AND CODE DETAILS FROM CODE LIST IN CODE BOXES  
COLS 85-87

FOR ALL RESPONDENTS WHERE LINE 1 DOES NOT APPLY,  
CODE 000.

---

PRESENT EDUCATION AND TRAINING

---

Q 28      Are at present . . . ?

Yes	1
No	2
Not applicable	8
Not answered	9

---

Q.29      What kind of course . . . ?

ONLY ANSWERED IF YES AT Q.28.  
ONE BOX ONLY SHOULD BE TICKED.  
CODE AS APPROPRIATE.

Not applicable	8
Not answered	9

---

Q.30      Does the course . . . ?

Lead to a qualification	1
Credit towards	2
Neither of these	3
Not applicable	8
Not answered	9

---

Q 31      What qualification is that ?

CODE DETAILS FROM CODE LIST INTO BOXES  
- COLS 91-93

---

Yes	1
No	2
Don't Know	3
Not applicable	8
Not answered	9

Q.33 Over the past 12 months ...?

NOT TO BE ANSWERED BY THOSE STILL IN FULL TIME EDUCATION. IF UNSURE CHECK AGAINST PAGE 13 IN MAIN QUESTIONNAIRE.

Code each line.

Where box ticked	1
Where box not ticked	9
Not applicable	8

Q.34 In the next four week period ... ?

NOT TO BE ANSWERED IF NEITHER EMPLOYED NOR ON JOB PLACEMENT SCHEME.

Code each line.

If box ticked	1
If not ticked	9
Where not applicable	8

Q 35 Thinking about the training . . ?

NOT TO BE ANSWERED IF "NO TRAINING" AT Q 34

Qualification	1
Credit	2
Neither	3
Don't Know	4
Not applicable	8
Not answered	9

Q 36 ANSWERED ONLY IF CODES 1 or 2 at Q 35



---

a	Code details into boxes from CODE LIST.	
b.	Yes	1
	No	2
	Don't Know	3
	Not applicable	8
	Not answered	9

---

Q.37	<u>Have you discussed ...?</u>	
	Yes	1
	No	2
	Don't Know	3
	Not applicable	8
	Not answered	9

---

Q.38	<u>ANSWERED ONLY IF "YES" (CODE 1 AT Q.37)</u>	
	Yes	1
	No	2
	Not applicable	8
	Not answered	9

---

Q.39	ONE BOX SHOULD BE TICKED FOR EACH LINE	
	Strongly agree	1
	Agree	2
	Undecided	3
	Disagree	4
	Strongly disagree	5
	Not applicable	8
	Not answered	9

---

---

PRIVATE RENTERS' QUESTIONNAIRE

One of these should have been completed in respect of any or all borders, lodgers or sub-tenants in a household, as well as for a household which is renting from a Private Landlord, Relative or Employer.

Refer to Question 1.30 in Main Questionnaire.

---

SECTION 'A'

R1.01	<u>DO YOU RENT DIRECTLY...</u>	
	Directly from landlord	1
	Through an agency	2
<hr/>		
R1.02	<u>WHEN YOU FIRST STARTED TO RENT...</u>	
	Contract/agreement in writing	1
	Verbal agreement	2
	Refused	9
<hr/>		
R1.03	<u>WERE YOU GIVEN A COPY...</u>	
	Yes	1
	No	2
	Not applicable (2 or 9 at 1.02)	
	Refused	9
<hr/>		
R1.04	<u>THERE IS A FORM OF TENANCY...</u>	
	Yes	1
	No	2
	Don't know	3
<hr/>		
R1.05	<u>SOME PEOPLE HAVE A NON-EXCLUSIVE ...</u>	
	As R1.04	
<hr/>		
R1.06	<u>SOME LANDLORDS LET ACCOMMODATION ...</u>	
	As R1.04	

NB IGNORE CODE 8

---

R1 07	<u>A LANDLORD SOMETIMES RENTS OUT ..</u>	
	Yes	1
	No	2
	Don't Know	3
	Not applicable at R1.06	(Code 1) 8
	Refused	9

---

ONLY ONE BOX SHOULD BE TICKED

R1 08	Landlord residing at address	1
	Landlord at address in separate accommodation	2
	Landlord not at this address	3
	Landlord commercial organisation/ tied accommodation (refer Q1 30 code 4 or 5)	4
	N.B NOT APPLICABLE	8

---

R1.09	<u>SOME COLLEGES RENT OR OWN ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R1.10	<u>SOME COMPANIES RENT OR OWN ...</u>	
	AS R1.09	

---

R1.12	<u>FINALLY, PEOPLE CAN HAVE A ...</u>	
	Yes	1
	No	2
	Don't know	3
	Not applicable	8
	Refused	9

---

---

SECTION 'B'

R2.01 IN WHICH YEAR ..

CODE YEAR IN SHADED BOXES  
(Example 1980)

If Don't Know box ticked 3333

---

R2.02 IN WHICH MONTH ...

ENTER MONTH WITH LEADING ZERO  
WHERE NECESSARY Example March = 03

If Don't Know or code 3333 at  
R2 01 33

Not Applicable 88

---

R2.03 WHEN YOU STARTED YOUR FIRST ..

Yes 1  
No 2  
Don't Know 3  
Refused 9

NB IGNORE CODE 8

---

R2 04 HOW LONG A PERIOD ...

ONLY ONE BOX SHOULD BE TICKED

Up to 6 months 1  
6 months/less than a year 2  
1 year 3  
Over 1 year, up to 2 4  
Over 2 years, up to 3 5  
Over 3 years, up to 5 6  
Anything else 7  
Not applicable 8  
Refused 9

---

R2 05 HAS THAT FIRST PERIOD EXPIRED ...

Yes 1  
No 2  
Not applicable 8  
Refused 9

---

R2 06 SINCE YOUR FIRST RENTAL . . .

ONLY ONE BOX SHOULD BE TICKED

Signed another agreement	1
had written confirmation	2
Agreed verbally	3
Just continuing to rent	4
Not applicable	8
Refused	9

R2.07 IN WHICH YEAR DID YOU LAST . . .

ENTER YEAR IN SHADED BOXES

Don't know	3333
Not applicable	8888

R2 08 IN WHICH MONTH . .

SHOULD ONLY BE ANSWERED IF YEAR AT  
2.07 IS 1989 OR LATER

CODE MONTH USING LEADING ZERO AS NECESSARY

Don't know or code 3333 at R2.07	33
Not applicable (ie prior to 1989)	88

R2.09 HOW LONG A PERIOD . . .

ONLY ONE BOX SHOULD BE TICKED

No fixed period	01
Up to 6 months	02
Over 6 months, up to a year	03
1 year	04
Over 1 year, up to 2	05
Over 2 years, up to 3	06
Over 3 years, up to 5	07
Anything else	08
Not applicable	88
Refused	99

SECTION 'C'

R3.01	<u>IF YOU WANTED TO, COULD YOU..</u>	
	Can stay as long as like	1
	Will have to move	2
	Don't know	3
	Refused	9
R3.02	<u>WHY WOULD/MIGHT YOU HAVE TO MOVE ?</u>	
	EITHER 'YES' OR 'NO' BOX SHOULD BE TICKED FOR EACH LINE	
	Yes	1
	No	2
	Not applicable	8
	Refused	9
R3.03	<u>ARE THERE BUSINESS PREMISES INCLUDED ...</u>	
	Yes	1
	No	2
	Refused	9
R3.04	<u>DOES YOUR ACCOMMODATION GO WITH ...</u>	
	CHECK AGAINST R1.08, CODE 4	
	Goes with job	1
	Does not go with job	2
	Refused	9
R3.05	REFER TO Q.1 30, CODE 05 OR 07 IN MAIN QUESTIONNAIRE AND, FOR PERSON NUMBER, GRID ON P.14	
	NOT APPLICABLE	88
R3.06	<u>WOULD YOU HAVE THE RIGHT ...</u>	
	Has the right to stay on	1
	Has to move	2
	Don't know	3
	Not applicable	8
	Refused	9

---

R3 07	<u>WOULD (...) BE ALLOWED TO ...</u>	
	Allowed to live somewhere else	1
	Has to live here	2
	Don't Know	3
	Not applicable	8
	Refused	9

---

R3.08	<u>CAN I JUST CHECK, DO YOU RENT ...</u>	
	Yes	1
	No	2
	Refused	9

---

R3.09	<u>PEOPLE SOMETIMES TAKE OVER</u>	
	<u>NOT</u> to be answered by boarders/lodgers. See R1.08, Code 1	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R3.10	<u>WHO WAS THAT ?</u>	
	One box only should be ticked.	
	Husband/wife or partner	01
	Father/Mother	02
	Brother/Sister	03
	Son/Daughter	04
	Father/Mother in Law	05
	Son/Daughter in Law	06
	Brother/Sister in Law	07
	Other	08
	Not applicable	88
	Refused	99

---

R3.11	<u>DID YOU BECOME THE TENANT ...</u>	
	Became tenant when moved in	1
	Already living here	2
	Not applicable	8
	Refused	9

---

R3.12	<u>DID YOU TAKE OVER ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

SECTION 'D'


---

R4.01	<u>THINKING OF THE PEOPLE COVERED ...</u>	
	Pays rent	1
	Rent free	2
	Refused	9

---

R4.02	<u>DOES ANYONE OUTSIDE YOUR HOUSEHOLD ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R4.03	<u>CAN I JUST CHECK ONE QUESTION ...</u>	
	CHECK AGAINST Q.1.27 IN MAIN QUESTIONNAIRE	
	ENTER AMOUNT, EXCLUDING PENCE, USING LEADING ZEROS WHERE NECESSARY	
	Refused/Don't Know/Not applicable	00000/00

---

R4.04	<u>HOW LONG A PERIOD ...</u>	
	CHECK AGAINST Q.1.28 IN MAIN QUESTIONNAIRE	
	1 week	1
	2 weeks	2
	4 weeks	3
	1 quarter	5
	1 year	6
	Other	7
	Not applicable	8
	Refused	9

---

R4.05	<u>MOST RENTS ARE AGREED PRIVATELY ...</u>	
	SHOULD ONLY BE ANSWERED IF 1988 OR EARLIER AT R2.01	
	Registered	1
	Unregistered	2
	Don't know	3
	Not applicable	8
	Refused	9

---



---

R4.06	<u>RENT LAST REGISTERED ...</u>	
	ENTER YEAR	
	Don't Know	3333
	Not applicable	8888

---

R4.07	<u>RENT FIRST REGISTERED ...</u>	
	As R4.06	

---

R4.08	<u>MOST RENTS ARE AGREED PRIVATELY ...</u>	
	SHOULD ONLY BE ANSWERED IF 1989 OR LATER AT R2.01	
	Yes	1
	No	2
	Don't Know	3
	Not applicable	8
	Refused	9

---

R4.09	<u>CAN I JUST CHECK, DOES YOUR LANDLORD PROVIDE ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R4.10	<u>IS THE COST OF MEALS INCLUDED ...</u>	
	Included in rent	1
	Separate charge	2
	Not applicable	8
	Refused	9

---

R4.11	<u>HOW MUCH OF RENT ...</u>	
	ENTER AMOUNT EXCLUDING PENCE	
	Don't Know/Refused/Not applicable	000/00

---

---

R4.12	<u>WHAT PERIOD DOES THIS COVER ...</u>	
	1 week	1
	2 weeks	2
	4 weeks	3
	1 calendar month	4
	Other	5
	Not applicable	8
	Refused	9

---

R4.13	<u>TO GET THIS ACCOMMODATION ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R4.14	<u>HOW MUCH WAS THAT ...</u>	
	ENTER AMOUNT EXCLUDING PENCE	
	Don't Know/Refused/Not applicable	000/00

---

R4.15	<u>DID YOU HAVE TO PAY ANY EXTRA ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

R4.16	<u>HOW MUCH ....</u>	
	ENTER AMOUNT EXCLUDING PENCE	
	Don't Know/Refused/Not applicable	000/00

---

R4.17	<u>WHAT PERIOD DID THIS COVER ...</u>	
	1 week	1
	2 weeks	2
	4 weeks	3
	1 calendar month	4
	Other	5
	Not applicable	8
	Refused	9

---

R4.18	<u>WHEN WERE YOU LOOKING ...</u>	
	Yes	1
	No	2
	Not applicable	8
	Refused	9

---

---

SECTION 'E'R5.01 DO YOU THINK YOU WILL MOVE ...

Yes, move	1
No, not move	2
Don't Know	3
Refused	9

---

R5.02 IF YOU MOVED FROM HERE ..

Rent again	1
Purchase	2
Don't Know	3
Refused	9

---

R5.03 HOW MUCH LONGER DO YOU THINK ...

Less than 3 months	1
3-6 months	2
6 months - 1 year	3
1 year, less than 2	4
2 years, less than 5	5
5 years or more	6
Don't know	7
Refused	9

---

LOGIC CHECKS  
MAIN QUESTIONNAIRE

---

PAGE 1 SECTION C page 1 = Q.1 6  
SECTION D page 1 = Q.1.30 - 01, 02, 03  
page 2 = Q 1.30 - 04, 05, 06, 07, 08  
page 3 = Q 1 30 - 09  
SECTION E page 1 = Q.1 13 - Code 1 at 1), 11)  
111), 1v), v), v1)

---

PAGE 2 Q.1.2.2 Code 1 Q.1 8 should have Code 1-9  
Q.1.4 If Code 1 Q.1.5 must be answered  
If Code 2 Q.1.5 must be answered  
Q.1 7 If Code 2 interview ends after this question  
Check that = Code 11 at SECTION 1 Front page

---

PAGE 3 Q 1 10 If Code 1 Q 1.11 must be answered  
Code 2 Q 1 11 must not be answered

---

PAGE 4 Q.1 17 If Code 1 proceeds through 1.18 - 1.22  
If Codes 2 or 3 skips to 1.22  
Spaces must occur at 1 18 through to 1 21

---

PAGE 5 Q 1.24 If Code 1 proceeds through 1.25 - 1.30  
If Code 2 skips to 1.34

---

PAGE 6 Q.1 31 Should be answered only by those answering  
Codes 01, 02, 03 at Q 1 30  
Q 1 32 Should be answered only by those coded 03  
at Q.1.30  
Q.1.33 Should be answered only by those coded 06,  
07, 08 at Q.1 30  
Q 1 34 To be answered only by those coded 2 at  
Q 1.24  
Q 1.35 To be answered only by those coded 2 at  
Q.1.24.  
Q.1.40 To be answered only by those coded 1 at Q 1.39  
If code 2 skip to Q.2 1

---

LOGIC CHECKS - MAIN QUESTIONNAIRE  
continued/

---

PAGE 8 Q 2 5

Enter space/skip for persons aged 00-02 at  
Q 2.2

Q.2.6

Tenancy Groups To be answered only by those  
coded 04, 05, 06, 07, 08 at Q.1.30

---

PAGES 10/11/12/13/14/15

No answers to questions 2.9.1 - 2.18 should  
be answered for any respondent coded 00-15  
at Q.2.2 Skips/spaces should be here.

---

PAGES 12/13

Q.2.11 and Q 2.12 should be answered only  
by those coded 1 or 2 at Q.2.10.

Q 2.14

Should be answered only by those coded 1  
at Q 2 13

Q 2.15

Should be answered only by those coded 3 at  
2.10

Q 2.16

Should be answered only by those coded 3  
at 2.10

---

RESEARCH & MARKETING - WELSH OFFICE HOUSE CONDITION SURVEY

RANGE & LOGIC CHECK PAGE 1 & 17

VALID ENTRY

A 1, 2 or space  
B 01 thru 10 or spaces  
C 1,2,3,4 or space  
D 1,2,3 or space  
E 1,2 or space  
F 1st 00 thru 11 or space  
F 2nd 00 thru 12 or space  
G 1,2,3,4,  
H all 3 1 thru 13  
I 01 thru 13  
DAY 01 thru 31  
MONTH 01 thru 12  
TIME Any character on keyboard

LOGIC CHECKS

If final outcome = 10

The following must not be blank  
{spaces} A,B,C,D,E,F,G,H,

If final outcome = 01 thru 05

The following must not be blank  
{spaces} B,C,G,H

The following must be blank  
{spaces} A,D,E,F

If final outcome = 06 thru 09

The following must not be blank  
{spaces} G

The following must be blank  
{spaces} A,B,C,D,E,F,

the following must be blank or 1  
H

If final outcome = 11 12 or 13

The following must not be blank  
{spaces} B,C,G,H,

The following must be blank  
{spaces} D (11 only), E (11 only)

IN ADDITION

If final outcome = 10 an entry must be made for each person on page 17 as follows:-

NAME	Can be blank
REL (Relationship)	1 thru 6 or space
S/C (Self Complete)	0, 1 or space
L (Lodger)	0, or space

LODGERS	Blank or total number of lodgers (including any on continuation questionnaire)
---------	--

Person entries must be consecutive

Entry in the relationship field (REL) makes a 0 or 1 entry in both S/C & L field mandatory.

A "1" in both S/C fields and L fields is not allowed

The total number of S/C fields entered as "1" must be equal number of self completes left as entered on front page question F part 1

If a "1" is entered in S/C field, then name must not be blank

If REL = "1" or "2" then L must be 0

If final outcome is 01 thru 09 all fields must be blank

Total number of all self completions on front page cannot be greater than total number of persons

### Logical and Coding Checks for the 1992/3 WHCS: Draft Notes

1. The responses to 1.30 must be consistent with those to questions 1.31-1.36, e.g.
  - 1.31: only response if q. 1.30 codes 1,2,3
  - 1.32: only response if q 1.30 code 3
  - 1.33: only response if q. 1.30 code 6,7,8
  - 1.34: only response if q. 1.24 code 2
  - 1.35: no 'yes' response for 1.30 coded 1 or 2
2. Responses to q. 1.30 to be consistent with q. 1.24
3. q.1.1: do not permit a 'DNA' option on coding sheet.
4. q. 1.7: if any response to q. 1.9 or 1.14 force 'yes' to non-response, otherwise force 'no' to non- response.
5. q. 1.7: ensure consistency with q.I (Final Outcome) on first page: 1.7 code 1 (2) matches q. I code 10 (11).
6. If no response at 'O.U.O' (p.17) default code 0.
7. Ensure that q.1.2.2 coded 2 unless lodgers coded at 'O.U.O' p.19.
8. q. 1.9: if no value entered, set as household size minus one, i.e. (q.1.1 - 1).
9. q. 1.10: force value 1 if no response
10. q. 1.11: force 'yes' if no response and 1.10 coded 1. If no response and 1.10 coded 2 force a 'DNA' code. Check no q.1.11 responses from code 2 to 1.10.
11. q. 1 14: if no response, force 'don't know'
12. q. 1.32: force 'don't know' if no response and q.1.30 code 3
13. if q.2.14 has been answered, force 'yes' to q. 2.13.
14. ensure that household and individual questionnaires are linked correctly.



LOGIC CHECKS  
THE INDIVIDUAL QUESTIONNAIRE

---

If Q.1 = 1 then Q.8#0,1  
Q.9#1  
Q.14a+b+c+d+e#40 (i.e. they can not all  
be n.a.)

---

If Q.1 = 2 then Q.8#g,h (but query)  
Q.14a,b,c,d,e#1,2,3

---

If Q.6 = 1 then Q.7a,b,c#8,9

---

If Q.6 = 2 then Q.7a,b,c#1,2,3

---

If Q.8 = 0 then Q.9#2,3,4 (but query)  
Q.13#1,2  
Q.14a,b,c,d,e#1,2,3,4  
Q.15a,b,c,d#1,2,3  
Q.16a,b,c,d#1,2,3  
Q.17#1-6  
Q.18a,b,c,d#1,2

---

If Q.8 = 1 then Q.13#8,9  
Q.14a,b,c,d,e#1,2,3  
Q.16a,b,c,d#1,2

If Person is aged 3-15 or Male aged 65+  
or Female aged 60+

Sections D&E should not be answered.

If Q.19 = 2 then Q.20 = 8  
Q.21 = 8

If Q.22 = 3, 4, 5 Q.23 = 000

If Q.26 and Q.27 both answered QUERY

Check Q.25 corresponds Yes = 27  
No/Not sure = 26

Q.33 --- IF CODES 0, 1, 7 AT Q.29 then Q.33 ---- should not be  
answered

---

## **CODING BULLETINS**

## CODING BULLETINS

These bulletins cover particular points which arise from coding or data entry problems, and will be issued as and when necessary.

Please initial each bulletin to show that you have seen and understood it.

Any queries should be raised with either Lynne or Chris.

Any suggestions for further bulletins will be welcome.

## QUALITY CONTROL

Questionnaire Type: Main

At the bottom of Page 16 is a Quality Control Check box. In most cases there will be no entry in this, apart from the rare occasions where '1' has been circled when there MUST also be a Supervisor's signature. Codes 2 - 4 may be present, but these will have been added by the Receipting Unit, will come as separate short batches of 1 or 2 sets and will be correctly coded (I hope).

Please ensure, therefore, that a 'space' is entered at this point for all the other questionnaires.

CORRECTIONS TO CODING

Questionnaire Type: All

When making corrections to coding, ensure that the original coding is clearly scored through with 2 parallel lines. If this is not done it leads to delay and confusion when the data are being entered.

This obviously applies to both first and second coding.

LEADING ZEROS

Questionnaire Type: Main

The Computer Room have reported that some interviewers are coding a leading zero in some cases where there is only one box on the questionnaire. This particularly applies to Questions 1.8 and 1.9.

Please check on this, and correct as necessary.

ESSES AND FIVES AND EIGHTS

Questionnaire Type: All

The data entry team are finding occasional difficulty in determining whether a code is letter 'S' or a figure '5' or '8'.

Please be very careful with these perpetually confusing characters.

REFUSALS

Questionnaire Type: Private Renters

A case has occurred where a respondent completed the main questionnaire but refused to answer the one for Private Renters.

For this and any other occurrences, code R1.01 as a '4' and make sure that nothing else is coded.



REFUSALS

Questionnaire Type: Self-Completion

When a respondent refuses to complete the Welsh Language, Education and Training questionnaire then the only coding required is a '4' (not shown as one of the options) at the foot of Page 12.

CODING CORRECTIONS

Questionnaire Type: All

As a follow-up to CB 2, ensure that everything coded in pencil is circled in RED if correct, and has TWO lines also in red to cross it out if incorrect.

First coding will be done in pencil when subject to 100% 2nd coding, and in RED when down to 10% 2nd coding.

## SECTION D

## Questionnaire Type: Self-Completion

If the Box at the top of Page 7 above Section D has been ticked, AND you have checked with the main questionnaire that this is correct, THEN do NOT code the rest of the questions, but leave them blank apart, of course, from a check on the box at the end of Page 12. (See CB 6).

If the box has NOT been ticked, AND any questions have NOT been answered, then these should be coded as 9's.

If the main questionnaire is not available, then you should ignore the tick box completely, and simply code whatever is there, as the logic checks will be able to refer to the main questionnaire record and take the appropriate action.

SANDWICH COURSE

Questionnaire Type: Self-Completion

A 'Yes' at Q 28 routes to Q 29, for which only 1 box should be ticked. If it is the box for a sandwich course, then that is regarded as full time education so that any replies after Q 32 should be ignored and from Q 33 to the end should be coded to '8'.

## REFUSALS

Questionnaire Type: Main

We have had a main questionnaire returned where the respondent refused to answer nearly all the questions in Section 2.

Many of the questions have no code for a refusal - these now have to be catered for.

If you meet a refusal on any of the following questions you are required to enter a '9' or '99' to indicate a refusal.

## Household Questions

1.24	1.25	1.28	1.29	1.30	1.32
1.33	1.35	1.37	1.37	1.39	1.40

## Person Questions

2.4	2.5	2.7	2.8	2.9.2	2.10
2.11	2.12	2.13	2.14	2.15	2.16

## REFUSALS

Questionnaire Type: Main

We have had a main questionnaire returned where the respondent refused to answer question 1.23 on tenure, which has no code for a refusal. The Interviewer entered a '3' at D. on the front page (which is correct), but was then stumped as to how to proceed. Luckily, the respondent started answering again from 1.35 onwards.

We have decided that a '9' shall be entered for 1.23 and the routing will be as for a response of 'Owned outright or is buying' which goes to 1.34, where there is a refusal code of '6'.

## 10 % CODING CHECKS

Questionnaire Type: All

The rule for 10% coding is that each type of questionnaire in an assignment must be checked, ie if a box has 33 main, 1 continuation, 1 renters and 65 self-completions then 4 of the main, the continuation, the Renters and at least 7 of the self-completions must be checked and the trick is to select the mains which will make up the required sample.

It would also be helpful if you would indicate under the headings the number of each type that has been checked.

SUBJECT Error Corrections

Questionnaire Type: Self-Completion

Please bear in mind the following points when correcting the listing of errors in the Self-completion questionnaires.

1. The version of the listing program which was used for both the first and second wave listings had been tested on some 1300 cases, and does not claim to be perfect. Any logic defects should be reported to me immediately, so that a correction can be made.
2. Similarly, the ranges of codes built in for the open ended questions may well be out of date. I shall be looking for a final definitive list as soon as is possible, but in the meantime if a valid qualification is flagged as an error, do NOT alter it. Just tick the flagged error as being correct - the screen edit will probably handle it.
3. You may well find that there are errors shown for which you cannot find the form. This is probably because it was returned by post and is not yet in the box. If you cannot decide what the proper correction is, DO NOT GUESS!!! Strike out the record, as we will have to run all the listings again when all the questionnaires have been keyed.
4. As a slight change in procedure, when the listing for a range of ten boxes has been completed, don't put it in the top box but hand it to me so that the screen edit can be put in hand.
5. Please be careful when stacking the boxes. I don't like having to pick up piles of boxes when I come in in the morning.
6. Please initial and circulate

Chris Fookes

WA

DB

SD

AJJ

GLM

JO

LR

SW